



Talitha Consults

Interdisciplinary • Multilingual • People-centered

I. Deliverables

This project will result in:

- Periodic status reports and/or conference calls to discuss or track research progress
- One kick-off meeting with the Joint Committee to review work plan for – stakeholder/ community engagement and public input gathering process
(final work plan to be reviewed and approved by Joint Committee or designated committee members)
- Two stakeholder engagement workshops. See Task 2 Part 1 below. (15-18 community group representatives at each session). Proposed workshops on Feb 23 & 25, 2021.
- Co-host one four (4) virtual open house with four Neighborhood Planning Assemblies to obtain public input as well as share key learnings found through the key stakeholder engagement workshops. Talitha and CEDO will coordinate schedules for these meetings.
- Development of online public survey – survey questions will be guided and informed by findings from stakeholder/community engagement workshops and elicit additional input from community members.
 - Our methods to obtain input will not be limited to online survey (passive way of collecting data). JC will see that Talitha will employ multifaceted engagement approach guided by social innovation and culturally-groundedness that draws people into meaningful conversations.
- In partnership with local resident and community groups, dissemination of public survey via channels identified during stakeholder meetings as preferred communication channels – “to obtain public input as to the needs, values and vision of the community of Burlington” (RFP)
- A full tabular report of all data by relevant crosstabs points (unlimited, based on the analysis to be conducted)
- A full report that includes complete statement of survey methodology, key learnings, summary of learnings from all research phases and suggestions based on the research/survey findings
- Two meetings to review the survey/research process and present the final survey learnings
- Eighteen (18) phone interviews *or six (6) small/focus group zoom meeting. Focus groups are not the consultant’s preferred approach.*
- Development of Equitable Engagement & Participation Initiative (EEPI) which will be informed and shaped by learnings from Task 1 to 4
- Presentation of Equitable Engagement & Participation Initiative (EEPI) as a tool “to suggest the design of an ongoing program for obtaining input into the operations of the police department”
- One (1) community ceremony to announce the launch or adoption of Equitable Engagement & Participation Initiative (EEPI)

II. Proposed Timeline

The following table projects an estimated execution of all deliverables, beginning from the start date of 1/20/2021. The contract end date is June 30, 2021.

A. Internal sub-teams:

A: All team members

B: Bilingual/multilingual design/research team

C: Community-Input Documentation

D: Data analysis, assessment and report writing

E: Engagement & facilitation group

JC = Joint Committee from Burlington | * = tentative

Task 0: Kick-off meetings (Internal Team Talitha + Joint Committee)					
<i>Starts: 1/20/2021 Ends 1/31/2021</i>					
ACTIVITIES PER DAY					
WEEK 1 Starts 1/20/2021			Day 1 1/20/2021	Day 2 1/21/2021	Day 3 1/22/2021
Review of RFP objectives			A		
Pre-orientation meeting for Talitha team members				A	
WEEK 2 Starts 1/25/2021	Day 1 1/25/2021	Day 2 1/26/2021	Day 3 1/27/2021	Day 4 1/28/2021	Day 5 1/29/2021
Study of key stakeholders (Addendum - G)	B				
Research similar initiatives and case studies			B		
Prep materials for for 2/1 meeting				A	
Task 1: Project Kickoff with City of Burlington Joint Committee					
<i>Starts: 2/1/2021 Ends 3/12/2021</i>					
ACTIVITIES PER DAY					
WEEK 3 Starts 2/1/2021	Day 1 2/1/2021	Day 2 2/2/2021	Day 3 2/3/2021	Day 4 2/4/2021	Day 5 2/5/2021

Project kickoff meeting with Joint Committee	A + JC				
WEEK 3 Starts 2/1/2021	Day 1 2/1/2021	Day 2 2/2/2021	Day 3 2/3/2021	Day 4 2/4/2021	Day 5 2/5/2021
Materials review, demographics review, audit of past and current initiatives & revise work plan		A *Talitha plans to request info from the JC about current operations and procedures on public disclosure and public input processes as well as methods of communication/ dissemination of information by the police department to the public.			
WEEK 4 Starts 2/8/2021	Day 1 2/8/2021	Day 2 2/9/2021	Day 3 2/10/2021	Day 4 2/11/2021	Day 5 2/12/2021
Finalize project work plan: deliverables, engagement methodologies, and project milestones (to be reviewed and approved by Joint Committee)		C&E + JC or assigned reps from JC			
Identify goals, objectives, and measures of success for public input process			E		
Draft invitation template and send to JC				B	
WEEK 5 Starts 2/15/2021	Day 1 2/15/2021	Day 2 2/16/2021	Day 3 2/17/2021	Day 4 2/18/2021	Day 5 2/19/2021
Grouping of key stakeholders			C + E		
JC sends invitations to key stakeholders				B + JC	
WEEK 6 Starts 2/22/2021	Day 1 2/22/2021	Day 2 2/23/2021	Day 3 2/24/2021	Day 4 2/25/2021	Day 5 2/26/2021
Group A stakeholder workshop		E			
Group B stakeholder workshop				E	

Analyze data				B + C	
WEEK 7 Starts 3/1/2021	Day 1 3/1/2021	Day 2 3/2/2021	Day 3 3/3/2021	Day 4 3/4/2021	Day 5 3/5/2021
Continue data analysis: identify gaps and opportunities in past or current efforts to support health and safety in COB identify target audiences and preferred channels of communication	C & D & E				
Graphic representations of data findings complete			C		
Co-host Open Houses with NPAs				C	
WEEK 8 Starts 3/8/2021	Day 1 3/8/2021	Day 2 3/9/2021	Day 3 3/10/2021	Day 4 3/11/2021	Day 5 3/12/2021
Co-host Open Houses with NPAs		C	C	C	
Create public survey questions			E+ JC input		
Task 3A: Public Survey <i>Starts: 3/15/2021 Ends: 3/21/2021 (tentative)</i>					
ACTIVITIES PER DAY					
WEEK 9 Starts 3/15/2021	Day 1 3/15/2021	Day 2 3/16/2021	Day 3 3/17/2021	Day 4 3/18/2021	Day 5 3/19/2021
Online platform			B + C + Local Community Partnership		
Task 3B: Data Synthesis, Tabulation & Analysis					
ACTIVITIES PER DAY					
WEEK 10 Starts 3/22/2021	Day 1 3/22/2021	Day 2 3/23/2021	Day 3 3/24/2021	Day 4 3/25/2021	Day 5 3/26/2021
Code survey data: identify issues, themes, and trends	B (C&E will support as necessary)				
Task 3C: Joint Committee and Stakeholder Engagement (Part 2)					
ACTIVITIES PER DAY					
WEEK 11 Starts 3/29/2021	Day 1 3/29/2021	Day 2 3/30/2021	Day 3 3/31/2021	Day 4 4/1/2021	Day 5 4/2/2021

Graphic representation of findings	C				
Send review of findings to Joint Committee and Key Stakeholders		D			
Plan Individually Designed Interviews or focus groups			C + E + Joint Committee		
WEEK 12 Starts 4/5/2021	Day 1 4/5/2021	Day 2 4/6/2021	Day 3 4/7/2021	Day 4 4/8/2021	Day 5 4/9/2021
Carry out Individual Designed Interviews	C (Multilingual team members will assist as needed)				
WEEK 13 Starts 4/12/2021	Day 1 4/12/2021	Day 2 4/13/2021	Day 3 4/14/2021	Day 4 4/15/2021	Day 5 4/16/2021
Carry out Individual Designed Interviews	C (Multilingual team members will assist as needed)				
2 nd Joint Committee & Key Stakeholder meeting					C & E
Task 4: Final Report & Presentation Starts: 4/19/2021 Ends: 4/27/2021					
	ACTIVITIES PER DAY				
WEEK 14 Starts 4/19/2021	Day 1 4/19/2021	Day 2 4/20/2021	Day 3 4/21/2021	Day 4 4/22/2021	Day 5 4/23/2021
Analyze IDIs		B + C + D			
Capture data graphically				C	
WEEK 15 Starts 4/26/2021	Day 1 4/26/2021	Day 2 4/27/2021			
Internal team meeting + key personnel from COB	A				
Presentation of findings to Joint Committee & Key Stakeholders + one ceremony to recognize the adoption or launch of EEPI		A			

III. Work Plan Modifications

Talitha is fully amenable to modifying the workplan in ways that improve the process, outcomes, or value of this research to the client. Changes that impact the cost of the research will require Talitha to

provide updated cost estimates. It is the goal of Talitha and our partners to produce the highest quality research, engagement, and data analysis each time we engage in a project. To this end, we seek methodology improvements offered by those who have knowledge or experiences that result in modifications.

FINAL - APPROVED