



REQUEST FOR PROPOSALS – EQUITY IN CAREER & TECHNICAL EDUCATION FOR CAREER PATHWAYS – FOCUS GROUP FACILITATORS

Organizational Overview

The League of Education Voters (LEV) was started in 2001 by concerned parents over the passage of school levies. Since its inception, LEV has worked over the years on school discipline, education policy, and equitable funding for all students. As a statewide organization, LEV understands the need for communities to lead educational change in their own neighborhoods. LEV has been a statewide organization for over 10 years, with offices in Seattle, Yakima, the Tri-Cities and Spokane.

How We Operationalize Diversity, Equity, and Inclusion as an Organization

We want every Washington student in public school to gain an excellent education that prepares them for success. Equity, diversity, and inclusion are central to this vision. Focusing on these three values is fundamental to ensuring all students learn to become compassionate, engaged, and productive members of society.

To these ends, we are guided by the following principles:

- **Student-Centered:** We first ask, “What is the impact on students, particularly those furthest from opportunity?” We want every student to feel respected and cared for in their schools.
- **Collaborative:** LEV aspires to engage with individuals and advocacy organizations supporting communities impacted by historical and systemic inequalities.
- **Learning:** Our work requires intellectual curiosity, the will to seek solutions that challenge the status quo, and the fortitude to learn in public. We are an organization of learners, and we value rigorous engagement with both data and community voice.

✓ Project Goals

The goal of the Equity in Career and Technical Education (CTE) for Career Pathways project is to understand the impact of barriers to dual credit courses prior to post-secondary pathways to college and career. LEV will use both qualitative and quantitative data to provide recommendations on best practices for implementing the High School and Beyond Plan (HSBP) and access to dual credit opportunities. The report will be provided to state legislators, superintendents, parents, and K-12 stakeholders to inform policy and practices.

The Equity in CTE for Career Pathways project has a multi-tiered approach that includes outreach and learning, surveys, and site visits. **The goal for this phase and this RFP of the Equity in CTE for Career Pathways is the development of up to 4 focus groups that include 25 high-school students**

and 10 parents from backgrounds that are traditionally under-represented (particularly non-Hispanic white students) in dual credit classes (such as AP, Running Start, and International Baccalaureate). The purpose of the focus groups is to gain an understanding from a student and parent perspective of access to dual credit opportunities in different regions of the state and how students are guided by their school district on becoming college and career ready and to identify areas for improvement.

✓ **Target Audience**

The facilitator/consultant will conduct a focus group or multiple focus groups with **25 students and with 10 parents** in each representing students who are traditionally under-represented in dual credit classes, particularly students other than non-Hispanic white students. LEV is interested in hosting focus groups representing different geographic areas and educational environments in the state. Individual focus groups need not be comprised of students from only one of these geographic / local education agency groups, but LEV is seeking responses that will show a representation of demographically diverse groups from urban, rural, smaller, larger educational agencies, as well as at least two focus groups on the west side of the state and two on the eastern side of the state, with a minimum of 4 districts/local education agencies represented by students and parents in the groups.

✓ **Project Deliverables and Specifications**

- Facilitator will conduct initial 1 hour phone interview with LEV staff, and then propose questions to LEV staff to be asked at focus group.
- Facilitator will provide a project design and demographics of participants to LEV, and conduct intermittent phone call updates as needed/requested with LEV staff on project status throughout the project.
- Facilitator will identify students and parents to take part in focus groups.
- Facilitator will conduct up to 4 focus groups (one in each geographic region)
- Facilitator will analyze focus group data including barriers, variation in practices and policies that address barriers, and highlighting perceived effective practices that maximize access to dual credit classes among traditionally under-represented students
- Facilitator will provide draft in-depth report (minimum 10 pages, maximum 20 pages in addition to graphs and charts) to LEV for each focus group to detail summary of student and parent responses by May 27, 2019, as well as an overall summary comparing approaches in different areas
- Facilitator will provide final report to LEV by June 1, 2019.

✓ **Project Requirements**

Project Location Selection & Set-Up. The Facilitator will identify location for one or more focus groups (up to 4) and will be responsible for all set-up of focus groups to include all materials needed to conduct successful focus groups. LEV will handle and pay for reservation of the identified space if there is a cost.

Focus Group Design/ Student/Parent Selection and Demographics. Facilitator will provide focus group project layout, source of student and parent focus group participants, and will provide student and parent demographics to LEV by April 22, 2019, prior to focus group.

Intellectual Property: Once completed, all research work and work related to the Equity in CTE for Career Pathways project will be property of League of Education Voters.

Payment Structure: League of Education Voters will pay \$2,000 per focus group at the start of contract and pay an additional \$4,000 per focus group once final summary report has been written at the conclusion of student and parent focus groups and accepted by LEV. LEV will also pay for facilitator's transportation not to exceed \$500.00.

Incidental Focus Group Expenses/Support: League of Education Voters will pay room rental, \$25.00 gift stipends for each parent and student, and will pay for the cost of food not to exceed \$500.00 for each focus group. One LEV staff member will be in attendance during the focus group. LEV staff member will provide support if needed for checking in students, setting-up materials, welcoming families, and with clean-up if needed.

Timeline: The focus groups will take place by May 7, 2019 with a summary final report to be completed by June 1, 2019.

Proposal Format

The Equity in CTE for Career Pathways focus groups must include representatives from communities traditionally under-represented in dual credit pathways, particularly students other than non-Hispanic white students.

Please provide a 1-2 page overview of your design for this project, including a) how you would identify geographic regions/LEAs, b) A detailed list of stakeholder groups to be invited for the CTE focus groups and your experience and relationship with diverse groups must be provided, c) a list of the last three projects, locations and date of completion for the last three equity-based research projects conducted. A summary of each project should be identified as well as references and contacts for each of the projects who can be available to contact prior to April 5, 2019, and d) A brief timeline that will be used to complete this project that includes timeline and strategies for outreach to students and parents, focus group facilitation, analyzing data, and final report to LEV. RFPs will be evaluated based upon the completeness of this proposal including both creative methodologies for identifying and recruiting focus group participants and past experience working on qualitative projects with communities of color.

Request for Proposal responses should be sent electronically to Sandra Jarrard, sandra@educationvoters.org. If you have questions, please contact Sandra at (425) 879-8212.

LEV may choose to select one consultant for all focus groups, or separate consultants for each.