

COUNCIL ACTION ITEM

2023-2024 Community Survey RFP

Background Information: Beginning in FY 2019-20, the Council began including funding to complete a community survey in the outreach budget with plans to repeat the survey every two years. The results of the initial community survey in 2020 provided a baseline to assist in planning and funding decisions that address the needs of local children and families. A survey was done again in 2022, and focused on assessing CSC's current funding priorities and the various ways that residents find services. As there is continued benefit in engaging directly with St. Lucie County residents about the needs of children and families in the community, a survey will be conducted in 2024.

Current Situation: The 'Engaging our Community' request for proposals seeks to survey St. Lucie County residents about the needs of children and families in our community. The request requires qualified consultants to demonstrate their methods of conducting a valid community survey to complement past surveys and enhance need-based funding decisions.

The timeline of the release and review is as follows:

- October 13, 2023 - Release of Request for Proposals
- December 1, 2023 - Deadline for Proposal Responses
- December 14, 2023 - Recommendations to Council

The goal of this timeline would be to have the selected agency administer the survey in January 2024. The results of the survey will then be presented to Council.

Action: (*requested or required of Council*): The Council is being asked to approve the release of Engaging Our Community request for proposals.

CSC Team Recommendation: CSC Team recommends approving the release of the Engaging Our Community RFP and the timeline. Funds for this project have already been allocated in the 23-24 budget.

am 10-3-2023

Engaging the Community

Since 1990, the Children's Services Council of St. Lucie County has been tracking a series of child and family data indicators to assist in strategic planning and funding decisions that address the needs of local children and families. While there has been demonstrated success in developing positive trends in those indicators, the Children's Services Council is looking to further engage directly with St. Lucie County residents about the needs of children and families in the community.

The Children's Services Council has previously conducted community surveys in both 2019 and 2021 to receive resident feedback on its funding priorities. The Children's Services Council of St. Lucie County is looking to conduct another valid community survey that will serve as a tool to help the agency in strategic planning by asking residents what children's issues are most important; identifying the various ways residents find services; and assessing the agency's current funding priorities. The Children's Services Council will use the results of this community survey to complement the past surveys and continue to build a standard for future resident input.

To complete the survey, the Children's Services Council of St. Lucie County is requesting qualified consultants with experience conducting valid surveys to submit bids to design and direct the survey. Interested parties should address the following in writing.

- Design of Survey – how will the survey be designed; involvement of Children's Services Council team in development of questions; anticipated number of questions; how the survey will complement those conducted in 2019 and 2021 and/or development strategy in creating a baseline
- Execution of Survey – how will the survey be administered; validity of survey; crosstabs that will be available (as example: age, zip code, gender, race, household size, etc); timeline of survey
- Final Product – description of what the final report will contain and if a presentation of the findings is included
- Cost for the survey including payment structure
- Familiarity with St. Lucie County and/or Children's Services Councils

Please submit responses electronically by email to amock@cscslc.org by December 1, 2023. Any questions can be submitted to the same address.