

**Commission on the Future of Vermont Public Education**  
***Request for Proposals***

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***Communication & Engagement Consultation***

The Commission on the Future of Public Education in Vermont is committed to conducting its work in a manner that fosters broad communication and engagement with Vermonters. The Commission is committed to an engagement plan that seeks to achieve the following:

1. **Information Sharing: *Educate***  
Informing and educating the public about the current Vermont education context and the complexity of the challenges we face. Information sharing includes providing accurate, valid data in a manner that is understandable to provide context, as well as providing ongoing information about the work of the Commission.
2. **Listening & Learning: *Gather Information***  
Gathering feedback from collaborators and the public in real time can help inform the Commission as it conducts its work. In particular, the Commission can leverage existing data and feedback being gathered from other organizations, groups and individuals
3. **Engage: *Partner & Influence***  
Engagement is an ongoing, two-way process of building relationships, working collaboratively, and sharing power.

**Consultation Goal:**

The Commission recognizes that effective community engagement, particularly equity-focused engagement, requires deep expertise. Toward that end, the Commission is seeking consultation from an individual or organization. The consultant will support the refinement of the attached framework as well as its implementation. Specifically, the consultant shall:

- Work with the Communication & Engagement Subcommittee on the refinement or redesign of the draft Communication and Engagement Plan. The Plan should generate long-term support and goodwill regarding the Commission's work
- Co-plan and facilitate community conversations, focus groups and other engagement opportunities as defined in the plan
- Provide training and materials to Commission members so they are able to carry out the communication and engagement strategies in a consistent manner

**Expertise Required:**

We are seeking an individual or organization who will work with the Commission over the next 12-15 months to support the critical engagement work of the Commission. Consultants should:

- Have a deep understanding of equity-focused community engagement, so that they are able to support the Communication & Engagement Committee to further refine the Engagement plan through an equity lens
- Ensure the plan utilizes the most effective strategies to achieve each of the above objectives as well as matching the objective to the desired communication outcome

**Scope of Work:**

- Design/Refinement of Communication & Engagement Plan: The consultant would work with the Communication & Engagement Subcommittee as well as the full Commission to review the

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existing framework and make appropriate changes. This would include the development of a more detailed scope of work to carry out the plan.

- Survey Design: The consultant will develop a survey tool or similar designed to gather broad input from Vermonters who may be unable to attend in person or virtual engagement sessions
- Facilitation: The consultant would lead and facilitate the various activities defined in the plan
- Training Materials: Individual Commission members will be leading engagement opportunities within their representative organizations on behalf of the Commission. The consultant will develop a common set of communication materials and provide training to Commission members so that input gathered is consistent

It is important to the Commission that this process happen quickly enough to meet the timeline outlined in Act 183, but also understands the need to have the process appropriately effective and thorough. The consultant shall take this into consideration as it designs the approach to the work.

**RFP Requirements:** Please provide a proposal electronically to [REDACTED]. The proposal should outline how the individual or organization would approach the work and all associated costs. It should also include a recommendation for the scope of work, including a description of past experience with community engagement work, as well as two or more professional references. The Chair can be available to meet with potential organizations to provide additional information as needed.

**Proposals Due By October 15, 2024**

Questions can be directed to:  
Meagan Roy, Chair  
[meagan.roy@partner.vermont.gov](mailto:meagan.roy@partner.vermont.gov)