

## **Exhibit A**

### **Requested Specifications for Community Survey**

- The consultant should agree to participate in a presentation and public discussion of their proposal to answer questions from the community.
- The consultant should have a diverse team that fully reflects the racial, ethnic and cultural background of the target communities.
- The execution of the survey should be completed by December 31, 2022, at which time a preliminary report will be submitted to the Survey & Research Committee.
- A final report shall submitted to the Survey and Research Committee by January 20, 2023.
- The consultant will utilize the draft survey created by the Survey & Research Committee to develop a final survey. The consultant will meet 3-5 times with the Survey & Research Committee to review its proposed questions and help focus and refine them to best accomplish the survey goals.
- The consultant should identify and utilize the best way to reach the target population to achieve the survey's goals.
- The consultant will assist in executing the survey, analyzing the results and creating reports that accurately interpret the data. The consultant will adhere to professional methods to ensure the validity, reliability, and quality of the work, the interview process and reports.
- The consultant will be asked to participate in the presentation of the survey results to the CCC, the Fire and Police Commission, the Steering and Rules Committee, and at 2 or 3 community meetings.
- The consultant/vendor will be expected to meet with the Survey & Research Committee on a bi-weekly basis at a minimum during the design, execution, and analysis phase of the survey and will provide a progress report at these meetings. The consultant will communicate in writing to the Survey & Research Committee in a timely manner regarding any issues that hinder the timely, quality completion of the contracted work.