

# Exhibit A

## Scope of Work

### **Scope of Work:**

The proposed scope of this proposal has been divided into two (2) primary tasks aimed at increasing the overall efficiency and effectiveness of the Take Stock in Children's application process. The first task focuses on streamlining the information collected through the application process while the second task examines said information's collective and individual ability to predict success in the program. Results from this project will be presented to the Civitas Strategies in written form with recommendations about streamlining the application process, as well as a weighing strategy to ensure optimal selection.

#### ***Task 1: Predictor Classification***

The first task of this project is to leverage a variety of analytical techniques to: 1) generate groups of indicators that measure similar constructs and 2) create applicant-based typologies based on responses to the application questions. The purpose of this task is not only to test for any duplication within the items currently considered, but also to use the data to systematically create composite measures of student neediness. The results from Task 1 will be used to create recommendations with regard to streamlining the application process, creating more efficient "buckets of need," and potentially reducing the number of factors considered when making a selection. The typologies and factors will subsequently be incorporated into Task 2.

#### ***Task 2: Predictive Analysis***

Building on Task 1, Task 2 utilizes the assessed items and constructs to create predictive and probabilistic estimates for student success. In particular, Task 2 aims to utilize various cutting-edge predictive models to generate a list of weights associated with each factor and construct. Estimates from Task 2 will be used to produce a recommended weighing strategy for evaluating applicants. Task 2 will develop multiple variations for Civitas to consider.

***Note on Data Protection:*** While this risk is extremely small, to help mitigate it, this study will store all data within a restricted-use data laboratory. This laboratory houses a non-networked computer with encryption software to ensure data security. This laboratory also has a dedicated locked door and limited access. The risks associated with this study are limited due to the use of secondary data. Nevertheless, precautions (i.e., data storage in a restricted data laboratory) have been taken to ensure the data provided for this study are treated as identifiable and restricted data. This approach follows the same protocols as restricted data used within federally created and administered datasets.

***Note on Deliverables:*** Given the complexities of the analyses associated with the proposed tasks, it is expected that both technical and summary documents will be produced as part of this scope of work. The technical document will provide the necessary documentation to support analytical decisions, while the summary document will assist in the implementation of the recommendations. The consultants commit to ensure that program administrators with both Civitas and Take Stock in Children are provided adequate opportunities to ask questions, make recommendations, and inform the final recommendations. The consultants will avail themselves even after the submission of the final report, if additional modifications are needed.