

Request for Proposals

Project

Research for Silent Voices: Teachers Moving On

Introduction

Portal Research is seeking proposals for a research project team to document through key informant interviews and focus groups the current situation with MN elementary and high school teachers, why they are leaving the profession and if there is anything that might remedy the situation.

Portal Research is ideally looking for proposals from a team comprised of an historian/researcher and a research assistant to work with the project director and project advisors to plan for and conduct up to 10 key informant interviews and up to 4 focus groups of 6-12 teachers over the next 8-10 months.

The project will start with a planning component where the design of the project will be shaped, the background and history of elementary and high school teaching in Minnesota outlined, general questions refined and a list of potential interviewees and focus group locations and recruitment plans developed. The next component will include final selection of interviewees and conducting and summarizing the key informant interviews and focus groups. Finally, the research project team will develop a final research report summarizing their findings.

Scope of Project and Deliverables

Conduct and summarize up to 10 key informant interviews with people knowledgeable about what is happening with primary and secondary education teachers . Each interview will be summarized and all necessary paperwork completed including interview information/biographical form, and release of information form. In addition, up to 4 focus groups of 6-12 teachers will be conducted. Each focus group will be summarized and all necessary paperwork completed including interview information/biographical form, and release of information form.

Proposal Requirements

- **Design, conduct and manage** this research project process
- **Outline research process** which will shape the project
- **Propose activities** to complete the project
- **Propose timeline** for the project to begin in November 2023 and be completed no later than October 2024
- **Propose budget** not to exceed \$9,954.00 including all time, travel expenses, research fees, supplies and copying materials

The historian/researcher should have extensive experience in the field, including 10 years of experience in conducting historical research. The research assistant should have knowledge of how to conduct historical research and experience with MN education systems.

Submissions

Proposals are due to Portal Research by 5:00 pm on **Wednesday, October 25, 2023**. Proposals must be submitted via email to **emil.angelica@ccgpartnership.com** as a PDF. Proposals will be reviewed, and finalists will be interviewed the week starting **October 30th**. Applicants will be notified of our decision shortly thereafter.

Any questions about this RFP should be directed to the Project Director, Emil Angelica (emil.angelica@ccgpartnership.com)