# City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

*Lenny Curry, Mayor*

Department Name
Street Address
City, State ZIP
(904) 630-CITY
www.coj.net

**MEMORANDUM**

**TO:** **Greg Pease, Chief of Procurement**

**FROM:** **Damian Cook, Grant Administrator** Damian Cook

**SUBJECT:** **P-46-17, Request to Add Projects and Increase Maximum Indebtedness**

**DATE:** **December 9, 2019**

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The Office of Grant and Contract Compliance requests to amend award P-46-17 to add four new projects.

10. Criminal Justice Reinvestment Grant
    $16,800
    JCPS192CJR/3109, JCP047-20
11. Kids Hope Alliance – Advance Analytics
    $72,000
    JCOD191RG/3109
12. Kids Hope Alliance – Healthy Families Program Efficacy Analysis
    $25,000
    JCPS192HF

Accordingly, we request that the maximum indebtedness be increased by $113,800 to a new maximum indebtedness under this award of $437,755.

**Attachments:**

Scope of Work – Criminal Justice Reinvestment Grant
Scope of Work – Kids Hope Alliance – Advance Analytics
Scope of Work – Kids Hope Alliance – Healthy Families Program Efficacy Analysis

NLP LOGIX | Experts in Predictive Modeling and Machine Learning

September 18, 2019

Mr. Rodger Belcher
Kids Hope Alliance
1095 A Philip Randolph Boulevard
Jacksonville, FL 32206

**SUBJECT: SCOPE OF WORK FOR FY 2019-2020 – ADVANCED ANALYTICS - CJRG**

Dear Rodger,

Please find the below scope of work in support of the Criminal Justice Reinvestment Grant:

Analytical Studies and Surveys (Consulting) 12 Months at $1,400 per month = $16,800

Services include but are not limited to:

- Extract, transform and load monthly CJRG data into a database.
- Work with grant coordinator to ensure data accuracy and provide support for monthly and quarterly reports.
- Refresh the existing CJRG Tableau dashboard with updated data.
- Present the dashboard at the monthly CJRG task force meeting.
- Regular monitoring of grant performance goals and analysis leading to insight on service provided by care coordinators and treatment providers.

Thank you for the opportunity to continue to support the Kids Hope Alliance and if you have any questions, please do not hesitate to call me at 904 208 5065 ext. 501.

Sincerely,

Theodore R. Willich
Chief Executive Officer

September 18, 2019

Mr. Rodger Belcher
Kids Hope Alliance
1095 A Philip Randolph Boulevard
Jacksonville, FL 32206

**SUBJECT: SCOPE OF WORK FOR FY 2019-2020 – ADVANCED ANALYTICS – KIDS HOPE ALLIANCE**

Dear Rodger,

Please find the below scope of work in support of the Kids Hope Alliance:

Analytical Studies and Surveys (Consulting) 12 Months at $6,000 per month = $72,000

Services include but are not limited to:

- Collect, extract and transform multiple data sources into a single database to include data from COJ and all other relevant sources, such as the Department of Juvenile Justice, Non-profits, state and federal government databases.
- Apply statistical and machine learning modeling techniques to identify trends, predictors and other signals in the combined data sets.
- Analyze the efficacy of KHA programs from the five essential afterschool, summer learning, teen programs and full-service schools.
- Provide consultation on the report types of analysis and metrics that should be utilized in evaluation.
- Provide presentations on the findings and analysis.

Thank you for the opportunity to continue to support the Kids Hope Alliance and if you have any questions, please do not hesitate to call me at 904 208 5065 ext. 501.

Sincerely,

Theodore R. Willich
Chief Executive Officer

## EXECUTIVE SUMMARY

Kids Hope Alliance is an autonomous entity of the City of Jacksonville serving the needs of children and their families throughout Duval County. They sponsor a continuum of research-based programs to help ensure children from birth to age 18 have stable, nurturing families; are prepared to enter kindergarten and succeed in school; have support and guidance after-school and in the summer; and receive special help when they need it.

NLP Logix was founded to provide industry with the most advanced data modeling tools, as well as an experienced and trained team using them to solve complex data challenges. NLP Logix has worked with Kids Hope Alliance previously to generate this type of analysis, research and reporting. Given the team's previous experience with the City of Jacksonville and Kids Hope Alliance, NLP Logix is uniquely qualified to meet the analytics needs of Kids Hope Alliance.

## SCOPE OF SERVICE

NLP Logix will build and deliver an analysis of the Healthy Families program efficacy, similar to analyses done in recent years, and will deliver this in a format in keeping with the requirements. To achieve this, NLP Logix will complete the following steps:

1. Initial Overview and Preparation
    - Review of Healthy Families contract
    - Literature review
    - Interviews with Key KHA Stakeholders
    - Research into home visit best practices

2. Healthy Families Baseline
    - Complete download of Healthy Families data
    - Workflow of the Healthy Families process
    - Assemble and conduct survey of Healthy Families staff
        - Why is there such high turnover?
        - How does the salary compare?
        - What would make the job more efficient? More effective?
        - What are obstacles to participant success?
        - Other questions as defined in initial overview
    - Documentation and Internal Review

3. External/Comparable home-visit programs
    - Interviews with home-visit programs
    - Interview with state program
    - Establish workflow differences
    - Establish salary estimates
    - Documentation and Internal Review

4. Outcomes analysis
   - Analytical and Statistical Analysis to uncover answers to questions such as:
     - How and why do Healthy Families outcomes in Jacksonville differ versus the rest of the state?
     - Are there any correlating factors in Jacksonville cases that were successful? Not successful?
   - Documentation and Internal Review

5. Recommendations/Presentation (Powerpoint)
   - Build final presentation to address the following, with analytical backup where appropriate:
     - What are the factors that make Jacksonville different?
     - What is Jacksonville currently doing well? What factors are correlating with good/bad outcomes?
     - How would funding change affect number of youth served?
     - What changes would healthy families like to see? How do these match with the current policies/desires of other home-visit programs (in Duval/State-wide)?
   - Present the final report and iterate as needed to meet KHA needs for final delivery

## COST PROPOSAL

The total cost of this scope of service is $25,000, with half ($12,500) due on acceptance of this proposal, and the remainder ($12,500) due upon acceptance of the final report and analysis. This cost covers 167 hours at $150 per hour for the analysis work outlined in the above section.

Additional Terms:

1. This document will constitute a binding contract upon approval from Kids Hope Alliance.
2. Either party may terminate this agreement with or without cause. All services rendered prior to termination shall be due and owing in accordance with the terms of this Proposal.

## APPROVALS

The signatures of the people below indicate an understanding in the purpose and content of this document by those signing it. By signing this document you indicate that you approve of the proposed project outlined above and that the next steps may be taken to initiate the engagement.

| Approver Name | Title | Signature | Date |
|---|---|---|---|
| Saralyn Grass | Chief Programs Officer, Kids Hope Alliance | Saralyn Grass | 11/15/19 |

NLP LOGIX

Robby Robertson COO, NLP Logix 11-15-19