To:	Greg Pease, Chairman, Professional Services Evaluation Committee
From:	Kendra Mervin, Project Manager
Thru:	Debbie Verges, Project Director
Date:	10/6/2017
Re:	**Amendment to Contract 10167-03 NLP Logix, LLC Data Analytics Award P-46-17**

Jacksonville Children's Commission/Journey requests an amendment to contract 10167-03 allowing NLP Logix, LLC to perform ongoing data analytics services, provide guidance, technical assistance, and other essential tasks; which will facilitate the City's proficiency in making well informed data-driven decisions.

Accordingly, we ask that the contract be increased by **$37,500** for a new maximum indebtedness of $224,500; also amending the term to terminate 4/30/18, with no renewal options in accordance with Ordinance 2017-504. The current request will be charged to **Index JCOD191RG, Subobject 03109**.

Three prior projects have been awarded under contract 10167-03 RFP P-46-17:

- Office of Grants & Contract Compliance – Safe & Thriving Communities Grant
  $75,000 Index AFOD1F1STC
- Jacksonville Children's Commission – Criminal Justice Reinvestment Grant
  $27,000 Index JCPS192CJR
- Jax Journey – Youth Enrichment Program Efficacy Study/Survey Research & Preparation
  $85,000 Index MAAD019JNY

Attachments: Exhibits A & B
Finance Committee Budget Hearing #6 Minutes (p.4 highlighted)
PSEC Memorandum – Approval of Amendment No. 1
Administrative Award Bid No.: AD-0548-17
Prior Project Scopes of Services
Copies of Contracts 10167-03 and 10167-03 AMD1
RFP Section 3.43 Cooperative Purchasing
FAMIS Account Summary

cc: Alex Baker, PSEC Specialist
Debbie Verges, Project Director

EXHIBIT "A"
SCOPE OF SERVICES

Ongoing Data Analytics

The consultant will be required to:

- Collect, extract and transform multiple data sources into a single database to include data from COJ and all relevant databases, 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
- Provide written report of results
- Analyze the efficacy of full-service, summer learning, afterschool and mentoring programs
- Provide consultation on the proper types of analysis and metrics that should be utilized in evaluation
- Provide presentations on the findings and analysis

EXHIBIT "B"
Fee Schedule

The maximum cost of this effort is $37,500.00 and will be payable at $150/hour as the hours are worked on a monthly billing cycle.

OFFICE OF THE CITY COUNCIL

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202
904-630-1377

FINANCE COMMITTEE BUDGET HEARING #6 MINUTES

August 24, 2017
9:00 a.m.

Location: City Council Chamber, City Hall – St. James Building; 117 West Duval Street,
In attendance: Council Members Garrett Dennis (Chair), Danny Becton, Lori Boyer (arr. 10:47 a.m., dep. 4:48 p.m.), Katrina Brown, Reggie Brown, Reggie Gaffney, Matt Schellenberg (arr. 9:19 a.m.)

Also: Council Member Tommy Hazouri (dep. 12:10), Joyce Morgan (arr. 2:10 p.m.), Greg Anderson (arr. 3:00 p.m.); Peggy Sidman and Paige Johnston – Office of General Counsel; Kyle Billy, Brian Parks and Kim Taylor - Council Auditor's Office; Crystal Shemwell and Katrin McDonald – Legislative Services Division; Sam Mousa, Ali Korman Shelton and Jordan Elsbury – Mayor's Office; Mike Weinstein, Angela Moyer – Finance and Administration Department; Jeff Clements – Council Research Division

Meeting Convened: 9:04 a.m.

Chairman Dennis convened the meeting and the attendees introduced themselves for the record. Mr. Dennis referred to the committee's action during Budget Hearing #5 and said that he wanted to bring the Mayor's $30 million Safer Neighborhoods initiative back for discussion at the wrap-up meeting for more detailed discussion. Chief Administrative Officer Sam Mousa noted that there is detailed information for each of these projects in the CIP book.

Page references from this point refer to Auditor's Budget Hearing #6 handout.

Employee Services Department
Diane Moser, Director of the Employee Services Department, made a presentation on the City's Equal Opportunity/Equal Access Recruiting annual report. She reviewed the City's employment goals, which include discovering and eliminating areas of under-representation, securing diversity representative of the community in all areas of employment, and minimizing complaints of discrimination. Ms. Moser outlined the City's challenges is addressing under-representation in firefighter classifications (heavily male), filling positions requiring a commercial driver's license and recruiting for professional positions that require specialized skills. She noted that the City has a low turnover rate in some job categories that makes increasing diversity difficult when there are no vacancies to be filled. She also noted that state-

mandated veteran's preference is an important hiring consideration. Ms. Moser described the City's diversity efforts in advertising, recruiting and hiring practices.

Ms. Moser presented statistics on the racial/ethnic and gender diversity of the City's workforce both in total and by department. Particular efforts are being made to recruit for under-represented categories. Committee members asked questions about innovative recruiting efforts that might change persistent patterns and suggested increasing efforts to reach younger people (middle and high schoolers) with internships and work-study programs to introduce students to potential City careers. In response to a question about the City's relative pay levels, Ms. Moser said that the last comprehensive salary survey was conducted in 2014. The City recognized that its salaries were comparatively low, but the salary increases negotiated with the unions as part of the pension reform effort should help to remedy that disparity. Mr. Mousa described the administration's mid-year salary reclassifications to address particular hiring and retention problems as they are identified. He reiterated the Mayor's and administration's commitment to diverse recruitment and hiring at all levels. Council Member R. Brown requested information on ethnic and gender diversity by salary levels and supervisory/management level. He also requested information on departmental training budgets and college tuition reimbursement to improve skill sets from within.

In response to a proposal by Chairman Dennis to make the $435,000 in the Employee Services budget for tuition reimbursement available to all City employees (currently it is budgeted for Sheriff's Office and Fire and Rescue Department employees pursuant to collective bargaining agreements), Deputy General Counsel Peggy Sidman cautioned the committee about making any decisions before knowing the effect of that motion on the collective bargaining agreements. CFO Mike Weinstein said that the administration planned to revisit the tuition reimbursement benefit as part of collective bargaining in FY17-18 and said that if the Council wishes to make that benefit available to all employees, it might allocate funds in a contingency account in the upcoming budget to revive that former benefit and instruct the administration to begin preparing a program. Sam Mousa said that the administration is committed to restore that program that was cut several years ago and suggested making an allocation from the pension unfunded accrued actuarial liability reserve account in the budget for that purpose.

Jacksonville Human Rights Commission

In response to a question from Council Member Hazouri, Charlene Taylor-Hill, Executive Director of the JHRC, said that no employment complaints have been filed with the commission as a result of the passage of the City's human rights ordinance, and two complaints alleging housing discrimination based on sexual orientation are under investigation. Council Member Hazouri asked how the City is enforcing the provision of the Mayor's executive order that prohibited City contractors from discriminating on the basis of sexual orientation. Ms. Taylor-Hill said that her office does not deal with City vendors; she suggested that the Procurement Division is the appropriate enforcement entity. Sam Mousa invited the council members to refer any allegations of discrimination on the part of vendors to his office for investigation. Council Member Hazouri felt that the current system of relying on contractors and vendors providing the City with signed affidavits indicating their compliance with the executive order lacks rigor and enforceability.

In response to a question from Council Member Hazouri about whether the citizens can repeal a Council-adopted ordinance via referendum, Ms. Sidman reported that they cannot. In response to a follow-up question about whether the City Charter could be amended by referendum to create a mechanism to allow such citizen repeal of ordinances, Ms. Sidman said that she would need to research the issue.

Downtown Vision Inc.

Jim Cordon, CEO of Downtown Vision, Inc. said that DVI pays rent at a below-market rate to the City for its office space in the Ed Ball Building and that it asked the City to increase its contribution this year

to provide four additional Downtown Ambassadors. Council Member R. Brown questioned the elimination of tables and chairs from Hemming Park by Friends of Hemming Park, believing that it makes the park less inviting and usable for the public.

Jacksonville Children's Commission/Jacksonville Journey
Motion: on p. 16, approve Auditor's recommendation to move $26,553 of salary and benefit lapse from operating contingency to "above the line"– **approved**

Motion: on p. 16, approve Auditor's recommendation #2 to move $444,064 of the $13 million program funding "below the line" to program contingency –

In response to a question from Council Member Boyer for clarification, Mr. Mousa reported that the LEAP program is reflected in the Library's budget and the portion of the JFRD Explorer Program formerly in the Jacksonville Journey budget is currently not budgeted.

Motion (Dennis): require that a minimum of 6,500 children be served in after-school programs and that a minimum of 6,000 children be served during 5 weeks of summer camp programs –

Sam Mousa said that the Kids Hope Alliance (KHA) bill pending in Council needs to run in conjunction with the budget ordinance and should be up for final approval at the second council meeting in September. He said that existing contracts with service providers will remain in place for the next six months, and the proposed new KHA board would come before the City Council after it is created to deal with the remainder of the budget that is proposed to be placed "below the line" in the budget ordinance. The Mayor is meeting with service providers and may propose amendments to the KHA ordinance while it is debated in committee. He felt the portion of the Dennis amendment regarding 2018 summer camps would be best left to the KHA board for discussion at a later date, but the proposal regarding current after-school programs is timely for action now. He cautioned that contracts with many after-school providers are already in place and he did not know if they would accommodate the 6,500 minimum slots being proposed. Council Member Boyer felt that establishing minimum service provisions would be better addressed via an Ordinance Code amendment or other ordinance separate from the budget so that it will survive the annual budget cycle. Council Member Crescimbeni suggested deferring this discussion of minimum required slots to the debate on the Kids Hope Alliance ordinance.

Matt Kane, Chair of the Jacksonville Children's Commission board, said that the recent audit of Children's Commission after-school programs found that the programs are being successful (statistically significant) in producing improved outcomes for the children who participate, particularly at the middle school level. He said that the need for after-school programs in the community is huge and any additional funding would be helpful in serving more children. In response to a question, Mr. Kane said that he had read the Kids Hope Alliance legislation and believes that it has very good objectives and agrees with the concept of combining the Children's Commission and Jacksonville Journey into a single entity, although he has issues with some aspects of the proposal. He believes the current independence of the Children's Commission is important and is a "best practice" in Florida which should not be lost. A second issue is the appointment mechanism and residency requirement for board members and how to obtain the best possible candidates. A third issue is the potential restrictiveness of the program categories, which may reflect current conditions but not be flexible enough as issues and conditions change. For example, he feels more attention needs to be paid to mental health issues, which is not a specifically mentioned category. Finally, Mr. Kane felt that the proposal codifies existing practices that have existed for years and don't really need codifying. He noted that funding is a perennial issue and that the Council annually waives the Ordinance Code requirement requiring funding for the Children's Commission at a rate equivalent to half a mill.

Ms. Boyer suggested that the budget ordinance be amended to prohibit executing contracts for summer camp programs until the money for those programs is moved "above the line", which presumably will happen after the Kids Hope Alliance ordinance is dealt with.

The Dennis amendment was **withdrawn**.

In response to a question from Council Member K. Brown, Mr. Kane described the differences in the contract requirements for after-school programming from the old to the new contracts. The new contracts are less prescriptive about time and programming and more focused on enrichment activities and overall outcomes. He said that the JCC's preference is to contract out training and service provision wherever possible rather than do it in-house. Scott Wiley, Chairman of the Beaches Boys and Girls Club and a Jacksonville Journey board member, described the after-school programs the Boys and Girls Club provides.

The committee was in recess from 12:39 p.m. to 2:03 p.m.

Council Member Schellenberg requested that Chief Judge Moran and Supervisor of Elections Mike Hogan be scheduled first on tomorrow's wrap-up meeting agenda. Ms. Boyer suggested that there was no need for the Chief Judge to appear, since the committee knows his two requests and has no questions. Chairman Dennis said that he has heard from Supervisor Hogan that he would prefer to appear in the afternoon.

Motion (Becton): approve the administration's request to correct an oversight in the budget to bring Jacksonville Journey funds "above the line" to support the SAIL program curriculum development and data analysis for the next 6 months in the amounts of $75,000 for the Florida Institute of Education (UNF) contract and $37,500 for the NLP Logix contract –

Council Member R. Brown questioned how UNF was chosen for its sole-source contract and whether other options had been explored. He opposed spending limited funding on contracts for products and services that he believes could be obtained at little or no cost from other sources, and stated that early learning and literacy are the primary responsibility of the School Board and the City should not be taking on this mission. In response to a question, Mr. Mousa said that the administration's hope is that the Kids Hope Alliance will be legislatively approved and established by the end of December 2017 and that the program would be in full operation by the end of March 2018. Chairman Dennis told Mr. Mousa that he has heard concerns expressed in the community about the language creating the board and allowing non-Jacksonville residents to serve on the KHA board.

The Becton motion was **approved**.

The motion to approve Council Auditor's amendment #2 (moved before the lunch recess) was **approved**.

Motion (Becton): attach pages 17a and 17b of the Auditor's Budget Hearing #6 handout to the budget ordinance as an exhibit – **approved**.

Council Member Boyer questioned whether, or to what extent, the Children's Commission could transfer funds among line items if the two lists are officially included in the budget. She requested the Auditor's Office and OGC to craft language for consideration at tomorrow's wrap-up meeting to address limited transfer ability for appropriations on the two lists.

In response to a question from Chairman Dennis about the future Jax Journey and Children's Commission personnel, Mr. Mousa said that the 4 Journey positions will be moved to the LEAP program in the

Library budget. The future of the 38 Children's Commission employees will be up to the new Kids Hope Alliance board of directors and executive director. Mr. Mousa said that 3 of the existing Children's Commission employees are in the civil service system and 35 are appointed; he will provide a report on how many of the 35 appointed employees have civil service reversion rights. In response to a question from Chairman Dennis about whether the proposed restructuring to the Kids Hope Alliance would jeopardize any grant funding the Children's Commission currently receives, Children's Commission CEO Jon Heymann said that the impact can't be known until the Kids Hope Alliance is formed, a board appointed, and that board begins making decisions about its priorities and what types of programs it will pursue. Mr. Mousa said that the Kids Hope Alliance legislation currently provides that no programs will be provided in-house unless specifically required as a condition of grants received.

In response to a question from Council Member R. Brown, Mr. Heymann explained a change in the process for approving youth travel expenditures, eliminating the requirement that all expenditures must be paid on a reimbursement basis. Council Member Brown requested that the committee consider appropriating additional funds in the wrap-up session for this purpose.

Public Works Department

Council Member Boyer requested information from the department on the costs of increasing right-of-way maintenance; Public Works Director John Pappas said that he will provide information on a variety of increased service scenarios. Ms. Boyer also asked the department to address its capacity to handle additional capital project work in the form of engineering capacity, contract management, etc. In response to a question from Council Member Becton, Mr. Mousa explained the City's relationship with the Florida Department of Transportation with regard to median and right-of-way maintenance after tree planting projects and the City's responsibility to pick up the cost of maintenance of those areas, with FDOT reimbursing the City the amount it would have paid to mow the grass. Council Member R. Brown asked about the use of prison inmate labor on stormwater maintenance projects. Mr. Brown asked Mr. Pappas to provide information on the cost to increase inmate work crews. Mr. Brown advocated for City Council members to be notified when City mowing contracts are up for renewal so that they can have input regarding past performance of contractors.

In response to a question from Council Member Schellenberg, Mr. Pappas described a new technology available to perform traffic studies by tracking cellphone movements on roadways to follow vehicle movements from origin to destination. In response to a question from Council Member Anderson about Public Works equipment, Mr. Pappas said that equipment purchases over the past couple of years have allowed the department to become much more proactive rather than reactive in maintaining stormwater facilities. SWAT (Storm Water Action Team) crews target areas of the city for intensive ditch and pipe maintenance, moving from area to area in a proactive fashion. Each zone also has a crew dedicated to dealing with emergency situations.

Council Member R. Brown requested the Public Works Department to provide him with information after the budget process on the methodology used in other cities to evaluate road surface conditions and prioritize resurfacing needs.

Motion: on p. 25, approve Auditor's recommendation to increase State Shared Revenues and Grants, Aids and Contributions by $325,546 – **approved**.

Motion: on p. 27, approve Auditor's recommendation to increase Tree Protection Trust Fund authorized expenditures by $50,000 and offset by a like increase in investment pool earnings – **approved**.

Motion: on p. 34, approve Auditor's recommendation to reduce external host fees by $15,647 to reflect the same tonnage as other subfunds and offset with a decrease to miscellaneous services and charges – **approved**.

Motion: on p. 42, approve Auditor's recommendation to reduce Professional Services and Charges in the Stormwater Services subfund by $4,012 and reduce the loan from the General Fund/GSD by the same amount – **approved**.

In response to a question from Council Member Boyer, Mr. Billy explained that the subsidy from the General Fund to Stormwater Services is being characterized as a loan rather than a contribution because the enterprise fund is supposed to be self-supporting from its fee revenues. Mr. Mousa reported that no interest is being charged on this loan, which should begin repayment in a couple of years when debt service being supported by stormwater fees is paid off and that revenue will be available to repay this loan. Mr. Weinstein said that this fee will be discussed in January as part of the larger review of City fees.

Motion: on p. 45, approve Auditor's recommendation to remove the Yates Building Capital Outlay carryforward of $77,927 from the Public Buildings budget – **approved**.

Neighborhoods Department

Motion: on p. 49, approve Auditor's recommendation #1 to increase budgeted revenue for siltation inspection fees and water conservation well permits by $30,000 each – **approved**.

Motion: on p. 49, approve Auditor's recommendation #2 to eliminate the allowance for bad debts – **approved**.

Council Member Boyer requested additional information about the trend in state support for the Mosquito Control budget.

Motion: on p. 54, approve Auditor's recommendation to move $55,345 from the contingency fund to the Air Pollution Tag Fee subfund and offset by an increase in the Specialized Equipment line within the subfund and a transfer from fund balance in the Air Pollution Tag Fee subfund 121 – **approved**.

In response to a question from Council Member R. Brown, Stephanie Burch, Director of the Neighborhoods Department, described the department's new zoned contracts for contractors to board up and eventually demolish abandoned nuisance properties. Ms. Burch explained the mandatory notice requirements that govern how quickly the City takes action on a nuisance property after the initial citation.

State and Federal Grants

In response to a question from Council Member K. Brown about the $250,000 grant for Sheriff's Office police hiring, Budget Officer Angela Moyer said that these are pre-existing positions and the vast majority of funding is already in the General Fund for these positions.

Motion: on p. 63, approve Auditor's recommendation #1 to include language in the budget ordinance concerning Schedules B1a and B1b to include a requirement for quarterly reporting to the Finance Committee of all grants received during the quarter – **approved**.

Motion: on p. 63, approve Auditor's recommendation #2 to add language to the budget ordinance concerning the grants requiring a match clarifying that the additional appropriation cap is 10% or $20,000, whichever is greater – **approved**.

Motion: on p. 63, approve Auditor's recommendation #3 to use leftover FIND match funds from FY15-16 in the amount of $169,718 to match FY17-18 grants - **approved**

Motion: on p. 63/64, approve Auditor's recommendation #4a to remove the Ryan White grant of $6 million from Schedule B1a and appropriate via separate legislation – **approved**

Motion: on p. 63/64, approve Auditor's recommendation #4b to remove the Air Pollution Tag Fee from Schedule B1a as it is not really a grant – **approved**

Motion: on p. 63/64, approve Auditor's recommendation #4c to remove the Asbestos Program from Schedule B1a as it is not really a grant – **approved**

Motion: on p. 63/64, approve Auditor's recommendation #4d to delete the first sentence of the descriptions of the two Defense Infrastructure Grants describing project locations – **approved**

Motion: on p. 63/64, approve Auditor's recommendation #4e to revise the descriptions of the third Defense Infrastructure Grant – **approved**

Motion: on p. 63/64, approve Auditor's recommendation #4f to change the name of the Justice Assistance Grant (DAWN) to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation and increase the number of FTE positions from 3 to 4 – **approved**

Motion: on p. 63/64, approve Auditor's recommendation #4g to include an index code for the City's match on Schedule B1c - **approved**

Motion: on p. 63/64, approve Auditor's recommendation #4h to correct a project name on Schedule B1c from Mandarin Boat Ramp Dock and Extension to Mandarin Boat Ramp Dock Extension and ADA Kayak Launch - **approved**

Council Member R. Brown advocated for each department having a designated grant writer assigned to a centralized grants office and that the City write many more grant applications to leverage all available funds. Mr. Mousa said that grant administration has vastly improved over the last two years and is examining and evaluating all possible avenues for grant funding. Mr. Brown said the City continues to lag in obtaining cleanup and redevelopment funds for designated brownfields.

Mr.Billy raised an Auditor's Office concern about the clarity of the wording on Schedule B1c as to whether the FIND grants must be separately approved, by Council or by MBRC, before expenditure.

Motion (Becton): amend Schedule B1c to include language clarifying that FIND grants must be appropriated by separate Council action before expenditure – **approved**.

<u>Outstanding items</u>

- $30 million Safer Neighborhoods initiative discussion
- $200,000 allocation for tuition reimbursement for non-JSO, non-JFRD employees
- Language addressing Jacksonville Children's Commission limited transfer ability for appropriations on the two lists of existing service providers included in the budget (pp. 17a and 17b in Auditor's Budget Hearing #6 handout)
- Allocation of additional funds for the youth travel grants program in the JCC budget
- Costs of various scenarios for increasing right-of-way maintenance activities

- Public Works Department capacity to handle additional capital project work in the form of engineering capacity, contract management capability, etc.
- Public Works information on the cost to increase use of inmate work crews for right-of-way and stormwater system maintenance

Special Council Contingency
Council Member Becton reported that the Special Council Contingency fund stands at $2, 923,668.

Meeting adjourned: 5:22 p.m.

Minutes: Jeff Clements, Council Research
8.24.17 Posted 6:00 p.m.
Tapes: Finance Budget Hearing #6 – LSD
8.24.17
Materials: Council Auditor's Budget Meeting #6 handout – LSD
8.24.17

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

August 14, 2017

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-46-17 Data Analytics Consultant Services (Amendment No. 1)
Office of Mayor/Office of Grants and Compliance

The Professional Services Evaluation Committee met Thursday, August 10, 2017, in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above-referenced contract.

The following motion/recommendation was adopted:

That Contract No. 10167-03 between the City of Jacksonville and NLP Logix, LLC, for Data Analytics Consultant Services is amended to: (i) incorporate the attached Scope of Services and Contract Fee schedule identified as Revised Exhibit 'A'; (ii) increase the maximum indebtedness by $102,000 to a new not-to-exceed maximum of $187,000. All other terms and conditions shall remain the same, except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, procurement policies and procedures, and applicable federal and state laws. Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the PSEC and the Mayor.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

Lenny Curry, Mayor

This 15th day of August, 2017

GP ab

cc Council Auditor
Jeff Close, OGC
Melba Gray, GAD
Subcommittee Members

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

ADMINISTRATIVE AWARD
BID NO.: AD-0548-17

DESCRIPTION OF GOODS/SERVICES: Recommend approval to rescind Award dated July 27, 2017 to NLP Logix, LLC for Data Analytics Consultant Services.

ATTACHMENTS: Request for Legal Services, Contract 10167-03, Data Sheet, Letter, Emails

FOR AGENCY/DEPARTMENT: Jacksonville Children's Commission

FUNDING INDEX: JCPS192CJR-08201 **GRANT:** JCP039/16

REQUISITIION NUMBER: N/A

NUMBER FIRMS SOLICITED: N/A **NUMBER FIRMS BIDDING:** N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: Exempt in accordance with Chapter 126.107(f)

RECOMMEND AWARD TO: NLP, LOGIX, LLC

CONCURRENCE BY: Colin Murphy, Senior Director of Operations
Jacksonville Children's Commission

PRICE: $27,000.00 **TERMS:** Net 30

REASON FOR NOT ACCEPTING LOW BID: N/A

Bonnie Geiger
Buyer

August 4, 2017
Date

Manager of Purchasing Services, Asst.

8/7/2017
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

8/9/17
Date

REVISED EXB 'A'

Exhibit A
SCOPE OF SERVICES
Project #3
for Jacksonville Children's Commission

Scope of Work for this task:

- Reconstruct data from original grant period into dashboards
- Extract, transform and load data sources into dashboards
- Provide analysis and descriptive observations from the data
- Put data collection plan together for new grant period
- Provide a written plan with supporting digital applications

Written objectives for project or task:

The objective for this project is to load the past grant-supported data into a dashboard for analysis and reporting of results. This base analysis will provide a foundation for a data collection plan for implementation in the new grant period beginning November 2017.

Written timeline for the project or task:

- Collect, extract, transform and load data – 3 weeks
- Build dashboards – 1-2 weeks
- Provide written plan – 2 weeks
- Provide digital applications to support the plan - 2 weeks

Written list of deliverables:

- Dashboard displaying past program/grant data
- Written report on data collection plan
- Digital medium (excel, csv templates, etc.) to support plan

Preferred format for the deliverables:

- Tableau workbooks
- Pdf format for work plan
- Excel or similar for templates to support the work plan

Access to any information, databases, or networks necessary for the project, following established City network security policies and procedures:

- Access to data extracted from SAMIS
- Masking of DJJ id numbers

NLP LOGIX

Project #2

Revised
EXHIBIT "A"
SCOPE OF SERVICES

Community Assessment

In cooperation with the City of Jacksonville's Office of Grants & Compliance, Jax Journey and the Office of Juvenile Justice and Delinquency Prevention (OJJDP), NLP Logix has been commissioned to perform analysis and research that contribute to a community assessment of the local juvenile justice and youth violence landscape. This will involve participation in Safe and Thriving Communities grant working groups.

The consultant will be required to:

- Analyze data from the Florida Department of Juvenile Justice and Jacksonville Sheriff's Office to understand crime trends, demographic characteristics, and hot spots
- Perform research on available data sources as well as current data gaps and limitations
- Provide a written report of results

Health of the System Dashboard Development

As part of a larger effort to help the City of Jacksonville and community providers understand neighborhood-level needs and to drive juvenile programming decision-making, NLP Logix has been commissioned to perform an analysis of health of the system indicators in the City of Jacksonville. This will involve joining disparate datasets and collaborating with multiple parties to understand the metrics that should be evaluated and what data is available. This will include discussing the capacity to build predictive models for risk of juvenile justice involvement and risk of school dropout.

The consultant will be required to:

- Collaborate with the Safe and Thriving Communities grant working groups to identify key metrics and data sources
- Collect data from Florida Department of Juvenile Justice, Duval County Public Schools, Jacksonville Sheriff's Office, Census Bureau and other identified sources
- Meet regularly with the Data and Evidence working group to give updates on the progress of the analysis and answer questions
- Build an interactive dashboard at the census-tract level that analyzes neighborhood indicators and facilitates communication with community providers and the Jax Journey

NLP LOGIX

Project #1

EXHIBIT "A"
SCOPE OF SERVICES

Youth Enrichment Program Efficacy Study

As part of a larger effort to help Jax Journey and the City of Jacksonville better understand how City Funded programs are helping reduce long-term crime trends and to influence decisions regarding future program funding, NLP Logix has been commissioned to perform an exhaustive Data Analysis Study. This is a large effort and will involve heavy collaboration with multiple individuals to help us understand the nature of the various programs, what data is available, and what the outcomes-based metrics should be.

The consultant will be required to:

- Perform Data Analysis of Youth Enrichment programs
- Provide outcomes-based measurement reports
- Meet monthly with key stakeholders to give updates on the progress of the analysis and answer questions
- Provide a comprehensive final report with all of the measures, as well as recommendations for future success
    - To include recommendations for improved data collection and maintenance
    - To include long-term data analysis capabilities

Survey Research & Preparation

In cooperation with Jax Journey and the Office of Juvenile Justice and Delinquency Prevention (OJJDP), NLP Logix has been commissioned to build a scientific survey for measuring the impact of crime and crime prevention programs on the youth of Jacksonville. The surveys will help build a better understanding of how many of our youth are involved in or exposed to various levels of crime, gang violence, firearm possession, or live in unsafe situations. The survey will be built to maximize the value of the quantitative information by standardizing the answers on a Likert-type scaling system and will also maximize the attributes that can be used in analyzing the survey results.

The consultant will be required to:

- Administer surveys at local high schools
- Analyze survey results
- Provide a report of analyzed survey results

10167-03
Amd #1

FIRST AMENDMENT TO
SERVICES CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
NLP LOGIX, LLC
FOR
Data Analytics Consultant Services

THIS FIRST AMENDMENT TO SERVICES CONTRACT is effective as of the 1st day of September, 2017 (the "***Effective Date***") by and between the **CITY OF JACKSONVILLE**, a municipal corporation existing under the Constitution and laws of the State of Florida (the "***City***"), and **NLP LOGIX, LLC** (the "***Contractor***"), a Florida limited liability company with its principal offices at 4215 Southpoint Blvd., Suite 140, Jacksonville, FL 32216.

BACKGROUND FACTS

A. City and Contractor are parties to a Services Contract for Data Analytics Consultant Services dated as of July 12, 2017 (City Contract #10167-03, RFP P-46-17) (the "***Contract***").

B. Exhibit A to the Contract set forth the first two projects to be performed by Contractor for City ("***Projects #1 and #2***").

B. City and Contractor desire to amend the terms of the Contract to add a third project to the Scope of Services under the Contract third project will be performed by Contractor for the Jacksonville Children's Commission, an autonomous board within the Executive Branch of the Consolidated Government of the City of Jacksonville and to increase the Contract's maximum indebtedness accordingly.

C. The City of Jacksonville's Professional Services Evaluation Committee and the Mayor approved the City's request to amend the Contract to add Project #3 on August 15, 2017.

NOW, THEREFORE, in mutual consideration of the provisions contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Background Facts. The Background Facts set forth above are true and correct and incorporated herein by this reference.

2. Capitalized Terms. Unless otherwise defined herein, all capitalized terms shall have the meanings given to them in the Agreement.

3. Services. In addition to the Services described in the Contact, Contractor shall perform the Scope of Services described in Exhibit A to this Amendment ("***Project #3***") and the Services as defined in the Contract shall be deemed to include Project #3.

4. Maximum Indebtedness. The City' s maximum indebtedness, for all products and services under the Contract shall not exceed the fixed monetary amount not-to-exceed **ONE HUNDRED TWELVE THOUSAND AND NO/100 DOLLARS ($112,000.00)**; provided,

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment as of the Effective Date.

ATTEST:

By: _____

Witness: _____

CITY OF JACKSONVILLE, FLORIDA

By: _____
Lenny Curry

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

NLP LOGIX, LLC

By: _____
Authorized Official (SEAL)

Theodore R. Willich
(Printed Name of Signer)

CEO
Title

In compliance with Section 24.103(e) of the Ordinance Code of the City of Jacksonville, I do certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the current year portion of the foregoing Agreement and that provision has been made for the payment of the monies provided therein to be paid.

Program:
JCPS192CJR; JCP039/16 - $27,000.00
Sub-Object: 08201

_____
Director of Finance

10167-03
Amd 1

Form Approved:

_____
Office of General Counsel

GC-#1146191-v2A-First_Amendment_to_NLP_Logix.doc

10167-03

SERVICES CONTRACT
BETWEEN
THE CITY OF
JACKSONVILLE
AND
NLP LOGIX, LLC
FOR
Data Analytics Consultant Services

THIS CONTRACT, made and entered into this 12 day of ~~June~~ July, 2017 (the "Effective Date"), by and between the **CITY OF JACKSONVILLE** (the "CITY"), a municipal corporation existing under the Constitution and the laws of the State of Florida, and **NLP LOGIX, LLC**, a Florida limited liability company with its principal offices at 4215 Southpoint Blvd., Suite 140 Jacksonville, Florida 32216 (the "CONTRACTOR").

WHEREAS, the CITY (as the "Buyer") issued a Request for Proposal No. P-46-17 (the "RFP") for certain services described in the RFP (the "Services"); and

WHEREAS, based on CONTRACTOR'S response to the RFP (the "Response"), the CITY has negotiated and awarded this Contract to CONTRACTOR.

NOW THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Performance of Services**. CONTRACTOR shall perform the Services as specified in the RFP and the Response. The Scope of Services for the first two projects to be undertaken by CONTRACTOR under the Contract are set forth in EXHIBIT "A" to this Contract.

2. **Compensation**. CITY will pay CONTRACTOR for the Services as specified on the Fee Schedule attached as EXHIBIT "B" to this Contract.

3. **Maximum Indebtedness**. As required by Section 106.431, *Ordinance Code*, the CITY's maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not-to-exceed EIGHTY-FIVE THOUSAND AND NO/100 DOLLARS ($85,000.00).

4. **Term**. The initial term of this Contract shall commence on the Effective Date and shall continue for a two year period, unless sooner terminated by either party in accordance with the terms of the RFP. City will have the option, in its sole discretion to renew such agreement for up to two additional one-year periods upon satisfactory performance by CONTRACTOR.

5. **Contract Documents**. This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have

priority in the order listed:

- This document, as modified by any subsequent signed amendments
- Any amendments to the RFP
- Specific Information Regarding The RFP (Section 1 of the RFP)
- Description of Services and Deliverables (Section 4 of the RFP)
- General Instructions to Respondents (Section 2 of the RFP)
- General Contract Conditions (Section 3 of the RFP)
- Any Purchase Order under the Contract
- The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.

6. Notices. All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to the CITY:

City of Jacksonville
117 West Duval Street
Jacksonville, Florida 32210
Attn: Deborah Verges, Jacksonville Journey Project Manager

As to CONTRACTOR:

NLP Logix, LLC
4215 Southpoint Blvd., Suite 140
Jacksonville, Florida 32216
Attn: Theodore R. Willich, Chief Executive Officer

7. Contract Managers. Each Party will designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the Party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, CITY'S Contract Manager is Deborah Verges, and the CONTRACTOR'S Contract Manager is Theodore R. Willich. Each Party shall provide prompt written notice to the other Party of any changes to the Party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

8. Entire Agreement. This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by the CONTRACTOR. No statement, representation, writing, understanding, agreement, course of action or course of conduct, made by either party or any representative of either party, which is not expressed herein shall be binding. CONTRACTOR may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to the CITY (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. CONTRACTOR acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

REQUEST FOR PROPOSAL

Data Analytics Consultant Services

For

City Data Analysis Services

RFP # P-46-17

City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

The City of Jacksonville ("**Buyer**") intends to hire an individual or firm ("**Consultant**") to provide the professional services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Proposal**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services (if referenced in Section 1.2 below)
Attachment A	Response Format
Attachment B	Evaluation Matrix
Attachment C	Equal Business Opportunity Program Requirements • EBO Form 1 Schedule of SubContractors/SubConsultants • EBO Form 2 Letter of Intent
Attachment D	Sample Contract
Attachment E	Federal Funding Provisions (if applicable under Section 1.7 below) N/A
Attachment F	Indemnification
Attachment G	Insurance Requirements
Form 1 -	Price Sheet
Form 2 -	Conflict of Interest Certificate (Sign and Submit with RFP Response)

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 <u>Scope of Services</u>.

This is a Request for Proposals (RFP) for consultants to provide professional data analytics services. The City of Jacksonville is seeking the services of a consultant to perform as needed, on demand data analytics tasks. As the City increases its need for information to conduct the business of the City, the need for assistance from professionals in the data analytics field has become apparent. Under this need, the City seeks a consultant to provide guidance, technical assistance, and conduct tasks necessary for the City to have information needed to make well informed decisions. The subject of this work may vary due to the complex nature of the business of the City, but the nature of the work performed by the consultant shall remain focused on using computer analysis to assist the City in acquiring and/or creating information needed from various data sources.

3.40. **Contingent Fees Prohibited.** In conformity with Section 126.306, Jacksonville Ordinance Code: Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure the Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona- fide employee working solely for Contractor, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of the Contract. For the breach or violation of these provisions, Buyer shall have the right to terminate the Contract without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

3.41. **Truth in Negotiation Certificate.** Pursuant to Section 126.305, Jacksonville Ordinance Code, the execution of the Contract by Contractor shall be deemed to be a simultaneous execution of a Truth-In-Negotiation Certificate, whereby Contractor states that the wage rates and other factual unit costs supporting the compensation hereunder are accurate, complete and current at the time of contracting. Further Contractor agrees that the compensation hereunder shall be adjusted to exclude any significant sums where Buyer determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs, provided that any and all such adjustments shall be made within one (1) year following the completion date of the Contract.

3.42. **Compliance with Applicable Laws.** Contractor (and any subcontractors) must comply with all applicable federal, state and local laws, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to:

- Chapter 119, Florida Statutes (the Florida Public Records Law);
- Section 286.011, Florida Statutes (the Florida Sunshine Law);
- Chapter 602, Jacksonville Ordinance Code (the Jacksonville Ethics Code);
- Chapter 126, Jacksonville Ordinance Code (the Jacksonville Purchasing Code); and
- All licensing and certification requirements applicable to performing the Services.

3.43. **Cooperative Purchasing.** Pursuant to their own governing laws, and subject to the agreement of Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. These purchases are independent of the agreement between Buyer and Contractor, and Buyer shall not be a party to such transactions.

3.44. **Warranty of Ability to Perform.** Contractor warrants that (i) it is ready, willing and able to perform its obligations under the Contract, and (ii) to the best of Contractor's knowledge, there are no pending or threatened actions, proceedings, investigations or any other legal or financial conditions that would in any way prohibit, restrain, or diminish Contractor's ability to satisfy its Contract obligations. Contractor shall immediately notify Buyer in writing if its ability to perform is compromised in any manner during the term of the Contract.

3.45. **Warranty of Authority to Sign Contract.** Each person signing the Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

3.46. **Governing State Law/Severability/Venue/Waiver of Jury Trial.** The rights, obligations and remedies of the parties as specified under the Contract shall be interpreted and governed in all aspects by the laws of the State of Florida. Should any provision of the Contract be determined by the courts to be illegal, unenforceable or in conflict with any applicable law, the validity of the remaining provisions shall not be impaired. Venue for litigation of the Contract shall be exclusively in courts of competent jurisdiction located in Jacksonville, Duval County, Florida. The parties waive any and all rights to a jury trial with respect to disputes arising under the Contract.

3.47. **Construction.** Both parties acknowledge that they have had the opportunity to provide meaningful input into the terms and conditions contained in the Contract. Therefore any doubtful or

QWS3270X 10/3/2017 3:44 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 10/03/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 3:44 PM

FISCAL MO/YEAR : 01 2018 CURRENCY CODE :
INDEX CODE : JCOD191RG RESEARCH & GRANT DEVELOPMENT
SUBOBJECT : 03109 PROFESSIONAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	OCT 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	125,000.00	125,000.00	125,000.00
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	125,000.00	125,000.00	125,000.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND