

PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, November 05, 2020, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Ed Ball Building, 214 N. Hogan Street Jacksonville,
 FL 32202

Committee Members: Gregory Fease, Chairman
 Randall Barnes, Treasury
 David Migut, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Kendra Mervin Stephanle Burch	SS-9387-21	Single Source Purchase (deferred 10/29/20) Community Based Crime Reduction Program (CBCR) Office of the Mayor	That the City of Jacksonville enter into a Single Source Contract with Justice and Securities Strategies, Inc., Inc., for the provision of a Community Based Crime Reduction Program (CBCR) by: (i) incorporating the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Summary Identified as Exhibit 'B'; (ii) providing a period of service from October 1, 2020 through August 31, 2021; and (iii) providing a not-to-exceed total maximum indebtedness in the amount of \$75,000.00 for the services. All other terms and conditions are per the City's standard contract language.		
Eric Fuller Nikita Reed	P-21-20	Subcommittee Report Contamination Assessment & Remediation Services - Annual Contract Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the twelve (12) proposals received responding to the Request for Proposal (RFP) all were found to be responsive, interested, qualified, and available, to provide the required services. The ranking of first and a tie for second designates the order of qualification of these companies to perform the required services and alphabetically they are: 1. Aerostar SES, LLC 2. Geosyntec Consultants, Inc., 2. Terracon Consultants, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Aerostar SES, LLC, the number one ranked firm.		

CC: Council Auditor, Subcommittee

MEETING ADJOURNED: _____



City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-7200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: September 22, 2020

TO: Gregory Pease, Chief, Procurement Division
Finance & Administration Department

THROUGH: Stephanie Burch, Deputy Chief Administrative Officer
Mayor's Office

FROM: Kendra Mervin, CBCR Program Coordinator
Mayor's Office *Km*

SUBJECT: Single Source Purchase Request (Justice & Security Strategies, Inc.) *SS-938721*

The Mayor's Office, on behalf of the Mayor's Community Based Crime Reduction Program (CBCR), is requesting the approval for the single source purchase of professional services from Justice & Security Strategies (JSS) in the amount of \$75,000.00 to serve as the program's research partner, effective 10/01/2020 through 08/31/2021.

Professional services to the Mayor's Community Based Crime Reduction Program (project target area: Mid-west Jax) include, but are not limited to, conducting data analysis, random community-based surveys, systematic social observations, provision of data dashboards, federal level reports, organizing and conducting focus groups to facilitate community engagement, implementing strategies to build a sustainable plan for collective and social cohesiveness at the micro-neighborhood level, hiring and training community ambassadors, and collaboration for the development of a detailed program Action Plan (see attached Project Task Timeline for full description of services to be provided).

The funds have been appropriated in the Community-Based Crime Reduction Community Services Grant
Funding Source U.S. Dept of Justice Fund 11406 Center 111024 Activity 531090 Project 003229.

Attachments: Single Source Justification
Professional Services Proposal & Agreement Quote
Exhibit A - Scope of Services
Exhibit B - Fee Schedule
Exhibit C - Research Budget
JSS Staff Profiles

Cc: Marlene Russell, Director of Organizational Effectiveness
Dr. Charles Moreland, Director of Community and International Affairs

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT/DIVISION): Mayor's Office / Community Based Crime Reduction Program

FUNDING SOURCE: Fund 11406 Center 111024 Project 003229

BRIEF DESCRIPTION OF GOODS/SERVICES:

Professional research services for the Mayor's Community Based Crime Reduction Program. Specialized policing applied field research using methodologies to build collective and social efficacy and develop crime intervention and prevention strategies in Midwest Jacksonville.

AMOUNT OF PROJECT (attach quote): \$75,000.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Services will include, but are not limited to conducting data analysis, random community-based surveys, systematic social observations, provision of data dashboards, federal level reports, organizing and conducting focus groups, implementing strategies to build a sustainable plan for collective and social cohesiveness at the micro-neighborhood level, hiring and training community ambassadors, collaboration for the development of a detailed program Action Plan

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Specialized policing and crime reduction research expertise for municipalities, states and the federal government, exigency of services to be procured; market survey determining the service is only available from one source; contractor's expertise linked CBCR projects (extensive experience of contractor personnel completing research specifically tailored to CBCR and police departments).

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

I assert that I have researched the availability of the requested services from other sources and have discussed and evaluated the same with COJ's procurement and EBO divisions. The contractor's extensive work with the Department of Justice and multiple crime reduction programs are necessary for the project.

Submitted by: Kendra Mervin

Mayor's CBCR Program Coordinator

(Name)

(Title)

Date: 9/24/2020

Requesting Agency's Director's Signature: S. Burcu

Single/Sole Source Justification Justice & Security Strategies, Inc.

Section I: Background

The City of Jacksonville intends to issue a sole source contract in the amount of \$75,000 to Justice & Security Strategies, Inc. (JSS) to serve as the research partner for the Community Based Crime Reduction (CBCR) project. This document provides the justification for the sole source, in accordance with the guidance issued by the Office of Justice Programs in May 2017.

The purpose of the contract is to provide strategic and analytic research support for Jacksonville's CBCR project. Jacksonville's CBCR project is focused on Midwest Jacksonville, which has experienced chronic and increasing levels of violence and social disorganization. With the CBCR project, Jacksonville seeks to implement strategies that will result in sustainable changes at the community level. Best practices highlight the importance of implementing evidence-based, data-driven, and systemic approaches. The CBCR project requires the involvement of a researcher partner with extensive knowledge, skills and abilities to support and document these strategies.

Justice & Security Strategies, Inc. (JSS) is a consulting firm that specializes in moving criminal justice agencies forward through research, evaluation, training, and technical assistance. JSS has a proven track record of conducting 'applied field research' and working closely with law enforcement, community-based organizations, and social service agencies.

Dr. Craig D. Uchida serves as President of JSS, and Dr. Shellie E. Solomon serves as the Chief Executive Officer. With offices located in Los Angeles, CA, and Hallandale Beach, FL, the firm conducts research for numerous cities and law enforcement agencies across the United States, ranging from small to large agencies.

JSS is uniquely qualified to provide expertise specifically related to the CBCR project. They have direct experience in using research to strategically guide efforts to implementing comprehensive law enforcement strategies including, but not limited to micro-targeting of community hotspots, building collective efficacy, data-driven problem solving and long term organizational change, as required by CBCR.

An itemized budget is provided in Attachment A.

Section II: Expertise

The reason it is necessary to contract in a noncompetitive manner to Justice & Security Strategies, Inc. is due to:

- The uniqueness of services to be procured;
- The exigency of services to be procured (project termination date is 9/30/2021)
- The determination that the service is only available from one source as a result of a market survey; and
- The need for contractor's expertise linked to the CBCR project in terms of the extensive

experience of the contractor personnel, as well as prior work *specifically* tailored to crime reduction research with multiple other CBCR agencies and police departments.

In addition, the City of Jacksonville previously conducted an RFP for research partner services and selected a contract. However, it was determined that the initial proposed contractor did not possess the specialized knowledge and skills required for Community Based Crime Reduction projects, nor the historic and extensive specialization that JSS possesses as a national policing research firm. Additionally, JSS has a unique system of conducting research for and building collective efficacy and social cohesion that are required for the Jacksonville CBCR program, and it would not be possible for them to obtain these high level skills in a reasonable time period through competitive bid.

Uniqueness.

JSS brings unique knowledge and skills to the City of Jacksonville CBCR project, especially as related to collective efficacy strategies. JSS has conducted research on collective efficacy at the micro-neighborhood level for the National Institute of Justice, resulting in multiple reports and a published book. This research improved the standard research instruments for measuring collective efficacy within neighborhoods. It also involved the adaptation of methodologies from the physical sciences to using spatial statistics to precisely identify block-level neighborhood variations and ranges of collective efficacy. Taken together, these methodological advances significantly improve the understanding of how collective efficacy operates at the neighborhood level and how it interacts with crime risk.

JSS has worked with multiple police departments and crime reduction projects targeting chronic and difficult crime issues within micro-neighborhoods and provided research analysis and guidance that led to significant and sustainable reduced levels of violence. JSS has been able to work with departments and community organizations to implement these strategies in a cost-efficient manner and to enhance neighborhood functioning to sustain these results over time.

As a research partner for four CBCR projects, JSS has and is working with law enforcement and community organizations to implement collective efficacy strategies with great success. Furthermore, as a subject matter expert providing training and technical assistance for the Bureau of Justice Assistance, JSS has worked with Brooklyn Park, MN, Nashville, TN and Atlanta, GA to guide the implementation of collective efficacy strategies in neighborhoods with chronic and growing crime problems. The efforts of JSS within these agencies has been recognized by the International Association of Chiefs of Police as a "great idea," and a resolution has been passed by the Association recommending the strategies as a best practice for crime prevention.

In closing, JSS has unique knowledge and expertise of the strategic approach of community based, data-driven crime intervention and prevention that Jacksonville seeks to implement to address the crime problems occurring within the Midwest Jacksonville neighborhoods. Based on a market survey, including internet research, reviews of journal articles and outreach to other CBCR sites, JSS has been identified as the only research entity with the skill set and methodological knowledge to use advanced community survey field research and spatial geo-statistics to implement micro-targeting based on levels of collective efficacy as they interact with levels of crime risk. This expertise is what Jacksonville requires in guiding the current CBCR project.

Contractor Expertise.

JSS serves as the Research Partner for several law enforcement agencies and community-based organizations across the country. JSS is currently the Research Partner for the Community Based Crime Reduction project in Miami-Dade County. JSS has also served as the Research Partner for the prior project in Miami-Dade County and for two Community Based Crime Reduction projects in Los Angeles as managed by the Youth Policy Institute. Each of these projects has focused on using collective efficacy as a centerpiece strategy for their responses to violent crime.

In addition, JSS is currently the Research Partner for the Baltimore Police Department (BPD) on its Crime Gun Intelligence Center program. JSS has also worked extensively with the Los Angeles Police Department (LAPD) as its Research Partner for over 11 years. Currently, we serve as LAPD's Research Partner for the DOJ Bureau of Justice Assistance's Strategies for Policing Innovation program and for the transition from the UCR to the incident-based reporting system through a BJS grant.

JSS also works with the following agencies on other OJP/BJA Research Partnerships:

Miami Dade Government (Community Based Crime Reduction, BJA, 2016-2018 and 2019-2021)
Youth Police Institute (Community Based Crime Reduction, BJA 2014-2016 and 2017-2020)
Bronx District Attorney's Office (Innovative Prosecution Solutions, BJA 2019-2021)
Miami Dade State Attorney's Office (Smart Prosecution, BJA, 2017-2020)
Denver Police Department (Project Safe Neighborhoods, BJA 2016-2020)
San Francisco District Attorney's Office (Smart Prosecution, BJA, 2015-2017)
Los Angeles City Attorney's Office (Smart Prosecution, BJA, 2015-2017)
Los Angeles Police Department (Smart Policing, BJA, 2009-2017)
Cambridge Police Department (Smart Policing, BJA, 2011-2015)
York (ME) Police Department (Smart Policing, BJA 2012-2013)

JSS Staff

The JSS Research Team includes: President Dr. Craig D. Uchida, CEO Dr. Shellie Solomon, Research Statistician Dr. Marc Swatt, Senior Research Associate Christine Connor, Research Associates Allison Land, Kyle Anderson, Viviana Barerra-Mendez, and Samantha Hock, and Research Assistants Heleana Melendez, Sean Kato, and Ariana Soto.

As the founder and President of JSS, Dr. Uchida is a national expert on policing, with over 30+ years as a research and public policy official. He has studied policing, collective efficacy, and a variety of criminal justice-related topics during his 30+ years in the field. Dr. Uchida is the author of numerous journal articles on policing and criminal justice, is the lead author on a book on collective efficacy, has co-edited two books, and co-authored a National Academy of Sciences book on the security of America's dams. He received his doctorate and master's degree from the University at Albany School of Criminal Justice.

Dr. Shellie Solomon, CEO, is an economist with a Doctorate in governance and a Master's in Public

Policy. She has expertise in evaluation research, advanced data analytics including GIS, spatial analysis and geostatistics. Dr. Solomon also has substantive and state-of-the-art knowledge in collective efficacy, mortgage fraud, and community policing.

About JSS

JSS has worked with more than 75 police agencies across the country since its inception in 1997. The larger departments include Austin, Baltimore, Chicago, Colorado Springs, Dallas, Fairfax County (VA), Honolulu, Jersey City, Kansas City (MO), Los Angeles, Long Beach, Nashville, City of Miami, Miami-Dade, Minneapolis, Newark, Oklahoma City, Phoenix, San Francisco, Seattle, and Washington, DC. Medium-size departments include Cambridge (MA), Concord (CA), Fort Lauderdale (FL), Hialeah (FL), Hollywood (FL), Inglewood (CA), Little Rock, Miami Gardens (FL), Redlands (CA), Salt Lake City, and the US Virgin Islands. Small departments include Everett (MA), Hoover (AL), Somerville (MA), Spartanburg (SC), Westwood (MA), and York (ME).

From 2005 to 2009 JSS worked with George Mason University researchers to reform and modernize the Trinidad and Tobago Police Service (TTPS). JSS had responsibility for two major activities: 1) conducting a manpower study of the 7,200 member TTPS that demonstrated that less than half of the officers reported for duty on a daily basis; and 2) a revision of the entire training system for the TTPS, including the creation of a new recruit-training curriculum, the implementation of a field-training program, and the development of in-service training components at all ranks.

Products

Importantly, JSS has provided law enforcement agencies and OJP with numerous documents that describe the findings, methods, and practical applications of the projects that it has completed. These include the following documents and publications.

Recently published journal articles:

Wooditch, A., Uchida, C.D., Solomon, S.E. *et al.* Perceptions of Body-Worn Cameras: Findings from a Panel Survey of Two LAPD Divisions. *Am J Crim Just* 2020 <https://doi.org/10.1007/s12103-020-09517-5>.

Mohler, G., Bertozzi, A. L., Carter, J., Short, M. B., Sledge, D., Tita, G.E., Uchida, C.D., & Brantingham, P.J. (2020). Impact of social distancing during COVID-19 pandemic on crime in Los Angeles and Indianapolis. *Journal of Criminal Justice* (accepted on April 27, 2020).

McCluskey, J. M., Uchida, C. D., Solomon, S. E., Wooditch, A., Connor, C., & Revier, L. (2019). "Assessing the effects of body-worn cameras on procedural justice in the Los Angeles Police Department," *Criminology*, Volume 57, Number 2: 1-29.

Uchida, C.D., Swatt, M. L., Schnobrich-Davis, J., Connor, C., Shutinya, M. & Wagner, D. (2018). "A Randomized Control Trial of a Targeted High Risk Offender Program in Three Jurisdictions." *Police Quarterly*, 1-25.

Uchida, C. D. and Swatt, M.L. (2013). "Operation LASER and the Effectiveness of Hotspot Patrol: A Panel Analysis," *Police Quarterly*. 16, 287-304.
For the LAPD CGIC:

Uchida, C.D., Anderson, K. & Quigley, A. (2019). "Evaluating the Los Angeles Crime Gun Intelligence Center: Year 1 Results." Justice & Security Strategies, Inc.

Uchida, C.D. & Anderson, K. (2019). "Los Angeles Crime Gun Case Outcomes and Procedures: What are the Characteristics of Success?" Justice & Security Strategies, Inc.

For the Smart Policing Initiative in the Los Angeles Police Department:

Uchida, C. D., Swatt, M.L., Gamero, D., Lopez, J., Salazar, E., King, E., Maxey, R., Ong, N., Wagner, D., and White, M. (2012). "Los Angeles, California Smart Policing Initiative: Reducing Gun-Related Violence Through Operation LASER," A Spotlight Report of Smart Policing, Bureau of Justice Assistance, October.

Uchida, C.D., Malinowski, S., and Kato, D. (2018). "Smart Policing in the Los Angeles Police Department: Los Angeles' Strategic Extraction and Restoration Program (LASER)." Los Angeles: Justice & Security Strategies, Inc.

For the Smart Prosecution Initiative in the Los Angeles City Attorney's Office:

Uchida, C.D., Lu, W., and Solomon, S.E. (2017). "The Implementation and Impact of Neighborhood Justice Panels in Los Angeles: Executive Summary." Los Angeles, CA: Justice & Security Strategies, Inc.

Uchida, C.D., Lu, W., and Solomon, S.E. (2017). "Implementing Neighborhood Justice Panels in Los Angeles: A Process Evaluation." Los Angeles, CA: Justice & Security Strategies, Inc.

Solomon, S.E., Uchida, C.D., and Lu, W. (2017). "The Impact of Neighborhood Justice Panels in Los Angeles: A Research Note." Los Angeles, CA: Justice & Security Strategies, Inc.

For the Smart Policing Initiative in the Cambridge Police Department:

Uchida, C.D., Swatt, M. L., Schnobrich-Davis, J., Connor, C., and Shutinya, M. (2016). *The RASOR's Edge: Focused Deterrence in Cambridge, Everett, and Somerville*. Silver Spring, MD: Justice & Security Strategies, Inc.

Schnobrich-Davis, J., Mulcahy, J., Wagner, D., and Uchida, C.D. (2017). "Multi-Agency Information Sharing to Reduce Crime Caused by Cross-Jurisdictional Offenders," *Journal of Intelligence & Analysis*, Vol. 23, Number 1, pp. 1-16.

For the Smart Prosecution Initiative in the San Francisco District Attorney's Office:

Uchida, C.D., Revier, L., Connor, C., Wooditch, A., and Swatt, M.L. (2017). *A Guide for Implementing a Crime Strategies Unit: The San Francisco Experience*. Los Angeles, CA: Justice & Security Strategies, Inc.

Wooditch, A., Connor, C., Swatt, M.L., and Uchida, C.D. (2017). "Examining the Concentration of Crime Across Place: Violent Crime and Auto Burglaries in San Francisco." Los Angeles, CA: Justice & Security Strategies, Inc.

Connor, C. and Uchida, C.D. (2017). "Understanding and Describing Crime Problems in San Francisco." Los Angeles, CA: Justice & Security Strategies, Inc.

Swatt, M.L. and Uchida, C.D. (2017). "Temporal Patterns of Crime in San Francisco." Los Angeles, CA: Justice & Security Strategies, Inc.

Section III: Declaration

The City of Jacksonville has declared that the sole source procurement to Justice & Security Strategies, Inc. is in the best interest of the agency. In doing so, the City of Jacksonville is in compliance with the local procurement policies and procurement standards outlined in the DOJ Grants Financial Guide and Uniform Guidance, including the required contract provisions.

The City of Jacksonville has assessed that no conflicts of interest exist with Justice & Security Strategies, Inc. The City of Jacksonville has determined that Justice & Security Strategies has not been debarred or suspended from participation in federal assistance programs by reviewing the Excluded Parties List.

Sole Source Justification

Section II. (a) An explanation as to why it is necessary to contract in a noncompetitive manner and (b) Which one (or more) of the three circumstances identified below, for which OJP will consider approval of a sole source contract, applies to the procurement transaction (include supporting information as identified below under the applicable section(s)):

1. If the item or service is available only from one source, please include the following:
 - Uniqueness of items or services to be procured from the proposed contractor or vendor (e.g., compatibility or patent issues)
 - How the agency determined that the item or service is only available from one source (e.g., market survey results, independent agency research, patented or proprietary system)
 - Explanation of need for contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)
 - Any additional information that would support the case.
2. If the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, please include the following:
 - Description of the public exigency or emergency
 - Need for the contract and period of performance
 - Impact on project if deadline/dates are not met

Note: Time constraints will not be considered a factor if the award recipient has not sought competitive bids in a timely manner. Examples of public emergencies include natural disasters or other incidents requiring an urgent or immediate

response.

- How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
 - Any additional information that would support the case
3. If competition is determined inadequate after solicitation of a number of sources, please include the following:
 - Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
 - Any additional information that would support the case

Section III. A declaration that this action/choice is in the best interest of the agency.

Failure to provide all of the necessary information will delay the processing of your request. Your agency will be contacted if any of the identified information is missing or if additional supporting information is required. If OJP determines that the request does not meet the standards set forth above, the request will be denied.

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 2 C.F.R. § 200.318(c). In addition, program funds should not be awarded to any party that is debarred or suspended from participation in federal assistance programs.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your Grant Program Specialist or Program Manager.

Contact OJP

For further information on procurement under awards, please see *Chapter 3.8: Procurement Under Awards of Federal Assistance*, in the 2015 Department of Justice (DOJ) Grants Financial Guide.

Sole Source Review Checklist



A *Sole Source Approval Grant Adjustment Notice (GAN)* in the Office of Justice (OJP) Grants Management System (GMS) must be initiated to request approval to enter into a noncompetitive contractual relationship, with a contractor under an award, where the contracted cost exceeds the Simplified Acquisition Threshold of \$150,000. The sole source justification should include adequate information to address the elements below. In addition, a copy of the itemized budget for the contract amount should be attached to the *Sole Source Approval GAN*.

Below is a checklist intended to help evaluate sole source requests. The sole source approval request only needs to meet one of the qualifying situations listed on this checklist. *All the conflict of interest of interest items must be addressed in the justification.*

Item Only Available Through a Single Source

- Does independent research through internet searches or discussions with subject matter experts corroborate that the item is available only from a single source?
- Does the request demonstrate the uniqueness of items or services to be procured from the proposed contractor or vendor (e.g., compatibility or patent issues, etc.)?
- Does the request demonstrate and support how it determined that the item or service is only available from one source (e.g., market survey results, independent agency research, patented or proprietary system)?
- Does the request demonstrate a significant need for contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)?

Public Emergency

- Is there a public emergency such as a natural disaster or catastrophic event?
- Has there been a declared state of emergency in which these goods and services will be needed?
- Is there an immediate health or safety concern?

Inadequate Competition

- Does the request adequately describe the efforts to competitively contract for this item? For example, were requests for proposals or bids conducted and what was the nature of the responses?
- Does the request adequately describe the efforts to ensure the contract pricing is fair and reasonable?
- Does the request provide results of a market survey to determine competition availability or explained why no survey was conducted?

Conflict of Interest/Suitability/Procurement Standards *(justification must address all items)*

- Does the request ensure there is no conflict of interest with the proposed vendor?
- Does the request indicate that the Excluded Parties List was checked and that the proposed vendor has not been debarred from receiving federal funds?
- Does the request include evidence that the procurement will be competed in compliance with the organization's procurement policies and the procurement standards outlined in the DOJ Grants Financial Guide and the Uniform Guidance, including the required contract provisions?





**Justice & Security Strategies, Inc.
Professional Services Proposal & Agreement
Jacksonville CBCR Project**

This is a scope of services proposal and agreement between the City of Jacksonville located at 117 W. Duval Street, Suite 400, Jacksonville, FL 32202 and Justice & Security Strategies, Inc. (JSS) located at 1835 E Hallandale Beach Blvd, #387, Hallandale Beach, FL 33009.

Explanation of the Project: The City of Jacksonville is implementing a **Community Based Crime Reduction** project as funded by the U.S. Department of Justice, Bureau of Justice Assistance.

Under this agreement, Justice & Security Strategies, Inc. will serve as the research partner to Jacksonville -based BCJI project coordinated through the City of Jacksonville, Office of the Mayor. The project involves conducting data analysis of crime, census and other data, coordinating a random community-based survey, systematic social observations and providing a data dashboard. Under the project, JSS will provide two main products - an implementation plan and a final evaluation report, with each report summarizing the important findings of the analysis in a brief 15-25 page reports.

Scope of Work: JSS's responsibilities on this project relate to conduct advanced data analysis, providing ongoing technical assistance, and preparing plan and reports.

Specific tasks are detailed in the attached task/timeline.

Compensation: The City of Jacksonville shall pay Justice & Security Strategies, Inc. **\$75,000** total compensation for one year of professional research services. This amount includes all line items included on the attached project budget.

Agreed to by:

City of Jacksonville:

Justice & Security Strategies, Inc.:

By _____

By _____

Date _____

Date _____

Exhibit A
Scope of Services

JSS Project Task Timeline			Deliverables	Amount
Month	Task	Year		
1	Attend meetings, establish points of contact, obtain data, and review starting documents. Provide consultation on the proper types of analysis and metrics to be used in the evaluation of policing and strategies to reduce crime, improve community safety and increase trust between law enforcement and the community.		Presentation on analysis and metrics proposed for evaluation and evidence-based practices to consider for implementation plan.	\$2,500
1	Work with the CBCR Program Coordinator to develop an outline for Jacksonville's CBCR Action Plan.		Detailed Outline of Plan	\$5,000
1	Collaborate with the Jacksonville Sheriff's Office Crime Analyst Team and other data sharing partners to clean, format and analyze law enforcement data across the city and within the target area to establish the context for the site.		Initial Data Report	\$5,000
2	Collect, compile and analyze key data for target areas including census data and other data for the target area.			
3	Work with the program coordinator, cross sector team and steering committee to adjust survey instrument and systematic social observations regarding crime and collective efficacy to use to engage residents in and around the CBCR area.		Survey Instrument/ SSO Instrument	\$2,500
3	Develop survey sampling frame for target area			
4	Train community ambassadors on how to conduct random door-to-door survey of residents and businesses.		Random survey addresses	\$5,000
5-9	Oversee and coordinate community survey.		Presentation on Survey Training and Survey Execution Manual	\$2,500
6	Conduct Systematic Social Observations (SSO) of the target neighborhoods		Process measurement summary report on survey status.	\$7,500
7	Conduct focus group of residents in the community.		Systematic Social Observations Report	\$7,500
8-10	Integrate, analyze and summarize data from all sources to prepare draft report with recommendations to law enforcement, residents, cross sector team and steering committee.		Focus Group Engagement presentation	\$2,500
9-12	Develop and apply statistical and machine learning modeling techniques to identify, track and report on trends and predictors in the data sets.		Draft implementation plan.	\$15,000
11	Extract, transform and load data into dashboard (ex. Tableau, excel) for ease of use and tracking of key performance indicators to facilitate communication with the community and law enforcement.		Outcome-based measurement reports	\$5,000
12	Incorporate edits and updates based on feedback from CBCR project coordination, cross section team and BJA TA feedback		Dashboard at the census tract level that analyzes neighborhood indicators	\$10,000
			Final Implementation Plan	\$5,000
				\$75,000

**EXHIBIT B
FEE SCHEDULE**

Invoicing Timeline		Deliverables	Amount
Month	Year 1		
1		Presentation on analysis and metrics proposed for evaluation and evidence-based practices to consider for implementation plan.	\$2,500
1		Detailed Outline of Plan	\$5,000
1-2	(2 month period - 2 payments of \$2500 or full payment invoice option at end of period)	Initial Data Report	\$5,000
3		Survey Instrument/ SSO Instrument	\$2,500
3		Random survey addresses	
4		Presentation on Survey Training and Survey Execution Manual	\$5,000
5-9	(5 month period - 5 payments of \$1,500 or full payment invoice option at end of period)	Process measurement summary report on survey status.	\$7,500
6		Systematic Social Observations Report	\$7,500

**EXHIBIT B
FEE SCHEDULE**

7	Focus Group Engagement presentation	\$2,500
8-10 (3 month period - 3 payments of \$5,000 or full payment invoice option at end of period)	Draft implementation plan	\$15,000
9-12 (4 month period - 4 payments of \$1250 or full payment invoice option at end of period)	Outcome-based measurement reports	\$5,000
11	Dashboard at the census track level that analyzes neighborhood indicators	\$10,000
12	Final Implementation Plan	\$5,000
		\$75,000

**EXHIBIT C
RESEARCH BUDGET**

**JSS RESEARCH PARTNER BUDGET FOR JACKSONVILLE, FL: MIDWEST JAX CBCR
Budget Detail Worksheet**

A. Personnel

Name/Position	Salaries	Annual Rate	% of Time	Total Amount
Project Director	Shellie Solomon	\$156,000	3.8%	\$15,113
Principal Investigator	Craig D. Uchida Marc Swart/Alese Wooditch / Kyle	\$217,000	2.5%	\$14,105
Statisticians	Anderson	\$80,000	2.5%	\$5,167
Sr. Research Associate	Christine Connor	\$85,000	2.5%	\$5,490
Research Associates	TBD	\$40,000	4.4%	\$4,551
Sr. Field Observer	TBD	\$55,000	1.5%	\$2,131
Accountant/ Admin		\$60,000	1.3%	\$1,938
Total Salaries				\$48,493

B. Fringe Benefits

	Annual Rate	% of Time	Total Amount
Employer's FICA	\$48,493	7.7%	\$3,710
Retirement (FTE Only)	\$48,493	3.0%	\$1,455
Leave, Holidays (FTE Only)	\$48,493	12.4%	\$6,013
Health Insurance (FTE Only)	\$48,493	7.0%	\$3,395
Workman's Comp. (FTE Only)	\$48,493	1.1%	\$533
Unemployment Comp.	\$48,493	0.0%	\$0
Total Fringe Benefits			\$15,106
Total Salaries & Fringe Benefits			\$63,599

C. Travel

Purpose of Travel	Location	Persons	Days	trip/nig	Trips	Total Amount
Uchida/ Connor travel from LAX to JAX	Airfare	2	1	\$500	2	\$2,000
	Hotel	1	3	\$124	2	\$744
	Meals	2	3	\$60	2	\$720
	Rental Car	1	3	\$75	2	\$450
	Rental Car Gas	2	1	\$30	2	\$120
	Parking, cabs, tolls	2	3	\$25	2	\$300
Total Travel						\$4,334

D. Supplies

Supply Items	Cost Per Month	Months	Total Amount
General Office Supplies	\$79.29	12	\$951
High Performance Laptop	\$865	1	\$865
Total Supplies			\$1,816

E. Subcontractors

Supply Items	Cost Per Survey	Surveys	Total Amount
Community Ambassadors: Initial Round	\$30	175	\$5,250
Total Supplies			\$5,250

Budget Categories	Total Amount
A. Personnel	\$48,493
B. Fringe Benefits	\$15,106
C. Travel	\$4,334
D. Supplies	\$1,816
E. Subcontractors	\$5,250
Total Project Costs	\$75,000

About

Mission

JSS assists organizations that seek to improve systems, manage change, define problems, develop solutions, fund and implement projects, train staff, evaluate performance, and receive public recognition for their best achievements.

Our expertise in strategic thinking, governmental relations, technical assistance, rigorous research, evaluation and assessments, appropriate training and technology, and matching projects with funding - complementing your professional knowledge, skills, and experience - is dedicated to your success.

Our Partners

NetString, LLC

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- Visit [NetString, LLC](#)

Our People

Dr. Craig Uchida
President

Craig D. Uchida is President of JSS, Inc. (formerly 21st Century Solutions, Inc.) and chief consultant and researcher. Dr. Uchida previously served as a former senior executive at the U.S. Department of Justice and professor of criminology at the University of Maryland. He has more than 23 years of experience in criminal justice research, planning, and administration.

- [View Craig's full biography](#)

Shellie E. Solomon
CEO

Shellie Solomon is Vice-President and chief administrator of JSS, Inc., and serves as associate consultant and researcher. She formerly served as Deputy Budget Director with the Census Bureau, and as Senior Manager at the Justice Department. Ms. Solomon has more than 12 years of experience in operations and management, budgets, strategic planning, criminal justice evaluation, and technology.

- [View Shellie's full biography](#)

Gordon A. Aoyagi
Director of Homeland Security and Public Policy

Gordon Aoyagi is the Director of Homeland Security and Public Policy for Justice & Security Strategies, Inc. Mr. Aoyagi has over 30 years of public policy experience in leadership and senior executive management positions for local government in homeland security, emergency management, fire and rescue services management, public administration, public transit operations at the local government level.

- [View Gordon's full biography](#)

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- [View Gordon's full biography](#)

Michael Wells
Director of Training

Michael Wells is the Director of Training at Justice & Security Strategies, Inc. He joined JSS in October 2005, after serving as a police lieutenant in the Concord (CA) Police Department, where he spent a 30-year career.

- [View Michael's full biography](#)

Riley Waugh
Senior Research Consultant

W. Riley Waugh is a Senior Research Consultant at JSS. Mr. Waugh has over 20 years experience in criminal justice. Ten of those years were as the executive of non-profit corporations specializing in alternative sanctions and offender re-entry.

- [View Riley's full biography](#)

Corina Putt
Research Associate

Ms. Corina Putt is a Research Associate at Justice & Security Strategies, Inc. who specializes in crime mapping and analysis with substantial expertise in ArcView, ArcGIS, Analyst Notebook, CrimeStat and other programs.

- [View Corina's full biography](#)

Analyst Notebook, CrimeStat and other programs

- View Conna's full biography

Christine Connor Research Associate

Christine Connor is a Research Associate and the newest employee at JSS, Inc., joining the company in August 2010. She has expertise in SPSS and GIS technology and research experience with drug-related homicides among the Latino population in Miami.

- View Christine's full biography

Kathryn Hollingshead Research Assistant

Kathryn Hollingshead is a Research Assistant in the Maryland office of JSS. She assists with literature reviews, data collection, and data analysis for the evaluation of presumptive drug detection technology and mortgage fraud.

- View Kathryn's full biography



City of Jacksonville, Florida

Lenny Curry, Mayor

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Engineering & Construction Management Division
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ONE CITY ONE JACKSONVILLE.

October 26, 2020

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E. *John P. Pappas*
Director

FROM: Robin G. Smith, P. E. *Robin G. Smith*
Chief, Engineering and Construction Management Division

Nikita Reed, P.E. *Nikita Reed*
Public Works Project Manager

Eric Fuller *Eric B. Fuller*
Environmental Programs Manager

SUBJECT: P-21-20 Contamination Assessment & Remediation Services-Annual Contract

The subcommittee received Twelve (12) proposals for evaluation for the subject project and found all to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first and with a tie for second designates the order of qualification of these firms to perform the required services.

1. Aerostar SES, LLC
2. Geosyntec Consultants, Inc.
2. Terracon Consultants, Inc.

We recommend that the above list be forwarded to the Mayor for final selection.

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Specialist

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