



**Response
To
Fingerprinting Coaches and
Various Other Staff
Bid Number 50-00141068**

Due Date: Feb 6, 2013



PROPOSAL ISSUED BY:

Daphne Nelson

Email: Dnelson@jeffparish.net

Phone: 504-364-2650

SUBMITTING CONTRACTOR

FOTOWN PRODUCTIONS LLC

POC: Michelle Nelson - President/CEO

Ph. - 832-422-6461

Email - info@expressfingerprinting.net.

Address - 2500 East TC Jester Ste 252

Houston Texas 77008

DUNS: 080943489

CAGE CODE: 7ZRF2



SUBMITTAL LETTER

Daphne Nelson
Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053

Dear Daphne Nelson,

Fotown Productions LLC is pleased to submit the following Proposal in response to Bid Number 50–00141068 for Jefferson Parish Purchasing Department. Fotown Productions LLC is **a Texas Certified Hub Zone, woman-owned** (WBENC), Minority-Owned (MBE), Disadvantaged Business Enterprise (DBE) Certified Firm. We recognize that the collection of biometrics—such as fingerprints, DNA, and face recognition-ready photographs—is becoming more and more a part of the society in which we live. Our proposal illustrates how our proven solutions, qualifications, and capabilities will meet all the requirements of this RFQ. Throughout our response we have tried to show proof points from our past performance with commercial clients that we have serviced.

Fotown Productions LLC dba “Express Fingerprinting”; herein referred to as Fotown offers Jefferson Parish Purchasing Department an unsurpassed ability to deliver sound solutions to all phases of this contract with key team members dedicated to your project who offer an impressive level of professional experience and knowledge for delivering services to your full range of associated services.

We are committed to providing the highest levels of customer service and a quality experience for each applicant. We also commit to developing a strong, long-term partnership in delivering high quality electronic fingerprinting services, through our dedication to provide service within a Jefferson Parish Purchasing Department location.

Fotown greatly appreciates this opportunity to present our submittal and we are confident that our team represents the best overall value to Jefferson Parish Purchasing Department. If you have any questions or require any additional information, please feel free to contact President/ Chief Executive /Financial Officer, Michellacetta Jones-Nelson at 832-422-6461.

This submittal letter is signed by Michellacetta Jones-Nelson, who is authorized to legally bind Express Fingerprinting to fulfill the performance and pricing commitments outlined in this proposal.

Sincerely,

A handwritten signature in cursive script that reads "Michele Nelson".

Michellacetta Jones-Nelson
President/ Chief Executive /Financial Officer

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1. TECHNICAL APPROACH

Forms Distribution

Fotown has a long history of providing high-quality commercial printing services to various clients. We are dedicated to providing outstanding customer service and delivering top-notch results in a timely manner. From small business cards to full marketing campaigns, we can handle it all! Our team has the expertise and experience to handle any type of print project, large or small. With our state-of-the-art technologies and advanced printing processes, we can create high-quality products for your business in a short time. Trust Fotown to handle each printing project from start to finish with our speed, quality, and attention to detail, combined with our creative capabilities, making us a unique commercial printing resource for any business.

We've put a lot of thought into your biometric data forms distribution and strategy. We will segmented JPRD's coaches and have secured the budget to carry it out. Before we move forward, we make sure the right forms distribution methods. Ideally, we will have the distribution methods worked out at the start, so we can align JPRD forms, sample size and options to make the most of your preferred method's benefits. Distribution of forms will be done manually, with responses uploaded or input after the event, ready to be analysed.

Data Collection

Fingerprints can be taken with an electronic scanning device or manually, using ink and paper. A scanner is then used to save the data electronically in the appropriate format. And all the records are saved and exchanged in the format set by the National Institute of Standards and Technology (NIST). Fotown will distribute a technical document (forms prepared by JPRD) with implementation guidelines for the exchange of biometric data in line with this format.

Fotown has a strong pool of experts with extensive experience collecting fingerprint data in forms. We work closely with JPRD stakeholders to ensure that our personnel are sent to the correct locations for doorstep form collection. Our team is made up of skilled individuals who are dedicated to providing high-quality service. We have a talented team of fingerprint analysts, including those with backgrounds in criminal justice, law enforcement, and healthcare. This diverse mix of experts ensures that Fotown can provide a full range of services for fingerprinting and collecting data in forms. We deploy local resources from Nicholson Playground, PARD Playground, Terrytown Playground, Oakdale Playground, Avondale Playground and many other areas stated in RFP to make things easy and fasters in order to collect the forms.

Authorized personnel will collect only the minimum necessary sensitive information required to perform Fotown business. Such personnel must ensure that all decisions regarding the collection and use of sensitive data follow the law and with Express Fingerprinting policies and procedures.

Fotown's expert working group meets to share information on new technology, identification procedures and training needs. It also makes sure Fotown's systems comply with the necessary standards.

Additional Services Fotown can offer:

Data Access

The following rules govern the access to sensitive information:

- Fotown's authorized personnel only will access sensitive information.
- All employees (including contractors and their agents) working in or having access to manufacturing facilities must be U.S. Citizens who are no dual citizens.

- Fotown will closely works with Jefferson Parish Purchasing Department's stakeholders and other officials to ensure authorization for access to sensitive data comes has typically made in conjunction with an acknowledgement or authorization from the Jefferson Parish Purchasing Department's official authority.

Fotown will work Jefferson Parish and ensures network credentials to systems must obtain it through the Security Department of Express Fingerprinting. Our Security Department will track those individuals and inform the Jefferson Parish to remove accounts upon departure of staff from that program and from the need to have credentials. Staff must be background checked by Fotown and refreshed annually if they have access to Jefferson Parish's PII. Where access to sensitive data has been authorized, use of such data shall be limited to the purpose required to perform Express Fingerprinting business. Users will respect the confidentiality and privacy of individuals whose records they access, observe ethical restrictions that apply to the information they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information. We will make sure that all the notification of a user's termination or removal of authorized access to sensitive information must be conveyed immediately to the Fotown IT group.

Safeguarding

Fotown's Fingerprint Data Protection Managed Services provides a holistic approach to data protection, with specialties in US privacy regulations and overall security management. Our expansive global team responds to meet fluctuating electronic data protection demands, utilizes market leading privacy platforms and leverages experience with in-country regulators around the world. Our data protection team offers a one-stop, cost-effective solution for data protection through our managed services offerings.

Approach to electronic fingerprint data Safeguarding

The Fotown's protection of fingerprint sensitive data starts with securing its most important component—the biometric data. How it is protected depends heavily on where it is stored. As per the need, if it is stored on a drive, we perform full drive encryption or file-by-file encryption. If the data is stored in a database, we ensure that the entire database must be encrypted, but value-by-value encryption can also be implemented. The below Figures shows steps in involved in protecting sensitive fingerprint data.

Here are our best practices to secure fingerprint systems:

- Encrypt biometric data during transmission to or from the back-end servers. End-to-end encryption must always be implemented.
- Servers must have limited user access to those with a need to know and be controlled by access and password policies. Servers must be protected by virus and firewall policies.
- Implement live detection on the sensing device to prevent fake biometrics from tricking sensors (e.g., by making the sensing interactive with a challenge-response scheme).
- Restrict administrative access to servers through proper assignment of groups and roles.
- Turn off any unnecessary services on the database servers.
- Secure a user's privacy by avoiding cross-matching capabilities.
- Acquire diverse biometric solutions, such as one that requires a multi-factor authentication that combines biometric data, a smartphone, and GPS location to make it harder for criminals to crack the system's security.

- Systems (hardware and software) designed to store and transfer confidential records require enhanced security protections and must be closely monitored.
- Personnel data cannot be stored on PCs or other systems in offices or laboratories. Personnel data (including word documents, spreadsheets, and Access databases) that is created on a PC or similar system should be stored on a network drive hosted on an IT managed server and have appropriate access control lists (ACLs) which limit access to only authorized individuals.
- Electronic media storing restricted/sensitive data must be protected by password security. To the extent possible, these devices must employ encryption methods.



Figure 1: Steps in Sensitive Data Protection Process

Project Schedule:

We will provide schedule to Jefferson Parish upon the award in coordination with stakeholders to ensure that the desired outcome is achieved successfully and efficiently. Our schedule will help ensure that all necessary tasks are completed in a timely manner while also ensuring that all stakeholders are informed of progress. Our well-designed project schedule will follow a logical, step-by-step approach, which makes it easier for team members to understand and follow. And, of course, it will be coordinated with stakeholders to ensure collaboration and alignment along the way.

2. PAST PERFORMANCE

2.1 PAST PERFORMANCE #1:

i. Estimated annual dollar value of contract
\$2,548,000.00
ii. Description of services (including location) provided

- Express Fingerprinting provided all the Fingerprinting and Background checks, for staff and vendors, and potential clients
- A national Company, Sales were in the Southern Region of USA
- Served 8 states (New Mexico, Texas, Oklahoma, Louisiana, Mississippi, Arkansas, Alabama and Georgia)
- Staff of 5 in each state with and 1 Volunteer in each state
- Totaling 45 Full-time staff and 8 Volunteers
- 2 Directors, Operations/Hr.
- 1 IT and Logistics staff and
- 1 bookkeeping and supply staff
- Each staff making \$40 an hour, 40 hours a week, off on Federal Holidays
- 12 Month Contract
- Cost staff a week \$78,400.00/

iii. Name, title, address, phone number, and email of customer contact.

Byron Colston Med-Pro Medical Supply
9720 Harlem Rd., B107
Richmond, Texas 77407
Phone: 832-408-7171
Fax: 832-408-7871
469-334-8429

2.2 PAST PERFORMANCE #2:

i. Estimated annual dollar value of contract

\$50,000

ii. Description of services (including location) provided

Fingerprinted staff for a Temporary Staffing company to provide home inspections for Disaster recovery Hurricane affected locations where staff completed daily home inspections

iii. Name, title, address, phone number, and email of customer contact.

Name: P.P. Fastlane Distributions LLC / Michael Lane
Title: President
Address: 9001 Markville Dr. Ste 712
Dallas, Texas 75243
Phone: 469-334-8429
Email: mlfastlane@aol.com

2.3 PAST PERFORMANCE #3:

i. Estimated annual dollar value of contract

\$1,209,600.00

ii. Description of services (including location) provided

- Each volunteer staff at each site was fingerprinted 1 week prior to work
- Express Fingerprinting staff of 14 Administrative staff of 4 and a volunteer staff of 20 at each site
- 1 state, 4 site locations within 3 cities in the State
- Total number of Volunteers 240 and 4 administrative staff
- 2 full time staff each site, 2 Directors = 10 staff
- 1 IT and Logistics staff
- 1 Bookkeeping and supply specialist
- Each staff making \$40 an hour, 40 hours a week, off on Federal Holidays
- 6 Month Contract
- Cost staff a week \$22,400.00/end of contract \$604,800.00

iii. Name, title, address, phone number, and email of customer contact.

Name: Braveheart - Erica Rogers, RN, CCRN
Title: Operational Director/Founder
Address: 2255 West Canterbury Drive, Laplace Louisiana 70068
Phone: (504) 559-9242
Email: info@mybraveheart.org / erogers9483@gmail.com

3. PRICE

Fotown Response to Jefferson Parish Purchasing Department
Fingerprinting Coaches and Various Other Staff



DATE: 2/01/2023

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00141068

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	2,500.00	EA	<p>TWO (2) YEAR CONTRACT TO COVER ALL LABOR, MATERIALS & NECESSARY ESSENTIALS TO PROVIDE FINGERPRINTING FOR COACHES & VARIOUS OTHER STAFF FOR THE JEFFERSON PARISH DEPARTMENT OF PARKS & RECREATION</p> <p>0001 - Provide One (1) Standard Fingerprint Card, Form No. FD-258</p> <p>to record fingerprint images.</p> <p>The following items are for a 1-yr as-needed, contract to collect fingerprints for the Jefferson Parish Parks & Recreation Department. Fingerprints are to be collected at the vendor location and/or at a designated Recreation Department site, as requested by the Recreation Department. During certain times of the year, vendors will be required to be present at a designated Recreation Department facility at least two times per week between the hours of 3PM and 7 PM (Monday - Thursday only). No fingerprints should be taken for the Recreation Department without signed, written approval on department letterhead. All completed fingerprint cards should be given to an authorized JPRD employee with the permission letter attached.</p> <p>The amounts listed below are estimates based on use for a 24-month period.</p>	\$ 3500	\$ 87,500
2	12.00	EA	<p>0002 - Traveling fee to collect fingerprints at</p> <p>Nicholson Playground 710 11th Street, 70072</p>	\$ 100	\$ 1200
3	16.00	EA	<p>0003 - Traveling fee to collect fingerprints at</p> <p>PARD Playground 5185 Eighty Arpent Road, 70072</p>	\$ 100	\$ 1600
4	14.00	EA	<p>0004 - Traveling fee to collect fingerprints at:</p> <p>Terrytown Playground 641 Heritage Ave., 70065</p>	\$ 100	\$ 1400
5	12.00	EA	<p>0005 - Traveling fee to collect fingerprints at</p>	\$ 100	\$ 1200

DATE: 2/01/2023

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00141068

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	20.00	EA	Belle Terre Playground 5600 Belle Terre Road, 70072 0006 - Traveling fee to collect fingerprints at:	\$ 100	\$ 2000
7	16.00	EA	Oakdale Playground 650 Wall Blvd., 70056 0007 - Traveling fee to collect fingerprints at	\$ 100	\$ 1600
8	14.00	EA	Harvey Playground 2240 Alamo Street, 70058 0008 - Traveling fee to collect fingerprints at	\$ 100	\$ 1400
9	16.00	EA	Avondale Playground 709 S. Jamie Drive, 70094 0009 - Traveling fee to collect fingerprints at	\$ 100	\$ 1600
10	12.00	EA	Pontiff Playground 1521 Palm Steet, 70001 0010 - Traveling fee to collect fingerprints at	\$ 100	\$ 1200
11	12.00	EA	Girard Playground 5300 Irving Street, 70003 0011 - Traveling fee to collect fingerprints at	\$ 100	\$ 1200
12	14.00	EA	Mike Miley Playground 6716 W. Metairie Ave., 70003 0012 - Traveling fee to collect fingerprints at	\$ 100	\$ 1400
13	32.00	EA	Clary Playground 3700 Civic Sreet, 70001 0013 - Traveling fee to collect fingerprints at	\$ 100	\$ 3200

DATE: 2/01/2023

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00141068

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
14	28.00	EA	Lakeshore Playground 1125 Rosa Ave., 70005 0014 - Traveling fee to collect fingerprints at	\$ 100	\$ 2800
15	16.00	EA	Little Farms Playground 10301 South Park Street, 70123 0015 - Traveling fee to collect fingerprints at	\$ 100	\$ 1600
16	10.00	EA	Delta Playground 8301 W. Metairie Ave., 70003 0016 - Traveling fee to collect fingerprints at	\$ 100	\$ 1000
17	12.00	EA	Bright Playground 3401 Clearvy Ave, 70002 0017 - Traveling fee to collect fingerprints at	\$ 100	\$ 1200
18	14.00	EA	Waggaman Playground 516 Dandellon St, 70094 0018 - Traveling fee to collect fingerprints at	\$ 100	\$ 1400
19	14.00	EA	Estelle Playground 5801 Leo Kerner Lafitte Pkwy, 70072 0019 - Traveling fee to collect fingerprints at	\$ 100	\$ 1400
20	14.00	EA	Johnny Jacobs Playground 5851 5th Ave, 70072 0020 - Traveling fee to collect fingerprints at	\$ 100	\$ 1400
21	12.00	EA	Kennedy Heights Playground 248 Mission Ct, Avondale 70094 0021 - Traveling fee to collect fingerprints at	\$ 100	\$ 1200

DATE: 2/01/2023

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00141068

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	14.00	EA	Woodmere Playground 4100 Glenmere Dr, 70058 0022 - Traveling fee to collect fingerprints at	\$ 100	\$ 1400
23	14.00	EA	Kings Grant Playground 3805 15th St, 70058 0023 - Traveling fee to collect fingerprints at	\$ 100	\$ 1400
24	12.00	EA	Estelle Playground 5801 Leo Kerner Lafitte Pkwy, 70072 0024 - Traveling fee to collect fingerprints at MLKing Playground 2400 Lester St, 70058	\$ 100	\$ 1200