



Jefferson Parish Government

RFP – 0438

Provide Payment Processing Services for Debit/Credit Card Forms of Electronic Payments

May 24, 2022

Contact:

MIKE DELEONARDIS

Strategic Account Manager

LexisNexis VitalChek Network Inc.

6 Cadillac Drive, Suite 400

Brentwood, TN 37027

(214) 802-8777 Mobile

Mike.deleonardis@lexisnexisrisk.com

Cover Letter



May 13, 2022

On behalf of LexisNexis Payment Solutions, (LexisNexis), I am pleased to submit our response to the Jefferson Parish Government (Parish) Request for Proposal to Provide Payment Processing Services for Debit/Credit Card Forms of Electronic Payments. As a member of the LexisNexis family of companies, we are uniquely positioned from a technological, financial, and experience standpoint to meet and exceed the RFP requirements.

The issuance of this RFP is a clear indicator that the Parish is taking proactive steps to enhance payment options and streamline internal operations and public engagement through merchant services technology investment. |

Specific to this RFP, the enterprise electronic payment technology offered by LexisNexis will deliver certain innovative aspects to improve the remittance of payments for Parish services and reconciliation procedures for the Parish.

- Our flexible and consolidated system allows for departments to offer multiple payment channels with a single point of reconciliation.
- All of our solutions are PCI Level 1 compliant.
- We have the expertise and dedicated resources for any system integration or development.

As Vice President and General Manager, I maintain delegated authority to contractually obligate the organization and acknowledge any and all amendments to this RFP. Mike Deleonardis, Strategic Account Manager, is authorized to negotiate the contract on behalf of the organization and can be contacted for clarifications. His contact information is included in our response.

Thank you for providing us the opportunity to share the details of our service capabilities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Piefke".

Jeffrey Piefke

Vice President and General Manager
LexisNexis VitalChek Network, Inc.
615.372.6850 Direct
jpiefke@vitalchek.com

Table of Contents

Contents

Cover Letter	1
Table of Contents	2
Technical Proposal	3
1	3
2.1 Scope of Work/Services	4
2	16
Proposer Qualifications and Experience	17
1. Related Services	17
2. Support and Resumes	18
Innovative Concepts	21
Project Schedule	22
Financial Profile	25
Attachment "A" – Insurance Requirements	27
Signature Page	30
Corporate Resolution	31
Affidavit	32
Supplemental Legal Documentation	35

Technical Proposal

1.

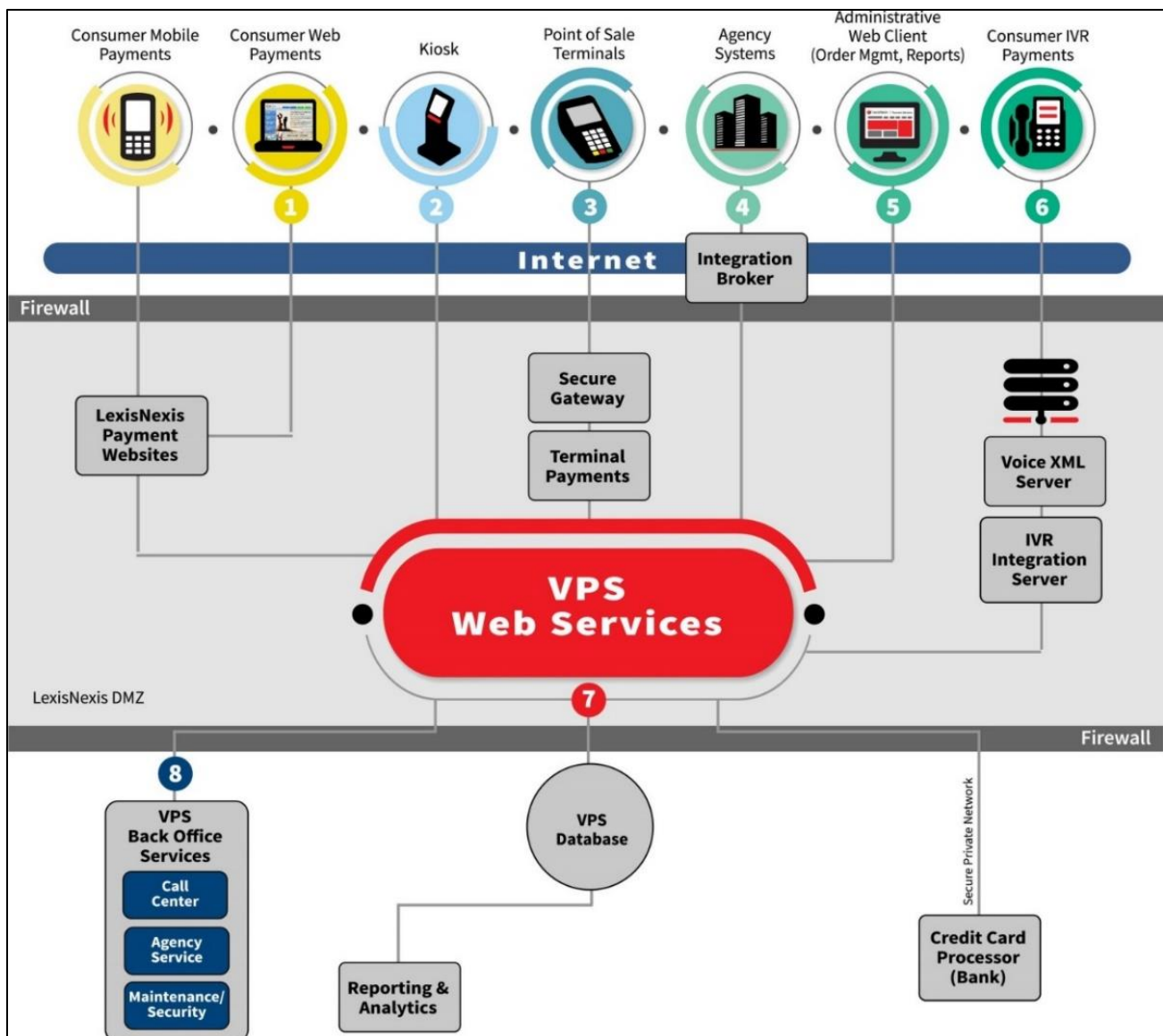
Each proposer shall address how the proposer will achieve/meet the scope of work as stated in Section 2.1. Technical approach shall detail the following: Plans and/or schedule of implementation, orientation, and/or installation, etc. (whichever is relevant to the RFP requirements).

LexisNexis meets all minimum requirements, understands the technical and security requirements as outlined in Section 2.1 and has provided a detailed response on how our products and services best meet the needs of the Parish. A sample project plan is included.

2.1 Scope of Work/Services

1. The Merchant service provider (or providers, if multiple contracts are awarded) will be required to provide and operate, consistent with Parish guidelines and oversight, its own front-end payment system to process customer payments for various debt types owed to the Parish.

LexisNexis offers the most flexible and secure payment processing for government agencies. Our eCommerce Solution, VitalChek Product Suite (VPS), includes a single system that can process electronic payments online (web, mobile), in-person (POS terminals, kiosk) or over the phone (virtual terminal, call center, IVR) in a PCI-DSS Level 1 compliant environment. This system is a proven solution for all aspects of payment processing and can seamlessly integrate with any software. Payments may be made by electronic check, debit and credit cards (American Express, Discover, Mastercard, Visa).



Online Payments

LexisNexis provides securely hosted internet-based web and mobile payments for consumers who prefer or need to pay online. Our web pages provide consumers the option to make payments for one or multiple products using their checking account or credit card (American Express, Discover, Mastercard, Visa) and then issues an electronic receipt to their email account. Web pages are customizable, user friendly and allow the Parish to maintain organizational logos, contact information, preferred greetings and configurable data fields. All payment websites are mobile ready with Dynamic Screen Scaling for optimal viewing on any mobile device. Web payments are seamlessly integrated with our administrative back-office system, VPS. Web pages are available in English and Spanish.

VPS can be utilized as a virtual terminal to process orders via telephone or mail by Parish agents.

There are three types of web payment solutions offered by LexisNexis, Standalone Hosted Payment, Secure HTML FormPost and Embedded Web Payments. LexisNexis currently integrates with multiple enterprise and internal software systems.

Standalone Hosted Payments require no coding by the Parish, as LexisNexis publishes a customized payment page for the Parish consumers. The Parish may direct consumers to the payment page via a direct link on the Parish website or inform consumers of the option to pay online via printed documents, marketing materials or electronic communication.

Standalone Hosted Payment – Billing Entry Page

Kansas Commercial Motor Vehicle Office - IRP/Web

Agency Amount:	\$500.00
LexisNexis Service Fee:	\$15.75
Total Amount:	\$515.75

* Indicates a required field

Billing Address

Address Type:
☒ Domestic (US and Puerto Rico)
☐ Military (APO/FPO)
☐ International (including Canada, Mexico)

Billing First Name: *

Billing Last Name: *

Billing Zip Code: *

Billing Address Line1: *

Street address, P.O. box, company name, c/o

Billing Address Line2:

Apartment, suite, unit building, floor etc

Billing City: *

Billing State: * AL

Email Address: *

Confirm E-mail: *

Phone: * (999-999-9999)

Payment Information

Payment Type:
☒ Credit Card
☐ Personal Check
☐ Business Check

Card Number: *

Expiration Date: * /

Security Code: *

We've provided this sample credit card to assist you in finding the security code.

MasterCard, Visa, Discover

3-digit security code

Captcha: gx8xb

Enter Captcha: *

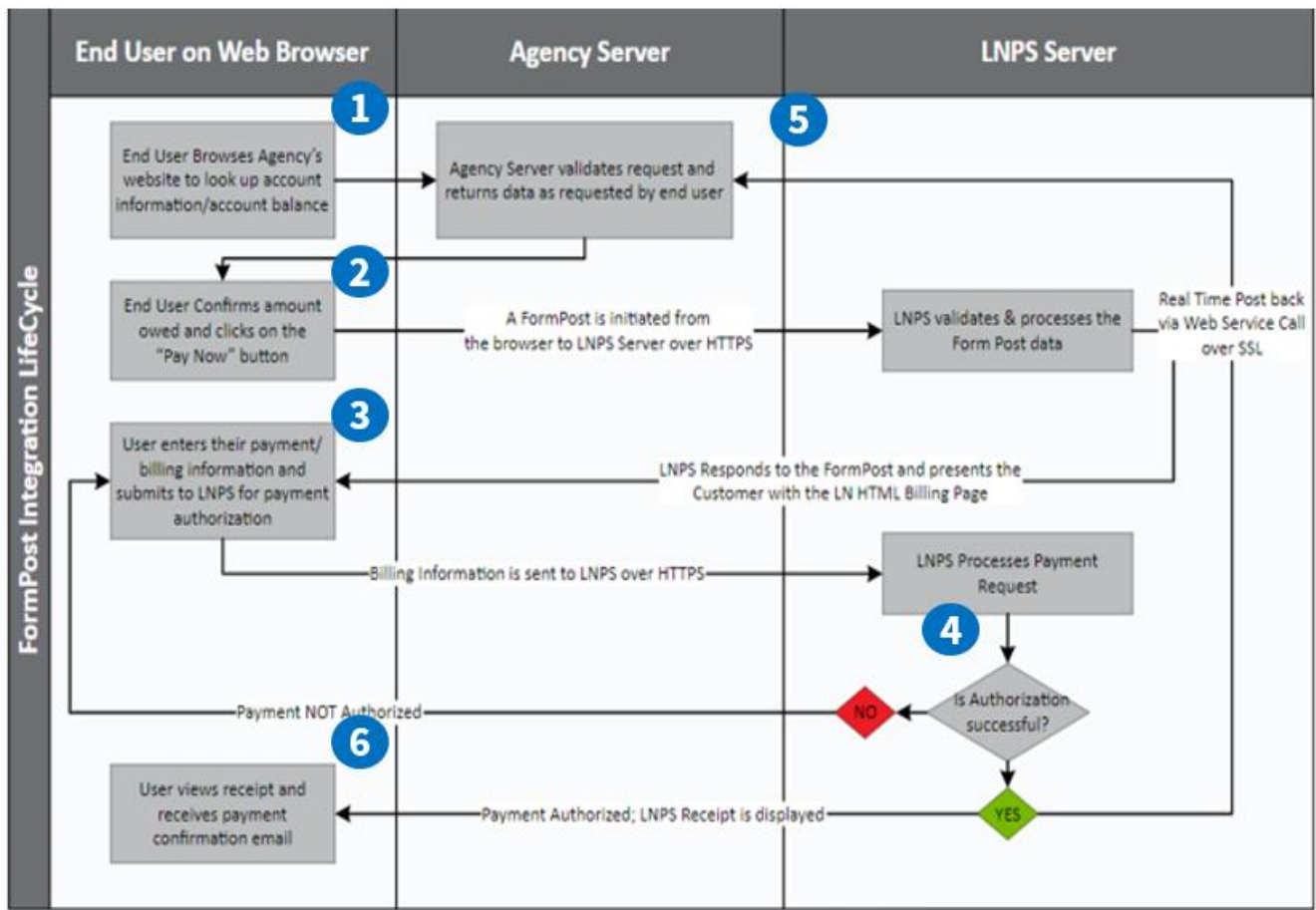
Continue

Payment Solutions |
[Contact Us](#) | [Terms and Conditions](#) | [Privacy Policy](#)

Copyright © 2018 LexisNexis Risk Solutions. All rights reserved.

Secure HTML FormPost may be utilized to minimize consumer data entry or to validate the amount owed for payment. The Parish's system provides consumer information including amount owed in a simple FormPost to a customized LexisNexis payment page. When a consumer attempts to make a payment, their information including the amount owed is pre-populated. Upon completion of the payment, a real-time PostBack is made to the Parish's system with the results of the transaction.

FORMPOST WORKFLOW



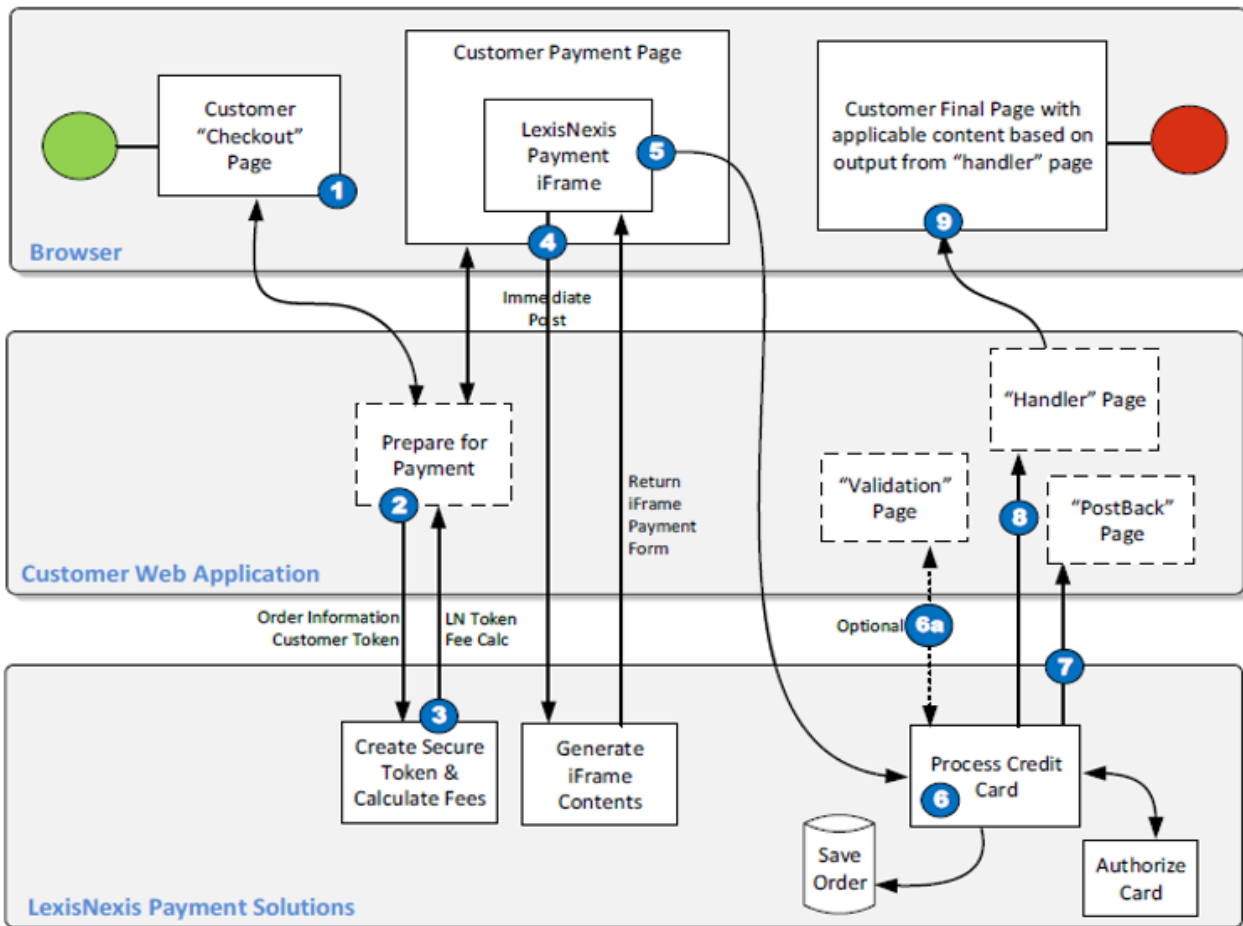
- 1** User navigates to point in application where payment details are known
- 2** Consumer clicks "Pay With Card". Details sent over SSL to LexisNexis.
- 3** LexisNexis presents **payment page** and consumer enters card information and clicks "Pay Now".

- 4** Payment processed via LexisNexis gateway to Processor, if successful post back to agency server.

- 5 - 6** Control returned to consumer facing application with receipt details. Confirmation email sent. Payment details sent to agency server.

Embedded Web Payments use an iFrame to allow secure payments without redirecting the user to a LexisNexis payment page. The iFrame supports customization options that help maintain a consistent look and feel into the Parish website. Upon completion of the transaction, the consumer is redirected to a “handler” page on the Parish server to display confirmations and any additional functionality required by the Parish. A real-time PostBack is also made to the Parish’s system.

EMBEDDED WORKFLOW



1 "Pay By Credit Card" button in consumer facing application.

2 - 3 Payment details passed securely to LexisNexis.

4 - 5 iFrame embedded in page to collect card information from consumer. Consumer clicks "Pay Now".

6 - 7 Payment processed via LexisNexis payment gateway to Processor, if successful post back to agency designated URL.

8 - 9 Control returned to consumer facing application with transaction details for display.

Point of Sale

LexisNexis offers Europay, Mastercard and Visa (EMV), Near Field Communication (NFC), and Contactless payment enabled Point of Sale (POS) devices to accept pin-based debit cards and credit cards (American Express, Discover, Mastercard, Visa). The Verifone V200c terminals with Verifone P200 pin pads utilize a direct Ethernet network connection to remotely process transactions in a PCI Level 1 environment. All card data from the pin pad is encrypted with a hardware injected encryption key and is transmitted directly to LexisNexis to initiate the authorization process. At no time does card data reside or pass through any agency workstations, servers or network.



LexisNexis provides all hardware, software and supplies to the Parish. LexisNexis is responsible for the maintenance and repair on any supplied equipment and will facilitate any necessary returns or replacements. The LexisNexis Technical Support Team can remotely access, diagnose and repair many hardware issues. After troubleshooting, any equipment failures that require replacement are sent via overnight carrier. 24/7/365 operational and technical support is available. LexisNexis deploys new POS devices every 4-6 years to maintain security protocol, add new features and stay at the forefront of available technology.

The VPS administrative web application requires Parish user authentication and provides multiple permission levels and user roles. Administrators have the ability to add, edit or delete users and also restrict access to functionality, location or device. Terminals are set up with unique terminal ids and require an “activation PIN” which allows terminals to be used by multiple employees while maintaining an audit of each employees’ specific transactions. This also allows a user to have a single user ID and password that can be used on multiple devices. Terminals have a timeout mechanism when idle. Additionally, 24/7/365 monitoring includes daily IDS deploys with daily intrusion and vulnerability scans.

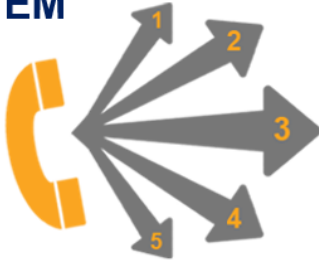
LexisNexis offers two counter payment solutions, “standalone” and “integrated”, to meet the various needs of our customers.

Phone

VPS can be utilized as a virtual terminal to process orders via telephone or mail by Parish agents.

LexisNexis IVR is PCI-DSS Level 1 compliant and uses custom scripts and messaging to enhance the customer experience. Professional voice actors and speech recognition technology easily guide payers through the process flow. The IVR platform is robust and can handle peak transaction processing days for all payment types.

INTERACTIVE VOICE RESPONSE SYSTEM



Unique Toll-Free Number

Integrated into VPS System

Multi-lingual (English/Spanish)

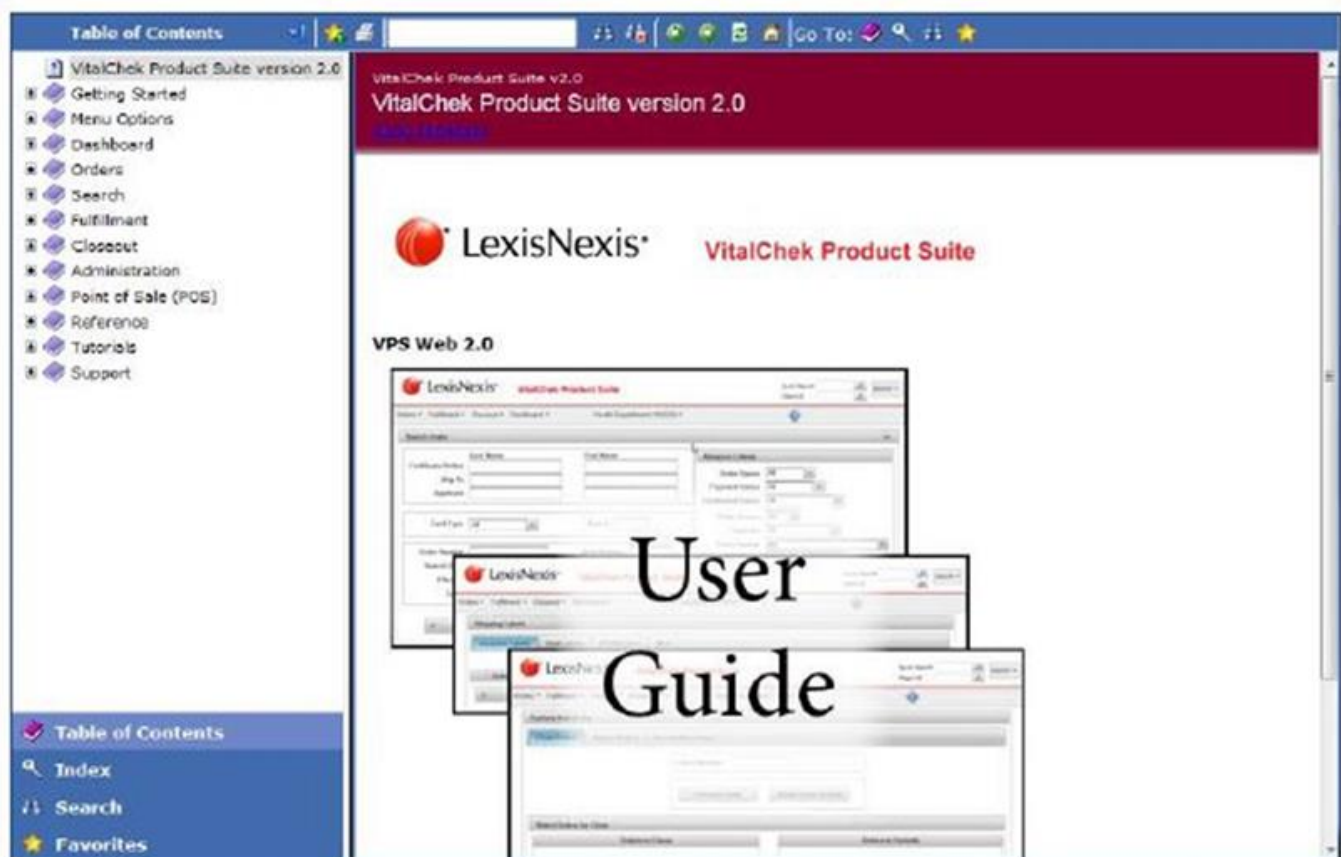
Custom Scripts and Messaging

Accepts all Card Types

2. Online features of the merchant account management software - The vendor should highlight how the merchant account is managed by the accounting/finance functions. For example, describe all the tools and methods for viewing transactions/batches, changing account information, responding to charge backs, user management, etc.

The VitalChek Product Suite (VPS) administrative back-office system allows the efficient and secure management of payments processed online, in-person or over the phone.


This web-based application contains multiple perspectives wherein the presentation is tailored to the role of the authenticated user. VPS provides Parish staff features and provisions to improve back-office productivity and efficiency. The Parish has the ability to perform daily back-office activities associated with payment processing including reviewing transaction details, reconciling payments and generating reports. VPS stores approved transactions in its current database.





VPS utilizes role-based security, meaning access is restricted to authorized users and their role determines what they can or cannot do within the VPS system. Upon accessing VPS, users must enter their unique username and password. User passwords automatically expire and must be changed every sixty (60) days. The Administrators have the ability to add, edit or deactivate users and also restrict access to data fields, end-user account information and reporting. All sensitive data elements are truncated or masked and will not be displayed in the system or on reports.

Agents can perform real time searches and run real time (ad-hoc) reports. There are numerous search field combinations to drill down to the information required. Reporting allows for customization and can include a variety of field combinations. Once the search has been returned, the user has the option to export the data to their PC in multiple formats including Microsoft into a tab delimited file (".csv"), which is an Excel formatted file so reports can be customized at user demand, including saving to PDF.


Searchable Fields		
Product	Payment Status	Order Status
Payer Last Name	Payment Channel	Order Date
Last 4 Digits of Card	Payment Method	Order Date Range
Clerk or Agent ID	Agency Specified Fields	Transaction Amounts and Dates


LexisNexis®

Payment Solutions

Quick Search 
Client ID 

Myron.Bouchakian@lexisnexis.com

Orders ▾ Fulfillment ▾ Closeout ▾ Reports ▾ Dashboard ▾ Administration ▾ Payment Solutions Demo Agen.. (34031) 

Search
Create

Search Order

Bill To

Last Name

Ship To

First Name

Card Type

Last 4

Order Number

Search Days

Reference #




Email

Auth Number

Bill To Phone

Advanced Criteria

Order Status
Payment Status
Order Source
Operator
Order Date(s)
Ship Method
Product
None
☒ Exclude Closed, Canceled and Declined Orders

 Search
 Clear
 Export

3. Merchant account - management software must be able to identify sub departments in transactions or multiple accounts.

The VPS back-office system allows Parish agents to view, analyze and report all transactional activity at the merchant, department or Parish level. LexisNexis provides the flexibility for multiple settlement and reporting options for ease of reconciliation.

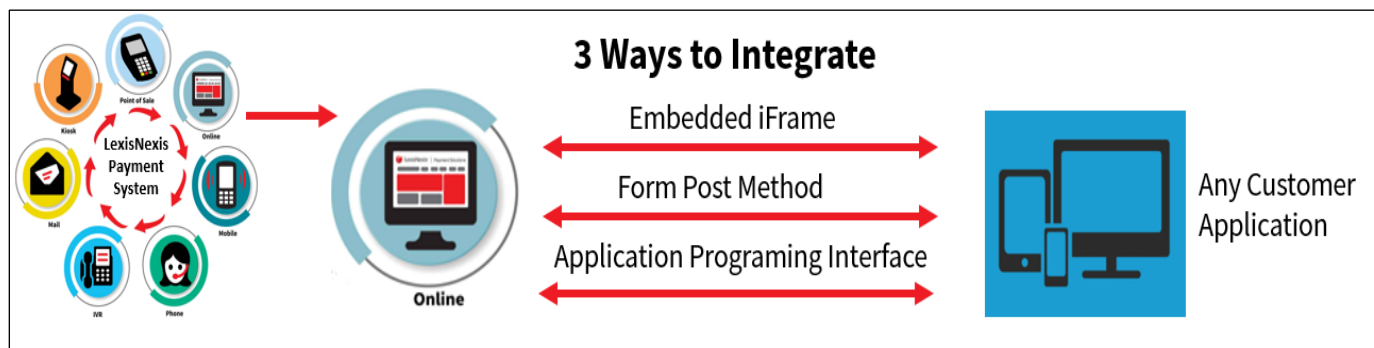
LexisNexis reports can be run online via VPS, our user administrative suite. Reports can be emailed directly to a recipient (or email distribution) or delivered via SFTP based on report job settings. Reports can be set to automatically generate or print on-demand through VPS. The Parish determines the frequency/time for these reports to run and the format in which they are generated.

Report Type Summary
Payment Receipts - Provides detailed payment receipts to multiple Parish departments (i.e., Utilities, Planning, etc.) to enable same/next day posting of all payment transactions and notifies the Parish of any transactions that are rejected.
Transaction Summary and Detail Reports - Lists all payments made by every card type or source of payment through each payment processing channel. Reports can be segmented by many factors including sub-merchant ID (business unit or department), location, product type, payment channel (POS, Web, or Call Center).
Daily, Quarterly, Monthly, and Annual Scheduling Options – Reports via download, email distribution list, or via SFTP.
Refund/Void Reports - Reports list Refunds/Voids for the selection criteria date period.
Reconciliation Reports – Often customized, these reports are designed specifically to assist in minimizing the time needed to perform bank reconciliation.
Reports conform to the following standards. <ul style="list-style-type: none"> ● Format - Exportable in one of the following file formats: .csv; .xml; and .pdf. Custom formats also available. ● Retention - Retained online for thirteen (13) months from the report's creation date, unless otherwise requested. ● Access – User permission-based access. ● Correctable - In the event of an error, includes a disclaimer that the report has been corrected for audit purposes. ● Delivery - Can be sent daily by email or SFTP
Custom Reports – Reports provided on an as-needed basis to address any unique reporting needs.

4. Merchant service provider is asked to provide application programming interface (API) for the debit/credit card processing that is .NET based and can be imbedded in any Jefferson Parish .Net application software.

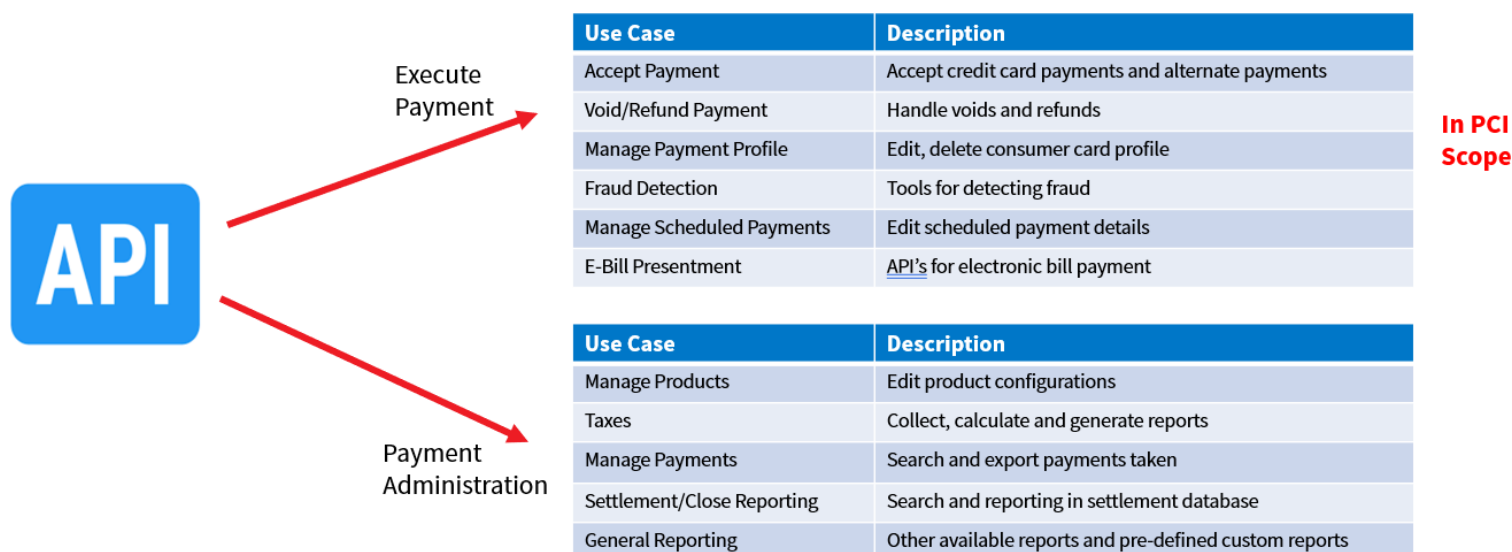
LexisNexis understands the importance of providing seamless integrations with Parish systems to streamline operations and provide cost savings. The hosted secure API web service provides integrations and workflow management for the various applications in our solution including web, point of sale, IVR and phone.

The VPS Integration Web Service is a secure SOAP Web Service that can be deeply embedded within virtually any agency software platform using a standard technology stack. LexisNexis will provide detailed documentation, training, code examples and testing for this type of modern, real-time integration, which is currently in use by numerous agencies.



- 1. HTML Form Post - simplest to develop; not as seamless a consumer experience; free of the PCI scope.**
- 2. Embedded iFrame – some development; seamless consumer experience; free of the PCI scope.**
- 3. API – requires coding to API interfaces; most seamless consumer experience; can be in PCI scope.**

Programming interfaces are accessible via SOAP or RESTful protocols. Specific interfaces cover a wide set of use case themes both in executing a payment and administration.



5. Merchant service provider must also be able to work with other Parish Vendors to develop APIs between their payment system and service delivery or billing software.

LexisNexis supports hundreds of integrations with enterprise software programs and will work with any Parish vendors to develop and support necessary integrations.

6. All software (API) provided must be PCI compliant.

The LexisNexis audit program includes over 24 in-house and third-party audits as well as independent assessments including SOC 1, SOC 2, PCI-DSS Level 1, SOX, HIPAA, FedRamp and FISMA/NIST. All applications, databases, devices and networks that process, store and transmit sensitive cardholder data meet all PCI Level 1 v3.2 Merchant and Service Provider processing requirements.

Site Data Protection (SDP) Program

The Mastercard SDP Compliant Registered Service Provider List



A company's name appears on this SDP Compliant Registered Service Provider List if (i) Mastercard records reflect the company is registered as a Service Provider by one or more Mastercard Customers and (ii) Mastercard has received a copy of an Attestation of Compliance (AOC) by an appropriate PCI SSC approved Qualified Security Assessor (QSA) reflecting validation of the company being PCI compliant. The date of the AOC and the name of the Assessor are also provided. Each AOC is valid for one year. Mastercard receives copies of AOCs from various sources.

This SDP Compliant Registered Service Provider List is provided solely for the convenience of Mastercard Customers and any Customer that relies upon or otherwise uses this SDP Compliant Registered Service Provider list does so at the Customer's sole risk. While Mastercard endeavors to keep the list current as of the date set forth in the footer, Mastercard disclaims any and all warranties of any kind, including any warranty of accuracy or completeness or fitness for any particular purpose. Mastercard disclaims any and all liability of any nature relating to or arising in connection with the use of or reliance on the SDP Compliant Registered Service Provider List or any part thereof. Each Mastercard Customer is obligated to comply with Mastercard Rules and other Standards pertaining to use of a Service Provider.

As a reminder, an AOC by a PCI SSC approved QSA provides a "snapshot" of security controls in place at a point in time.

This list is updated once monthly.

- Compliant Service Provider
- 1-60 Days Past AOC Due Date
- 61-90 Days Past AOC Due Date

Service Provider Name	Region	AOC Date	Assessor	DESV
LexisNexis VitalChek Network, Inc.	US	07/22/2021	Avertium, LLC	<input type="checkbox"/>

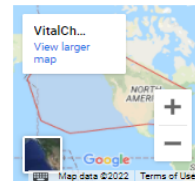
VISA

[Home](#) [Learn More](#) [Search Service Providers](#)

LexisNexis VitalChek Network, Inc.

LexisNexis VitalChek Network, Inc.

BRENTWOOD TN, U.S.A.
Website: www.vitalchek.com
Email:



Disclaimer: All brand names and logos are the property of their owners and are used on this website for identification purposes only. The use of such brand names and logos does not imply product endorsement. Secure technology notation is self-reported by the company and not independently verified by Visa.

Agents DBA: LexisNexis VitalChek Network, Inc.

Profile

Technology:

Participation History: 9 years

Region of Operation: U.S.

Validation Details

Service Provider Type	Validation Type	Valid Through Date	Assessor
PAYMENT FACILITATOR MERCHANT SERVER	PCI DSS	Jul 31, 2022	Avertium, LLC

REGISTRY LAST UPDATE: January 31, 2022

7. All payments made by a customer must be immediately deposited directly into a designated Parish bank account through a Parish-approved banking partner, and at no time would flow through the Contractor's bank account.

LexisNexis utilizes a for benefit of (FBO) service, a closed-loop transaction life cycle, where payments are directly disbursed to Parish accounts. This FBO account is a demand deposit account (DDA) held by the sponsor bank and allows funds from card networks (American Express, Discover, Mastercard, Visa) to be deposited and then agency funds are directly distributed to the Parish. At no time do agency funds transverse through LexisNexis bank accounts.

2.

Plans for necessary training, where applicable. Information demonstrating an affirmative statement shall be required that the proposer has reviewed the scope of work, understands the nature thereof and is willing and capable of providing the services thereof.

Our training strategy involves a blended approach focused on the adult learner. All programs are individually built based on agency requirements and specifications. The needs of each agency are assessed, and a variety of training solutions are customized that can include live - instructor led courses, online live training, train the trainer workshops, on the job training, job aids, unlimited practice in a demo environment and 24/7/365 resources and customer support.

LexisNexis has reviewed and acknowledges the requirements as detailed in this RFP and is fully capable of providing the services needed to meet the needs of the Parish. The solutions proposed in this response are able to be implemented upon contract award.

Proposer Qualifications and Experience

1. Related Services

LexisNexis has been providing electronic payment processing solutions since 1987, exclusively for government agencies. Our experience in government credit card and electronic check payment facilitation includes managing nearly 4,000 merchant accounts in 48 states, Washington, D.C., Guam, Puerto Rico and American Samoa. In 2021, we processed a combined total of nearly 20M transactions totaling \$2.6B in our electronic payment portfolio including courts, utilities, finance and treasury, transportation agencies, public health agencies and revenue departments.

LexisNexis employs over 450 professionals dedicated to government payment processing representing a highly capable and diverse team of project managers, industry business analysts, account managers, software engineers, customer support, technical support and security personnel. The management team, customer support operations, information technology, finance and sales departments are located at 6 Cadillac Drive, Suite 400, Brentwood, Tennessee 37027. Our secondary customer support center is located at 12135 Esther Lama Drive, El Paso, Texas 79936.

The following agencies are long standing customers who utilize LexisNexis products and services similar to those requested in this RFP and may be called upon as a reference.

City of Canton, Ohio	
Contact:	Michael J. McEnaney
Phone:	330-438-4747
Email:	Michael.mcenaney@cantonohio.gov
Services:	Online, Point of Sale, Phone

Hamilton County, Tennessee	
Contact:	Bill Hullander
Phone:	423-209-7295
Email:	bhullander@hamiltontn.gov
Services:	Online, Point of Sale, Phone, Call Center

Lubbock County, Texas	
Contact:	Mande Reeves
Phone:	806-775-1017
Email:	Mnreeves@lubbockcounty.gov
Services:	Online, Point of Sale, Phone

Washington State Department of Licensing	
Contact:	Kim Hurley
Phone:	360-902-3760
Email:	Khurley@dol.wa.gov
Services:	Online, Point of Sale, Phone

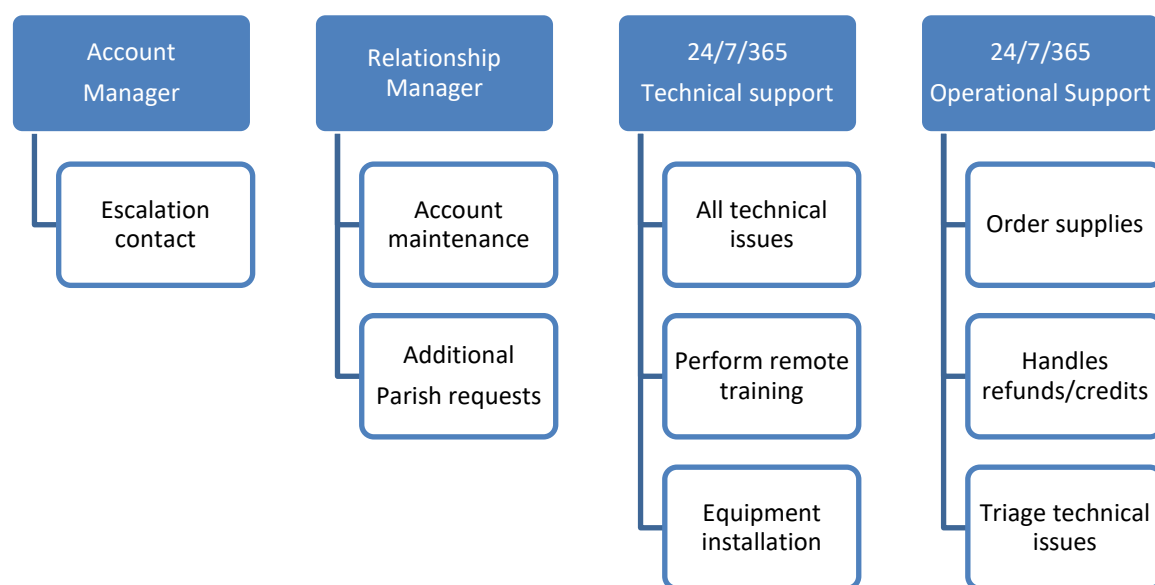
2. Support and Resumes

All of our solutions include 24/7/365 full service operational and technical support for both the Parish and consumer.

Consumer support - Consumers are provided a designated toll-free number for any assistance needed during the order process. Over 300 specially trained agents are available 24/7/365 to answer questions, provide status updates and guide consumers through the order process. Assistance is available in English and Spanish

Agency support - If assistance is needed with ordering supplies, issuing credits or refunds, status requests or escalated customer service needs, help is just a toll-free phone call away. Our Operational Support Team includes over 300 phone agents, available 24/7/365 from our call center facilities in El Paso, Texas or Brentwood, Tennessee. These agents are LexisNexis employees specially trained on all aspects of our operating systems and agency processes and can handle requests in both English and Spanish.

Technical support - Requesting assistance for any system issues only requires a toll-free call to our Technical Support Team, who can remotely access, diagnose and repair many of these occurrences. After troubleshooting, any equipment failures that require replacement are sent via overnight carrier. For situations that require additional assistance, the technician will escalate the issue to the Command Center to ensure a timely solution. Help is available 24/7/365.



The Parish will have assigned resources throughout the contract period. Mike Deleonardis will serve as the Account Manager; Kim Ito will assume the role of Relationship Manager and a dedicated member of Rick Spurgeon’s project management team will be assigned upon award of contract. Post implementation support will be managed by Shelley Gazaway’s team of technical support personnel. These key team members resumes are included below.

Mike Deleonardis – Strategic Account Manager

Mike has over 15 years of experience in the merchant/payment industry. His main responsibilities include account growth and management while supporting the development of government agency programs.

- Payment Processing experience: 16 years
- Education: Texas A&M University, College State, TX; MBA
- Professional History:
 - 2021 - Present: LexisNexis VitalChek Network Inc., Brentwood, TN; Strategic Account Manager
 - 2018 - 2021: ECI Software Solutions; National Sales Manager
 - 2014 - 2018: ATOS/Worldline Bezons, France; Manager
 - 2009 – 2014: RBS Worldpay; Director of National Sales

Kimberly Ito – Relationship Manager

Kim brings 8 years of experience in sales and account management to the project and is responsible for newly implemented customers, handling escalated customer service issues and maintenance of key accounts. Kim also works on key initiatives related to maintaining and expanding client relationships and enhancing our understanding of customer businesses and related needs.

- Payment Processing experience: 8 years
- Education: San Jose State University, San Jose, CA
- Professional History:
 - 2014 - Present: LexisNexis VitalChek Network Inc., Brentwood, TN; Relationship Manager

Rick Spurgeon – Channel Manager

Rick currently services as our in-house SME for all components of payment processing while overseeing the payments project management team. His experience in retail analytics, system engineering, back-office systems, POS systems and project management brings a full-service approach to our PMO projects.

- Payment Processing experience: 17 years
- Education: Austin Peay State University, Clarksville, TN; Bachelor of Business Administration
- Professional History:
 - 2019-- Present: LexisNexis VitalChek Network Inc., Brentwood, TN; Project Manager II
 - 2002 – 2019 : LifeWay Christian Resources, Nashville, TN; Retail Systems Development Manager

Shelley Gazaway – Manager Operations

Shelley has over 6 years of cross-departmental experience in the technical arena at LexisNexis. Her main responsibilities include managing a team of specialists who support our agencies and end users with technical and IT requests while facilitating feedback on services rendered.

- Payment Processing experience: 8 years
- Education: Nashville State Technical Institute, Nashville, TN; Associate of Applied Science
- Professional History:
 - 2017 - Present: LexisNexis VitalChek Network Inc., Brentwood, TN; Manager Operations – Technical Help Desk
 - 2016-2017: Optum Health; Sr. Software Testing Engineer
 - 2013-2016: Corrections Corporation of America; Sr. Software Testing Engineer

Innovative Concepts

The LexisNexis strategy is to deliver the most flexible and secure payment processing solutions in the government payment processing space. As our business grows, we continue to expand our workforce and make investments in our standard offerings to enhance and expand our solutions to keep pace with emerging technologies and industry standards. LexisNexis has engaged the Strawhecker Group, a fast-growing analytics and consulting firm focused on the electronic payment industry, to review and provide feedback for strategic development of products and services.

LexisNexis works closely with our acquirers and card issuers to clearly understand the direction in which the card processing regulatory environment is moving, as well as, to provide input into the rules governing such changes. We have been a member of the Mastercard Government Services group since its inception. We are also actively engaged with Mastercard Government Payment Program Stakeholders and meet regularly with department heads at Visa and American Express.

LexisNexis employs an in-house Director of Product Management for research and market planning based upon industry regulations, customer needs and strategic business partnership alliances. New concepts are researched, shared with project management, technical resources and sales for a 360-degree overview for recommendation of development. Once a business plan is approved by Senior Management, a project plan and timeline are developed for coding, testing and roll-out.

In addition to the proposed solutions, LexisNexis also offers an unattended kiosk platform which features various kiosk models for customer self-service payments and a full service, bi-lingual call center for phone payments. The current product roadmap includes expanded payment features such as text to pay, mobile/wireless units, additional forms of payment and single unit Point of Sale terminals.

Project Schedule

The project implementation plan includes a 3-phase approach: project initiation and planning, execution and support transition and the final phase of ongoing support. The plan's success relies on cohesive interaction between the dedicated LexisNexis Project Manager (PM) and the Parish.



The sample work plan provided below depicts the duration and tasks needed for a typical integrated implementation and training. The plan assumes that the initial implementation will be for 2-3 agencies/merchants. Subsequent phases and additional agencies will follow a similar work plan for tasks and duration. We will work with the Parish to determine which agencies and merchants to include in each phase. Requirements gathering for subsequent phases can begin as soon as the requirements have been signed off for the previous phase, thereby overlapping the phases.

The work plan dates are dependent on the contract start date and assumes that Parish resources will be available for requirements gathering, project documentation review and approvals, and user acceptance testing on the specified dates. Any delay will affect the projected implementation dates. Any integrations with third party software or bank entities may affect the implementation timeline.

Task Name	Resource Names	Duration	Start	Finish
Jefferson Parish Project		88 days		
Contract Start Date	LN	1 day	Thu 9/1/22	Thu 9/1/22
IMPLEMENTATION PHASE		87 days	Fri 9/2/22	Mon 1/2/23
Initiation and Planning		26 days	Fri 9/2/22	Fri 10/7/22
Kickoff Meeting		5 days	Fri 9/2/22	Thu 9/8/22
Preparations for Kickoff Meeting	LN PM	2 days	Fri 9/2/22	Mon 9/5/22
Schedule Kickoff Meeting	LN PM, LN	1 day	Tue 9/6/22	Tue 9/6/22
Hold Kickoff Meeting	LN, LN PM, Jefferson Parish	1 day	Wed 9/7/22	Wed 9/7/22
Schedule Weekly Project Meetings with Customer	LN PM	1 day	Thu 9/8/22	Thu 9/8/22
Project Planning		9 days	Thu 9/8/22	Tue 9/20/22
Prepare Project Planning Documents	LN PM	5 days	Thu 9/8/22	Wed 9/14/22
Submit Project Planning Documents for Review and Approval	LN PM	1 day	Thu 9/15/22	Thu 9/15/22
Customer Review of Project Planning Documents	Jefferson Parish	1 day	Fri 9/16/22	Fri 9/16/22
Customer Approval of Project Planning Documents	Jefferson Parish	2 days	Mon 9/19/22	Tue 9/20/22
Support Planning - Service Level Agreement (SLA)		8 days	Wed 9/21/22	Fri 9/30/22
Prepare SLA	LN OPS PM	3 days	Wed 9/21/22	Fri 9/23/22
Submit SLA for Review and Approval	LN OPS PM	1 day	Mon 9/26/22	Mon 9/26/22
Customer review of SLA	Jefferson Parish	2 days	Tue 9/27/22	Wed 9/28/22
Customer approval of SLA	Jefferson Parish	2 days	Thu 9/29/22	Fri 9/30/22
Project Schedule		5 days	Mon 10/3/22	Fri 10/7/22
Revise Project Schedule	LN PM	2 days	Mon 10/3/22	Tue 10/4/22
Submit Project Schedule for Review and Approval	LN PM	1 day	Wed 10/5/22	Wed 10/5/22
Customer Review of Project Schedule	Jefferson Parish	1 day	Thu 10/6/22	Thu 10/6/22
Customer Approval of Project Schedule	Jefferson Parish	1 day	Fri 10/7/22	Fri 10/7/22
Execution		24 days	Mon 10/10/22	Thu 11/10/22
Setup Requirements		18 days	Mon 10/10/22	Wed 11/2/22
Gather Setup Requirements	LN, Jefferson Parish	3 days	Mon 10/10/22	Wed 10/12/22
Document Setup Requirements and Interfaces	LN PM	5 days	Thu 10/13/22	Wed 10/19/22
Identify and Document Hardware/Network Requirements	LN PM	3 days	Thu 10/20/22	Mon 10/24/22
Identify Firewall Requirements	LN PM, LN OPS PM	2 days	Tue 10/25/22	Wed 10/26/22
Identify Agencies	LN PM	1 day	Thu 10/20/22	Thu 10/20/22
Identify PC requirements to run VPS Web	LN PM	1 day	Thu 10/20/22	Thu 10/20/22
Submit Setup Requirements Document for Customer Review and Approval	LN PM	1 day	Thu 10/27/22	Thu 10/27/22
Customer Review of Setup Requirements	Jefferson Parish	2 days	Fri 10/28/22	Mon 10/31/22
Customer Approval of Setup Requirements	Jefferson Parish	2 days	Tue 11/1/22	Wed 11/2/22
Site Assessment and Preparations		11 days	Fri 10/21/22	Fri 11/4/22
Order Processing Numbers (MID, TIDs)	LN	2 days	Fri 10/21/22	Mon 10/24/22
Test Processing Numbers	LN	1 day	Tue 10/25/22	Tue 10/25/22
Request Firewall Changes	LN PM, Jefferson Parish	4 days	Tue 10/25/22	Fri 10/28/22
Verify Network Connections	LN PM, Jefferson Parish	4 days	Mon 10/31/22	Thu 11/3/22
Verify Firewall Changes		1 day	Fri 11/4/22	Fri 11/4/22

Analysis and Design		6 days	Thu 11/3/22	Thu 11/10/22
Analysis and Design of System Modifications	LN DEV, LN PM	5 days	Thu 11/3/22	Wed 11/9/22
Schedule Development Tasks into Sprints	LN PM	1 day	Thu 11/10/22	Thu 11/10/22
Development		43 days	Thu 11/3/22	Mon 1/2/23
VPS		7 days	Thu 11/3/22	Fri 11/11/22
Set up Business Units	LN DEV	2 days	Thu 11/3/22	Fri 11/4/22
Coding and Unit Testing (Rules, Web Services)	LN DEV	5 days	Mon 11/7/22	Fri 11/11/22
WEB		7 days	Thu 11/3/22	Fri 11/11/22
Code and Unit Test	LN DEV	7 days	Thu 11/3/22	Fri 11/11/22
POS		5 days	Thu 11/3/22	Wed 11/9/22
Code and Unit Test	LN DEV	5 days	Thu 11/3/22	Wed 11/9/22
IVR		15 days	Thu 11/3/22	Wed 11/23/22
Code and Unit Test	LN DEV	15 days	Thu 11/3/22	Wed 11/23/22
Interfaces		3 days	Thu 11/3/22	Mon 11/7/22
Code and Unit Test	LN DEV	3 days	Thu 11/3/22	Mon 11/7/22
Reports		2 days	Thu 11/3/22	Fri 11/4/22
Code and Unit Test	LN DEV	2 days	Thu 11/3/22	Fri 11/4/22
QA Preparation		3 days	Thu 11/24/22	Mon 11/28/22
Write Test Cases	LN QA	3 days	Thu 11/24/22	Mon 11/28/22
QA Testing		17 days	Mon 11/7/22	Tue 11/29/22
Verify Business Unit Setup	LN QA	2 days	Mon 11/7/22	Tue 11/8/22
Test VPS Application (Search, User Setup, Phone Orders)	LN QA	2 days	Mon 11/14/22	Tue 11/15/22
Test End of Day Settlement	LN QA	2 days	Wed 11/16/22	Thu 11/17/22
Test Web Application	LN QA	4 days	Mon 11/14/22	Thu 11/17/22
Test POS	LN QA	2 days	Thu 11/10/22	Fri 11/11/22
Test Interfaces (including Extract)	LN QA	3 days	Thu 11/24/22	Mon 11/28/22
Test IVR	LN QA	3 days	Thu 11/24/22	Mon 11/28/22
Test Reports	LN QA	1 day	Mon 11/7/22	Mon 11/7/22
QA Signoff on Testing	LN QA	1 day	Tue 11/29/22	Tue 11/29/22
Customer UAT		3 days	Wed 11/30/22	Fri 12/2/22
Demo and Customer Review - VPS, Web, POS	LN PM, Jefferson Parish	1 day	Wed 11/30/22	Wed 11/30/22
Integration Testing and UAT	Jefferson Parish	1 day	Thu 12/1/22	Thu 12/1/22
Customer Approval of UAT	Jefferson Parish	1 day	Fri 12/2/22	Fri 12/2/22
Training		5 days	Mon 12/5/22	Fri 12/9/22
Revise Training Materials	LN	3 days	Mon 12/5/22	Wed 12/7/22
Schedule/Plan Training Sessions	LN PM, Jefferson Parish	1 day	Thu 12/8/22	Thu 12/8/22
Train Users	LN PM	1 day	Fri 12/9/22	Fri 12/9/22
Implementation		21 days	Mon 12/5/22	Mon 1/2/23
Migrate Business Units to Production	LN DEV	1 day	Mon 12/5/22	Mon 12/5/22
Migrate Application Changes to Production	LN DEV	1 day	Tue 12/6/22	Tue 12/6/22
Set Up Users	LN DEV	1 day	Wed 12/7/22	Wed 12/7/22
Install POS Equipment	LN, Jefferson Parish	1 day	Mon 12/5/22	Mon 12/5/22
Go Live		1 day	Mon 12/12/22	Mon 12/12/22
Post-Implementation Monitoring and Support	LN, Jefferson Parish	1 day	Tue 12/13/22	Tue 12/13/22
Post Implementation Review and Closeout	LN, Jefferson Parish	14 days	Wed 12/14/22	Mon 1/2/23
Begin Operational Support Phase	LN	0 days	Mon 1/2/23	Mon 1/2/23

Financial Profile

LexisNexis VitalChek Network, Inc. (LexisNexis) is a Tennessee corporation, which operates as a division of LexisNexis Risk Solutions Group, within the Reed Elsevier (RELX) Corporation.

While LexisNexis is a \$150MM company, financial reporting falls under RELX. Provided below is a summary of the latest RELX financial information.

For the last six years' annual shareholder reports, please visit:

<https://www.relx.com/investors/annual-reports/2021>.

Summary financial information in US dollars

Basis of preparation

The Group's consolidated financial information is presented in sterling. The summary financial information is a simple translation of the Group's consolidated financial statements into US dollars at the stated rates of exchange. It does not represent a restatement under US GAAP which would be different in some significant respects.

EXCHANGE RATES FOR TRANSLATION

	Income statement			Statement of financial position		
	2021	2020	2019	2021	2020	2019
US dollars to sterling	1.38	1.28	1.28	1.35	1.37	1.33

Consolidated income statement

FOR THE YEAR ENDED 31 DECEMBER

	2021 US\$m	2020 US\$m	2019 US\$m
Revenue	9,997	9,101	10,079
Operating profit	2,600	1,952	2,689
Profit before tax	2,480	1,898	2,364
Net profit attributable to RELX PLC shareholders	2,030	1,567	1,926
Adjusted operating profit	3,050	2,657	3,188
Adjusted profit before tax	2,866	2,452	2,816
Adjusted net profit attributable to RELX PLC shareholders	2,331	1,975	2,314
Adjusted earnings per American Depositary Share (ADS)	\$1.209	\$1.025	\$1.191
Basic earnings per ADS	\$1.053	\$0.814	\$0.991
Net dividend per RELX PLC ADS paid in the year	\$0.658	\$0.585	\$0.554
Net dividend per RELX PLC ADS paid and proposed in relation to the financial year	\$0.687	\$0.602	\$0.585

Consolidated statement of cash flows

FOR THE YEAR ENDED 31 DECEMBER

	2021 US\$m	2020 US\$m	2019 US\$m
Net cash from operating activities	2,782	2,043	2,674
Net cash used in investing activities	(530)	(1,501)	(938)
Net cash used in financing activities	(2,216)	(607)	(1,701)
Increase/(decrease) in cash and cash equivalents	36	(65)	35

Movement in cash and cash equivalents

At start of year	121	184	145
Increase/(decrease) in cash and cash equivalents	36	(65)	35
Exchange translation differences	(4)	2	4
At end of year	153	121	184
Adjusted cash flow	3,077	2,572	3,075

Consolidated statement of financial position

AS AT 31 DECEMBER

	2021 US\$m	2020 US\$m	2019 US\$m
Non-current assets	15,526	16,263	15,088
Current assets	3,182	3,115	3,252
Total assets	18,708	19,378	18,340
Current liabilities	5,060	5,992	7,910
Non-current liabilities	9,296	10,508	7,517
Total liabilities	14,356	16,500	15,427
Net assets	4,352	2,878	2,913

Attachment "A" – Insurance Requirements

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE(MM/DD/YYYY) 12/22/2021		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Aon Risk Services Northeast, Inc. Boston MA Office 53 State Street Suite 2201 Boston MA 02109 USA			CONTACT NAME: PHONE (A/C No. Ext): (866) 283-7122 FAX (A/C No.): (800) 363-0105 E-MAIL ADDRESS:			
INSURED LexisNexis Vital Chek Network Inc. 6 Cadillac Drive, Ste 400 Brentwood TN 37027-5080 USA			INSURER(S) AFFORDING COVERAGE		NAIC #	
			INSURER A: Lloyd's Syndicate No. 2623		AA1128623	
			INSURER B: ACE American Insurance Company		22667	
			INSURER C: Zurich American Ins Co		16535	
			INSURER D:			
			INSURER E:			
			INSURER F:			
COVERAGES CERTIFICATE NUMBER: 570090760970 REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
Limits shown are as requested						
INSUR LTR	TYPE OF INSURANCE	ADOL SUBM INSD WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		06LG46663160	01/01/2022	01/01/2023	EACH OCCURRENCE \$10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$10,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS - COMPOF AGG \$10,000,000 Host Liquor Liab \$5,000,000
C	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY X Collision Ded \$1,000 X Comp Ded \$1,000		BAP 8376848 23	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB DED RETENTION					EACH OCCURRENCE AGGREGATE
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC837684523	01/01/2022	01/01/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
A	E&O-PL-Primary		FSCE02200015 SIR applies per policy terms & conditions	01/01/2022	12/31/2022	Per Claim \$30,000,000 Aggregate \$30,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The Errors & Omissions/Professional Liability policy includes coverage for 3rd party liability arising out of Cyber-related events. Evidence of Coverage.						
CERTIFICATE HOLDER			CANCELLATION			
LexisNexis VitalChek Network, Inc. 6 Cadillac Drive Brentwood TN 37027 USA			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>			

Holder Identifier :

Certificate No : 570090760970

LOC #:



Page _ of _

ADDITIONAL REMARKS	
--------------------	--

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

[illegible]

© 2008 ACORD CORPORATION. All rights reserved.

LOC #:



Page 1 of 1

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED LexisNexis Vital Chek Network Inc.
POLICY NUMBER See Certificate Number: 570090760970		EFFECTIVE DATE:
CARRIER See Certificate Number: 570090760970	NAIC CODE	

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

[illegible]

ACORD 101 (2008/01)

© 2008 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Signature Page

Request for Proposals #0438

Merchant Card Payment Processing Services

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Merchant Card Payment Processing Services for the Jefferson Parish Finance Department.

Request for Proposals will be received until 3:30 p.m. Local Time on: May, 13, 2022.

Acknowledge Receipt of Addenda: Number: No. 1
 Number: No. 2
 Number: _____
 Number: _____
 Number: _____
 Number: _____

Name of Proposer: LexisNexis VitalChek Network Inc.

Address: 6 Cadillac Dr. Suite 400

Brentwood, TN 37027

Phone Number: 615-372-6850 Fax Number 866-693-1920

Type Name of Person Authorized to Sign: Jeffrey Piefke

Title of Person Authorized to Sign: Vice President and General Manager

Signature of Person Authorized to Sign: 

Email Address of Person Authorized to Sign: jpiefke@vitalchek.com

Date: 5/19/2022

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

Corporate Resolution

Please let this serve as the delegated authority as required.

INCUMBENCY CERTIFICATE

I, Renee Simonton, Vice President and Secretary of LexisNexis VitalChek Network Inc., a Tennessee corporation hereby certify as follows:

1. I am the duly elected and incumbent Vice President and Secretary of LexisNexis VitalChek Network Inc., a Tennessee corporation (hereinafter "Corporation").
2. I have full access to the books and records of the Corporation
3. Jeffrey Piefke, the appointed General Manager of the Corporation, is duly authorized in that capacity to execute the documents attached

IN WITNESS WHEREOF, the undersigned has the power and authority to execute this certificate on behalf of the Corporation and she has so executed this certificate and set the seal of the Corporation this 23 day of March, 2021.



Renee Simonton

Vice President and Secretary



Affidavit

Request for Proposal

AFFIDAVIT

STATE OF TENNESSEE

PARISH/COUNTY OF WILLIAMSON

BEFORE ME, the undersigned authority, personally came and appeared: JEFFREY
B. PIEPKE, (Affiant) who after being by me duly sworn, deposed and said that he/she
 is the fully authorized VICE PRESIDENT + GEN MGR of LEXISNEXIS
VITALCHECK NETWORK INC. (Entity), the party
 who submitted a proposal in response to RFP Number 0438, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B X there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

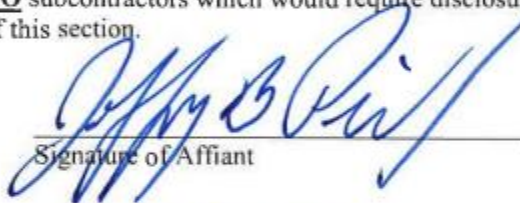
Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B X There are NO subcontractors which would require disclosure under Choice A of this section.


Signature of Affiant

JEFFREY B. PIEFFE
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 2ND DAY OF MAY, 20 22


Notary Public

DENISE DAWN HARGROVE
Printed Name of Notary

N/A
Notary/Bar Roll Number

My commission expires 5/28/2025



Supplemental Legal Documentation

**LexisNexis VitalChek Network Inc. ("Respondent")
Supplemental Document to the Request for Proposals ("RFP")
issued by Jefferson Parish ("Jefferson Parish")**

RFP: 0438

If Respondent is selected by Jefferson Parish in connection with the response to the RFP and any other document issued by Jefferson Parish with the RFP (collectively referred to as the "**RFP Documents**"), for which Respondent would supply its services, Respondent has included its standard agreement ("**Respondent's Terms and Conditions**"), attached hereto in Exhibit A, that are industry standard for the types of services being proposed. Respondent's Terms and Conditions and the RFP Documents can serve as a basis for an agreement between the parties if Respondent is selected by Jefferson Parish, at Jefferson Parish's request, Respondent shall undertake to make good faith efforts to negotiate modifications to reach a fair agreement, satisfactory to both parties.

Because of the nature of the services being proposed by Respondent, the laws and regulations that govern the provision of those services, and Respondent's contractual obligations, Respondent requests that Respondent's Terms and Conditions be a consideration as part of Respondent's offer.

Exhibit A

LexisNexis® VitalChek Network Inc.
Payment Solutions Service Agreement

THIS PAYMENT SOLUTIONS SERVICE AGREEMENT ("**Agreement**") is entered into as of _____ (the "**Effective Date**"), by and between LexisNexis VitalChek Network Inc. ("**VitalChek**") with its principal place of business located at 6 Cadillac Drive, Suite 400, Brentwood, Tennessee 37027 and _____ ("**Customer**") with its principal place of business located at _____.

WHEREAS, VitalChek is engaged in the business of providing services which expedites the processing of various types of governmental or utility services and facilitates payment by consumers; and,

WHEREAS, Customer wishes to provide consumers who desire to pay for services rendered by Customer, the option of paying for such services using certain credit or debit cards (as more particularly described hereinafter, the "**Service**");

NOW THEREFORE, in exchange for the mutual consideration set forth herein, VitalChek and Customer do hereby agree as follows:

1. VitalChek shall, at its expense, provide at mutually agreed upon facilities of Customer the hardware and/or software required for the Service, to the extent described on Schedule 1, attached hereto (the "**Equipment**").
2. VitalChek shall, at its expense and in its sole discretion, train appropriate personnel designated by Customer in the use and operation of the Equipment associated with the Service.
3. VitalChek will make payment to Customer in an amount equal to Customer's charges for all properly authorized requests in connection with services rendered by Customer and which are correctly processed through the Service. Such payments shall be made in a manner acceptable to both Customer and VitalChek.
4. VitalChek will charge the consumer certain service fees for the use of the Service ("**Fees**") and will accept payment of such fees through the use of a valid payment method then accepted by VitalChek, which may include, without limitation, Visa, MasterCard, Discover Card or American Express credit card, as well as most major debit cards in VitalChek's reasonable discretion. The current Fees are detailed on Schedule 2, attached hereto.
5. This Agreement shall be effective as of the Effective Date and shall continue in effect for a period of one (1) year. Either party may terminate this Agreement for any reason by providing written notice to the other party to such effect at least sixty (60) days prior to the effective date of termination. Upon termination of this Agreement, the parties will abide by industry security standards as to the security of cardholder data.
6. Each party warrants that it will abide by: (i) the applicable rules, regulations, operating procedures, guidelines and requirements as may be promulgated or amended from time to time by VitalChek, VitalChek's payment processor(s), VISA USA, Inc., MasterCard International, Inc., Discover, American Express, any other applicable card network (collectively, the "**Card Networks**"), and, to the extent such party stores or retains any card information, without limitation, the Payment Card Industry Data Security Standard, the Visa Cardholder Information Security Program, and the MasterCard Site Data Protection program (collectively, the "**Rules**"), and (ii) all applicable federal, state, and local laws, ordinances, codes and regulations in the performance of its obligations under this Agreement (collectively, the "**Laws**").
7. In conformity with industry security requirements, and in order to maintain the highest level of cardholder data security, VitalChek has instituted, among other policies, Paper and Electronic Media Policies, which are designed to meet or exceed industry security standards (the "**VitalChek Policies**"). A copy of the VitalChek Policies has been provided to Customer, and Customer agrees to comply with such policies as amended from time to time as well as with appropriate industry accepted security practices for handling non-public personal information. Customer acknowledges

and agrees that (i) Cardholder data may only be used for assisting in completing a card transaction (which use may include sharing the data with the applicable Card Network(s) as needed) or as required by applicable law; (ii) In the event of a breach or intrusion of or otherwise unauthorized access to cardholder data stored within Customer's systems, Customer will immediately notify VitalChek, and provide VitalChek and/or its processor or the relevant card company access to Customer's facilities and all pertinent records to conduct a review of Customer's compliance with the security requirements, as well as fully cooperate with any reviews of facilities and records provided for in this paragraph.

8. Customer will work with VitalChek in order to maintain appropriate business continuity procedures and systems to ensure security of cardholder data in the event of a disruption, disaster or failure of any data systems.

9. Customer hereby agrees to protect, indemnify, defend, and hold harmless VitalChek from and against any and all costs, claims, demands, damages, losses, and liabilities (including attorneys' fees and costs) to the extent caused by Customer or its employees. VitalChek agrees to protect, indemnify, defend and hold harmless Customer from and against any from and against any and all costs, claims, demands, damages, losses, and liabilities (including attorneys' fees and costs) to the extent caused by VitalChek, its employees and subcontractors.

10. A party herein will not be liable to the other party or its customers for any delay or failure in its performance of any of the acts required by this Agreement if and to the extent that such delay or failure arises beyond the reasonable control of such party, including, without limitation, acts of God or public enemies, labor disputes, equipment malfunctions, computer downtime, material or component shortages, supplier failures, embargoes, earthquakes, rationing, acts of local, state or national governments or public agencies, utility or communication failures or delays, fire, flood, epidemics, riots and strikes.

11. It is agreed that under this Agreement (a) VitalChek does not transfer, and Customer does not obtain, any patent rights, copyright interest or other right, claim or interest in the computer programs, systems, forms, formats, schedules, manuals or other proprietary items utilized by the Service or provided by VitalChek (b) Customer is not a third-party beneficiary under the agreements between VitalChek and the Card Network(s) related to the Service.

12. Notices provided in association with this Agreement shall be provided in writing to the address of the parties first set forth above, and in the case of notices to VitalChek, with a copy to: Legal Department, 1000 Alderman Drive, MD-71A, Alpharetta, Georgia 30005. Customer shall notify VitalChek with fifteen (15) days of a change in its address shown above.

13. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NEITHER VITALCHEK NOR ANY SUPPLIER OR CARD NETWORK MAKES ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE ANY TERMINAL, ANY EQUIPMENT FURNISHED IN CONNECTION THEREWITH, OR ANY OF THE SERVICES FURNISHED HEREUNDER.

14. VitalChek's aggregate liability for any and all losses or injuries arising out of any act or omission of VitalChek in connection with anything to be done or furnished under this Agreement, regardless of the cause of the loss or injury, and regardless of the nature of the legal or equitable right claimed to have been violated, shall never exceed the Fees collected by VitalChek under this Agreement during the twelve (12) month period preceding the date of such loss or injury.

15. Customer agrees to promote the use of the Service by without limitation, advertisements, bill inserts, easy to locate links on Customer's home page website and press releases, which shall be subject to prior review and approval by VitalChek. Customer understands and agrees that the Service is provided at no cost to Customer and that the funding for this Agreement is provided by the Fees, as defined above: provided, however, that (a) should VitalChek determine that the volume of transactions being processed for the Service under this Agreement are not sufficient to cover VitalChek's costs, in VitalChek's sole judgment, VitalChek may terminate this Agreement by providing Customer thirty (30) days' advanced written notice, and (b) notwithstanding anything to the contrary Customer agrees that if Customer cancels or terminates this Agreement prior to the expiration of the first year, Customer may be responsible

for VitalChek's costs to implement the Service which includes, but is not limited to, development of the application and shipment of the equipment and Customer agrees to pay VitalChek for those costs upon request by VitalChek.

16. The terms of this Agreement represent the full and complete agreement between the parties. They may not be altered or amended except by written instrument, duly executed by the parties.

17. This Agreement shall be construed and enforced in accordance with the laws of the state where Customer is located.

IN WITNESS WHEREOF, the parties do hereby execute this Agreement, intending to be bound by its terms and conditions.

CUSTOMER:

LexisNexis VitalChek Network Inc.

Signature: _____

Signature: _____

By: _____

By: Jeff Piefke

Title: _____

Title: Vice President, General Manager

Date: _____

Date: _____

Chargeback Administration:

"Chargeback" means a Payment Card Processing Transaction that has been returned to VitalChek as a disputed or unauthorized transaction. VitalChek reserves the right to collect funds related to chargebacks which have been previously paid to the Sub-Merchant pursuant to this Agreement.

VitalChek takes responsibility for managing the chargeback process including responses to inquiries, necessary research and financial responsibility for processing fees or expenses related to a chargeback. LexisNexis will cover chargebacks up to \$5,000. For transactions greater than or equal to \$5,000 Sub-Merchant shall be liable to VitalChek the amount of the Payment Card Processing Transaction that was not recovered. If VitalChek charges back the Payment Card Processing Transaction to Sub-Merchant this will be netted from future deposits.

"eCheck Processing" means the acceptance of an ACH or EFT transaction for payment of services provided to bank account holders by Sub-Merchant and receipt of payment by Sub-Merchant via the ACH Network. These transactions are not guaranteed, and LexisNexis will net settle returns which Sub-Merchant has already been paid.

Schedule 1
Hardware and Software

Schedule 2
Fees
