

FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes

Tuesday, 6 February 2024, 3:00 pm

400 N. Peters Street, Suite 206, New Orleans, LA 70130

1. Call to Order, Reading of the Agenda, and Roll Call

The meeting was called to order at 3:02 pm and the agenda was read into the record.

COMMITTEE MEMBERS				VOTES			
First Name	Last Name	Present	Absent	Approve previous meeting notes as amended	Approve amended GHF contract	Approve amended UPQ expansion agreement	Approve taking UQP expansion agreement to SEC to compare to original agreement
Frank	Zumbo	X		X	X	X	X
Heidi	Raines	X		X	X	X	X
Sue	Klein	X		X	X	X	X
Christine	Bondio	X		X	X	X	X
Jane	Cooper	X		abstain	X	X	X

		VOTES				
First	Last	Approve 2 North Rampart Safety Initiative RFPs	Approve Marketing & PR RFP as amended	Approve 2023 Louisiana Audit Compliance Questionnaire	Approve FQMD 2023 Annual Report	Approve FQMD Employee Performance Review Protocol
Frank	Zumbo	X	X	X	X	X
Heidi	Raines	X	X	X	X	X
Sue	Klein	X	X	X	X	X
Christine	Bondio	X	X	X	X	X
Jane	Cooper	X	X	X	X	X

INTRODUCTION OF ATTENDEES:

GUESTS		
First	Last	Role
Karley	Frankic	FQMD Executive Director
Shelby	Ursu	FQMD Coordinator
Eric	Smith	City's CAO Office
Glade	Bilby	FQMD Commissioner
Jessica	Dietz	SEC Vice-Chair
Antonio	Carbone	Livability Committee
James	Hislop	French Quarter Resident

French Quarter MANAGEMENT DISTRICT

2. Public Comment

No written public comment was received. James Hislop introduced himself and provided some background information to the Committee.

3. Motion – Consider a motion to approve the previous meeting notes

Heidi Raines noted two clarifications in the previous meeting notes. She stated that the wording under agenda item 4 should be revised to say “all FQMD holidays” as opposed to “Federal holidays”. She added that under agenda item 8, clarification should be made to say that the Board Chair for the period being reviewed is responsible for performing the reviews. **Sue Klein motioned to approve the previous meeting notes with the amendment to agenda item 4 from “Federal” holidays to “FQMD holidays” and the amendment to agenda item 8 stating “the Board Chair for the period being reviewed”.** Ms. Raines seconded the motion, and it was approved. Jane Cooper abstained due to not being a Committee member until 2024.

4. Discussion – Discussion by Committee to review the Finance and Development Committee 2024 Work Plan

See attached document. Frank Zumbo stated that there have been no changes to the Committee’s work plan and welcomed the Committee members to ask questions or provide feedback. The Committee agreed to leave the work plan as is.

5. Discussion – Discussion by Committee of Glass Half Full Mardi Gras Bead Recycling Contract

See attached document. Ms. Cooper reviewed the service agreement with the Committee. She reported that funds are needed upfront for this program, that can come out of the FQMD General Operating budget, until the State funds are received. She stated that the appropriations Cooperative Endeavor Agreement (CEA) is under review by State Administration and should be approved within a few weeks. Ms. Raines suggested checking to verify that the language required by the State is in all of the related contracts. Ms. Cooper will review the contract to confirm the State required language. The Committee also agreed that it would be beneficial to add an indemnity clause for the FQMD into the contract. Ms. Cooper suggested that this contract format be utilized on all future agreements with Glass Half Full.

- a. Motion – Consider a motion to recommend to the Board of Commissioners to authorize the Board Chair to execute the contract with Glass Half Full for Mardi Gras Bead Recycling

Ms. Cooper motioned to recommend to the Board of Commissioners to authorize the Board Chair to execute the contract with Glass Half Full for Mardi Gras Bead Recycling after the contract is reviewed to verify the CEA language and after an indemnification clause is added into the contract. Ms. Klein seconded the motion, and it was approved.

6. Discussion – Discussion by Committee of the Upper Quarter Patrol Expansion Agreement

See attached document. Karley Frankic reviewed the Upper Quarter Patrol (UQP) expansion service agreement with the Committee, noting the new rates included within the document. She pointed out that the patrol zones have been altered compared to the original UQP agreement, with more of a priority on crime hotspots. Ms. Frankic clarified that this agreement is separate from the original agreement and does not replace the latter. She noted that the funding for the expansion is separate and reimbursement-based, and time-limited, pointing out that the expansion will go through June 2024 unless the appropriation timeline is extended to the end of the year. Security and Enforcement Committee Vice-Chair Jessica Dietz added that language was added into the agreement to clarify how the patrols will operate in the new sub-zones. Ms. Dietz reported that incentive pay for prioritizing weekend and nighttime shifts has been detailed in the agreement. Ms. Raines suggested that the two programs sync up, stating that if the pay rate increases with the expansion agreement, the pay rate should also increase in the original agreement. Ms. Raines advised that the UQP expansion agreement be verified to be consistent with the CEA language. She recommended that a motion is made regarding the agreement presented today, and the original agreement amendment can be discussed at the next Security and Enforcement Committee meeting.

- a. Motion- Consider a motion to recommend to the Board of Commissioners to authorize the Board Chair to execute the contract with the Upper Quarter Patrol Expansion Agreement

French Quarter MANAGEMENT DISTRICT

Ms. Cooper motioned to recommend to the Board of Commissioners to authorize the Board Chair to execute the amended service agreement for the Upper Quarter Patrol Expansion. Ms. Raines seconded the motion, and it was approved.

Ms. Cooper motioned to take the terms of the Upper Quarter Patrol Expansion Agreement back to the Security and Enforcement Committee to compare language consistency, and rates, to the original Upper Quarter Patrol Agreement. Ms. Raines seconded the motion, and it was approved.

7. Discussion – Discussion by Committee to review two Request for Proposals for the North Rampart Pedestrian Safety & Signage Initiative

See attached documents. Livability Committee member Antonio Carbone presented the two Requests For Proposals (RFP) for the North Rampart Pedestrian Safety & Signage Initiative, noting that the main difference between the two RFPs is the scope of work, stating that one is specifically for the flashing beacons which requires electrical work, while the other RFP is related to the methyl methacrylate (MMA) stripe painting and curb extensions. He reported that the next step is to send the RFPs to the Department of Public Works (DPW) for final permit approvals. Ms. Cooper pointed out that the RFPs need to be presented to the Commissioners at the February Board meeting.

- a. Motion – Consider a motion to recommend to the Board of Commissioners approval of two Request for Proposals for the North Rampart Pedestrian Safety & Signage Initiative

Ms. Cooper motioned to recommend to the Board of Commissioners approval of two Requests for Proposals for the North Rampart Pedestrian Safety & Signage Initiative. Ms. Raines seconded the motion, and it was approved.

8. Discussion – Discussion by Committee to review a Request for Proposals for Marketing & Public Relations Services

See attached document. Ms. Cooper reported that the funds for marketing and public relations services would come from the General Operating budget as well as the State appropriation funding. She noted that there is about \$60,000 total for these services, with \$45,000 coming from the State funding, and \$15,000 coming from the FQMD General Operating budget. She stated that the Finance and Development Committee would need to take charge of this project and added that she will take the responsibility of reviewing the proposals along with Ms. Frankic. Ms. Cooper informed the Committee that if the timeline for the State appropriation is not expanded, these funds would need to be spent by the end of June. She suggested the Committee schedule a meeting in March to review the responses since the vendor will need to be selected on March 15th. Ms. Raines suggested, under “Scope of Work, section E”, changing the wording from “promotional campaigns” to “awareness campaigns”, as well adding in a clarification of “other programs as noted”, pointing out that additional programs may arise besides the examples listed in the RFP. She also suggested that, under “Scope of Work, section C”, adding a sentence regarding the addition of website pages that focus on each program to enhance program awareness. The Committee agreed to these revisions.

- a. Motion – Consider a motion to recommend to the Board of Commissioners approval of a Request for Proposals for Marketing & Public Relations

Ms. Klein motioned to recommend to the Board of Commissioners approval of a Request for Proposals for Marketing & Public Relations with the amendments as noted regarding Scope of Work sections “C” and “E”. Christine Bondio seconded the motion, and it was approved.

9. Discussion – Discussion by Committee to review the Request for Proposals for Information Technology Support Services Responses

See attached document. Mr. Zumbo stated that because the Committee only received one proposal and he did not feel comfortable accepting the single submission. He noted that from a cost-perspective, the vendor’s pricing was high. Ms. Cooper stated that the RFP created for this project was too formal and detailed and recommended the Committee reduce the

French Quarter MANAGEMENT DISTRICT

RFP to the main priorities, then solicit bids from local vendors. Mr. Zumbo and Ms. Raines will review and condense the scope of the IT RFP down to the main priorities and bring the revised version to the next Committee meeting.

- a. Motion – Consider a motion for the Committee to recommend to the Board of Commissioners to authorize the Board Chair to execute an Information Technology Support Services Contract

The Committee agreed to defer this motion until the revised RFP is presented at the next Committee meeting.

10. Discussion – Discussion by Committee to review 2024 Hourly Billable Rates

See attached document. Mr. Zumbo reviewed the 2024 hourly billable rates with the Committee, stating that everything looked correct. Ms. Frankic noted that State Civil Service suggested listing the contractor position as a “professional services contract” and to fill as a 1099 position. She said that once the job description is updated to reflect that it is a service contract it can be released to the public.

11. Discussion – Discussion by Committee to review the 2023 Louisiana Audit Compliance Questionnaire

See attached document. Mr. Zumbo reviewed the questionnaire with the Committee, noting that nothing is different compared to last year. He pointed out that a change was made on the State-end, with the cap being risen from \$30,000 to \$60,000. Ms. Frankic stated that the questionnaire requires three signatures- the FQMD Secretary, Treasurer, and Board Chair, adding that after the signatures are added into the document it can move forward to the Board for final approval.

- a. Motion – Consider a motion to recommend to the Board of Commissioners approval of the 2023 Louisiana Audit Compliance Questionnaire

Ms. Raines motioned to recommend to the Board of Commissioners approval of the 2023 Louisiana Audit Compliance Questionnaire. Ms. Klein seconded the motion, and it was approved.

12. Discussion – Discussion by Committee to review the French Quarter Management District 2023 Annual Report

See attached report. The Committee reviewed the 2023 Annual Report and made no revisions. All Committee members agreed that the report did a great job of showcasing the FQMD's accomplishments this past year. Ms. Raines noted that she had no edits to make this year. Ms. Cooper suggested sharing this report with stakeholders. Ms. Frankic stated that the annual reports are posted on fqmd.org and are utilized when meeting with lawmakers, new partners, and potential funders. It is also sent out to FQMD's mailing list every year.

- a. Motion – Consider a motion to recommend to the Board of Commissioners approval of the French Quarter Management District 2023 Annual Report

Ms. Raines motioned to recommend to the Board of Commissioners approval of the French Quarter Management District 2023 Annual Report. Ms. Klein seconded the motion, and it was approved.

13. Discussion – Discussion by Committee of Updated French Quarter Management District Employee Performance Review Protocol

See attached document. The Committee reviewed the employee performance review protocol and made no revisions.

- a. Motion – Consider a motion to approve the updated French Quarter Management District Employee Performance Review Protocol

French Quarter MANAGEMENT DISTRICT

Ms. Cooper motioned to approve the updated French Quarter Management District Employee Performance Review Protocol. Ms. Bondio seconded the motion, and it was approved.

14. Discussion – Discussion by Committee of French Quarter Management District Employee Review Assessment Tool

See attached document. Ms. Cooper presented the Employee Review Assessment Tool to the Committee, stating that this tool better allows the Board Chair and Vice-Chair to score areas of performance and lays out the employee responsibilities. She added that the intent of creating the assessment tool is to create consistency for assessing all staff members and noted that the tool can be revised in the future if necessary. Ms. Bondio asked if it would be appropriate to invite each Committee Chair to the employee performance review. Ms. Cooper suggested that Committee Chairs be presented the opportunity to contribute to the review but not be required to do so in order to not hold up the review process. She noted that the employee reviews will be consistently performed at the end of the year.

15. Discussion – Discussion by Committee of Updated French Quarter Management District Executive Director Job Description

See attached document. Ms. Cooper noted that the Executive Director job description had not been updated since 2019. Ms. Frankic pointed out that there was no original job description document, but a job posting that has been taken and edited into the position summary. The Committee discussed revisions they would like to see made in the document. Ms. Cooper will revise the Executive Director Job Description and present it at the next Committee meeting.

- a. Motion – Consider a motion to approve the updated French Quarter Management District 2024 Executive Director job description

The Committee agreed to defer making a motion until revisions are made and the document is presented at the next Committee meeting

16. New Business – To consider and take action upon any other matters that may properly come before the French Quarter Management District Finance & Development Committee

Mr. Zumbo stated that at the upcoming Board meeting Board Chair Ms. Cooper will be nominating Mr. Hislop to join the Finance and Development Committee and take a vote for approval.

Ms. Cooper updated the Committee on the Sheriff's proclamation regarding details in the French Quarter during Carnival Season, noting that the UQP did not get the special dispensation they were hoping for and will not be patrolling until after Mardi Gras. Ms. Frankic will notify New Orleans & Co. about the UQP's temporary pause on patrols.

17. Next Meeting Date:

The Committee agreed that scheduling a meeting in March would be necessary due to the revisions and motions made at today's meeting. The next scheduled meeting of the Committee is Tuesday, March 5th, 2024 at 2:00 pm.

18. Adjournment

Ms. Bondio made a motion to adjourn. Ms. Klein seconded the motion, and the meeting was adjourned at 4:32 pm.

Finance & Development Committee

Organization Structure

Continue to develop the organizational structure of the FQMD through policy and procedure adoption, and operational strategy

- Committee structure & purpose
- Review and recommend organizational staffing and structure to achieve FQMD objectives

Financial Analysis and Budgeting for FQMD Contracting

- Cooperative Endeavor Agreements, Memorandums of Understanding, and Contract Amendments
- Vendors Agreements
- Potential Funding Opportunities
- Budget review for funding requests and annual budget

Additional work functions

As Determined by the Board, Board Chair, or Committee Chair



GLASS HALF FULL
Phone: 504-356-3435
3935 Louisa Street
New Orleans, LA 70126

SERVICE AGREEMENT

Mardi Gras Bead Collection and Recycling Services

ACCOUNT BILLING

Company Name: French Quarter Management District Contact Name: Karley D. Frankic

Address: 400 N. Peter Street, Suite 206 City, State, Zip: New Orleans, LA 70130

Contact Phone Number: (504) 323-5801 Contact Email: kfrankic@fqmd.org

EQUIPMENT/SERVICE SPECIFICATIONS

Equipment size/Description: 5 64-gallon recycling toters

Frequency: Daily Billing schedule: At completion of agreement term paid within 30 days

Service charges: \$8,503

Deliver/Set fee: \$0.00 One time charge, non refundable

Special Instructions:

Comprehensive Mardi Gras Beads recycling options at French Quarter “Host Hotels” for both locals and tourists to recycle beads throughout Carnival. Host Hotels shall be located within the French Quarter Management District’s boundaries. Glass Half Full “Contractor” will provide daily pickup of Contractor provided receptacles and recycling servicing throughout the season. The French Quarter Management District “Customer” will fund up to five (5) Host Hotel locations for Mardi Gras Bead recycling. Collection locations are intended to be sited on the sidewalk in front of the Host Hotel, in their lobby, and in their back of house area for the Host Hotel’s housekeeping staff to utilize.

Term: This term of this agreement shall be 1 February 2024 – 15 February 2024.

UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF CUSTOMER
ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS
OF THIS AGREEMENT, ON PAGE TWO, AND, THAT HE/SHE HAS THE AUTHORITY TO SIGN ON
BEHALF OF THE CUSTOMER.

(Authorized Signature) / Customer

(Print of Type Name and Title)

Date

(Authorized Signature) / Glass Half Full

(Print of Type Name and Title)

Date

Services rendered: Customer grants to the undersigned (Glass Half Full) the exclusive right to collect and recycle of all Customer's Mardi Gras Bead Waste Material and agrees to make the payments as provided for herein and agrees to furnish such series and equipment specified above, all in accordance with the terms of this Agreement. If Master Agreement is checked on the front of this agreement, this service agreement applies to all the customer service locations.

Charges and Payments: Customers shall pay Contractor (Glass Half Full) on a daily basis for the collection and recycling service provided by Glass Half Full (Including all charges for the equipment maintenance) in accordance with the schedule of charges shown on Page 1 of this Agreement. Payment shall be made by Customer within thirty (30) days after receipt of an invoice from Contractor. Contractor may impose, and Customer agrees to pay a late fee and Interest for all past due payments not to exceed the maximum rate allowed by the applicable law. In the event that any payment is not made when due, Contractor may, at its sole option, terminate this Agreement on notice to the Customer and recover all past due payments, recovery and equipment on the premises of the Customer and to recover liquidated damages from Customer as set forth below.

Rate Adjustments: Contractor may only increase rates with the consent of the Customer: Such consent may be evidenced verbally, in writing or by the actions and practices of the parties.

Changes: Charges in the schedule of Charges, frequency of collection services, number, capacity, and/or type of equipment may be agreed to orally, in writing, or by the actions and practices of the parties.

Waste Material: Customer represents and warrants for the materials placed in the equipment shall be "Mardi Gras bead waste material" as defined herein. The term "waste material" as used in these Terms and Conditions shall mean only Mardi Gras bead waste generated by Customer and/or their parties (i.e. customers, employees, etc.). Contractor shall acquire title to the waste material when it is loaded into Contractor's truck. Title to and liability for any waste excluded above shall remain with Contractor and Customer expressly agrees to defend, indemnify and hold harmless Contractor from and against all damages, penalties, fines and liabilities resulting from or arising of such waste excluded above.

Driveways and Parking Areas: Contractor shall not be responsible for damage to any private pavement or accompanying sub-surface of any route reasonably necessary to perform the services herein contracted and Customer assumes all liabilities for damage to pavement or road service.

Equipment:

Responsibility: The equipment furnished hereunder by Contractor shall remain the property of the Contractor. Customer agrees to indemnify, decline and hold Contractor against all claims, damages, suits, penalties, fines and liabilities for injury of death to persons or loss or damage to property arising from the customers use, operation or possession of the equipment.

Access: If the equipment is inaccessible so that the regular scheduled pickup cannot be made, Contractor will promptly notify the Host Hotel and afford the Host Hotel a reasonable opportunity to provide the required access.

Definition: The word "equipment" as used in these Terms and Conditions shall mean all containers used for the storage of the glass waste material including crates, cans, dumpsters and such other on-site devices as may be specified on the face of this agreement.

Liquidated Damages: If the Customer defaults or attempts to cancel Contractor's service or the Agreement, Customer agrees that the Contractor's actual damages would be difficult, if not possible, to calculate, therefore, Customer agrees that in such event shall pay all past due sums at the time of default or cancellation, plus all attorney's fees if Contractor needs to enforce its right against Customer Cancellation of said contract.

Attorney's Fees: In the event of a breach in this Agreement by either party, the breaching party shall pay all reasonable attorney's fees, collection fees, and three costs of the party incident to any action brought to enforce the Agreement. In the events Customer fails to pay Contractor all amounts which becomes due under this Agreement, or fails to perform its obligations hereunder, and the refers such a matter to an attorney, Customer agrees to pay, in addition to the amount due, any and all costs incurred by Contractor as a result of such action, including, to the extent permitted by law, reasonable attorney's fees.

Right To Compete: Customer grants to Contractor the right to compete with any offer which Customer receives (or intends to make) relating to the provisions of Mardi Gras Bead waste collection and recycling service upon the termination of this agreement for any reason, and agrees to give Contractor written notice of any such offer and a reasonable opportunity to respond to it.

Assignment and Benefit: This Agreement shall not be affected by any changes in the Customer's service address if new such address is located within the Contractor's service Area. The agreement shall be binding on the parties and their successors and assigns.

Excused Performance: Neither party hereto shall be liable for its failure to perform or delay in performance hereunder to contingencies beyond its reasonable control including, but not limited to, strikes, riots, compliance with laws or government orders, inability to get container, fires and acts of God such failure shall not constitute a Default under this agreement.

Customer Initials:

SECURITY SERVICES AGREEMENT

Expanded Upper Quarter Patrol

THIS SECURITY SERVICES AGREEMENT ("Agreement") is entered into by and between Public Safety Services Corporation, ("PSS"), a Louisiana Corporation, herein represented by Matthew Pincus, its managing partner, and the French Quarter Management District ("FQMD"), a political subdivision of the state of Louisiana, herein represented by its Board Chair, Jane Cooper. This Agreement is effective as of the _____ day of _____, 2024.

The parties agree that PSS will provide FQMD with security services at the FQMD site ("Security Services") pursuant to the terms and conditions set forth herein. NOW THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, PSS and FQMD agree as follows:

I. Account Information

Name: French Quarter Management District Contact: Karley D. Frankic

Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130 Phone Number: (504) 323-5801

Email: kfrankic@fqmd.org

II. Billing Information:

Billing Contact: Karley D. Frankic

Billing Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130 Billing Phone: (504) 323-5801

Billing Email: finances@fqmd.org Invoice Frequency: Bi-weekly Payment Terms: 30 Days

III. Security Services Information

- A. Utilize only POST certified officers (Patrol Officers) conducting foot patrols walking in pairs to and strategically positioned patrol vehicles with flashing blue lights provide proactive crime deterrent.
- B. Communicate patrol shifts with the New Orleans Police Department ("NOPD") Eighth District Commander to assure that times and areas of high concern are addressed, and that the Commander, or designee, has an opportunity to be engaged in prioritization of patrol efforts, including standard crimes and/or violations upon which Patrol Officers shall focus, and cooperate with any resulting apprehensions. Maintain a high standard of constitutional policing, continuing to build trust in the community as a respectful, appropriate, and just patrol program.
- C. Assign and fill shifts per a patrol plan and schedule agreed upon by the parties with POST Certified officers.
 1. Collect and review all time sheets.
 2. Fill any vacancies in the schedule caused by absences and/or callouts
 3. Keep an accurate record and accounting of the shifts worked as part of the UQP

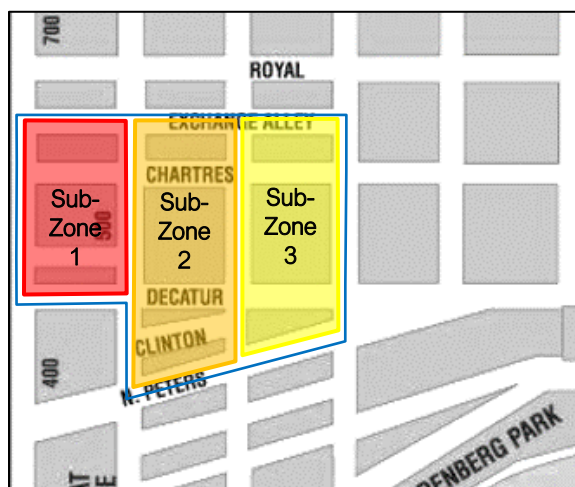
- D. Brief Patrol Officer on French Quarter specific laws enforceable by any POST certified officer prior to assigning them a shift for the Expanded Upper Quarter Patrol (EUQP).
- E. Assure Patrol Officers check in and out with the Orleans Parish Communication District ("OPCD"), to confirm their areas of assignment and the durations of their shifts. This will ensure that resources are assigned accordingly and will limit the chance for misunderstandings between NOPD officers and units assigned to the patrol.
- F. Assure Patrol Officers shall be uniformed.
- G. Assure if/when a Patrol Officer detains a suspect, they contact NOPD immediately to complete the arrest.
- H. Assure Patrol Officers carry a GPS enabled, smart phone to be reachable by Constable Pincus, the NOPD Eighth District Commander, and FQMD.
- I. Assure if force is used by a Patrol Officer, or if injuries are sustained by a detainee, the Patrol Officer will notify FQMD, OPCD, as well as to the NOPD Eighth District. If a detainee sustains injuries that require hospitalization during an encounter with a Patrol Officer, the Patrol Officer will relocate to the hospital for any corresponding guard duties. Outside of deadly force, all force incidents will be investigated by the supervisors of the Patrol Officer's law enforcement agency.
- J. Provide schedule of patrols with times, and Patrol Officer names to FQMD on a weekly basis, no later than five (5) business days prior to the scheduled week.
- K. Collect and review all trip sheets and provide to FQMD with disposition data points to include:
 - 1. Business Checks
 - 2. Citizen Contacts
 - 3. Arrests
 - 4. Apprehensions
 - 5. Citations and Summons issued
- L. Attend monthly meetings of FQMD's Security & Enforcement Committee Meeting to provide brief report
- M. Call weekly with FQMD's leadership, including Executive Director, and/or Security & Enforcement Committee Chair and/or Vice-Chair, and/or Board of Commissioners Chair and/or Vice-Chair, to review data points, patrol plan amendment, hot spots, public feedback, etc.

IV. Patrol Shifts

SHIFT	TIME		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	hours/shift
	Start	End								
UQP-207	19:00	23:00	X	X	X	X	X	X	X	28
UQP-208	19:00	23:00	X	X	X	X	X	X	X	28
UQP-209	19:00	23:00	X	X	X	X	X	X	X	28
UQP-210	19:00	23:00	X	X	X	X	X	X	X	28
UQP-211	19:00	23:00	X				X	X	X	16
UQP-212	19:00	23:00	X				X	X	X	16

UQP-307	23:00	3:00	X	X	X	X	X	X	X	28	
UQP-308	23:00	3:00	X	X	X	X	X	X	X	28	
UQP-309	23:00	3:00	X	X	X	X	X	X	X	28	
UQP-310	23:00	3:00	X	X	X	X	X	X	X	28	
UQP-311	23:00	3:00	X					X	X	X	16
UQP-312	23:00	3:00	X					X	X	X	16
hours/day			48	32	32	32	48	48	48	288	

V. Patrol Zone Service Area



The EUQP Patrol Zone Service Area is bounded by Exchange Alley, Canal Street to Decatur Street, to Iberville Street, to N. Peters Street, to Conti Street (outlined in blue on the map). The entire Patrol Zone Area shall be included in the Service Agreement. The Patrol Zone Service Area is broken down into three subzones as notes in the map. Patrol shift staffing is prioritized based on available manpower by first patrolling Sub-Zone 1, bounded by Exchange Alley, Canal Street, Decatur Street, and Iberville Street (outlined in red on the map), then Sub-Zone 2, bounded by Exchange Alley, Iberville street, N. Peters Street, and Bienville Street (outlined in orange on the map), and then Sub-Zone 3, Bounded by Exchange Alley, Bienville Street, N. Peters Street, and Conti Street (outlined in yellow on the map).

VI. Invoices and Payments of the Agreement.

- A. PSS will Invoice FQMD as set forth on page one (1) of this Agreement.
- B. All invoices are due and payable within 30 days of receipt of invoice.
- C. Any questions or concerns regarding an invoice must be submitted in writing to PSS within sixty (60) days. Such inquiries are limited to hours worked, direct bill items, expenses and the specified bill rates charged.
- D. Reimbursable Expenses

A Reimbursable Expense is approved by the FQMD Board of Commissioners in the annual budget or by motion. It is an approved expense PSS incurs on FQMD's behalf when PSS performs services for Expanded Upper Quarter Patrol under the terms of the Agreement. Reimbursable Expenses include direct expenses such as general liability insurance, software (scheduling, GPS tracking, and administrative), mobile phones and data usage fees, and other expenses approved by FQMD. FQMD agrees to reimburse PSS, provided PSS provides the invoice for the expense.

E. Rates

Regular Pay Rate: \$42.00 – 48.00 / hour

Holiday Pay Rate: \$63.00 – 72.00 / hour

Labor Day, Memorial Day, Martin Luther King Day, Good Friday, Lundi Gras, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, Mardi Gras Day and Independence Day

Special Event Rate: \$56.00 / hour

These would be categorized, but not limited to the following: French Quarter Fest, Jazz Fest, Halloween, Sugar Bowl, Mardi Gras Weekend

Supervision Pay Rate: \$60.00 / hour

Supervision Pay Rate hours are not to exceed sixteen (16) hours per week

F. Rate Change

If a patrol officers' primary law enforcement agency employer changes detail costs, rates shall be adjusted to account for same upon written notice to FQMD.

VII. Changes in Scope

Any changes to hours, scope of work, qualifications, requirements or equipment shall be mutually agreed to in writing by both parties and may necessitate a change in fee structure.

VIII. Personnel

- A. PSS staffs and manages POST certified law enforcement officers in an off-duty detail capacity. All officers staffed by PSS are independent contractors, who have fully executed W-9 tax and independent contractor forms. All off-duty detail officers are required to adhere to certain rules and policies that apply to off-duty employment, which is as follows:
 1. The officer's respective agency shall authorize uniformed officers to perform police patrols and law enforcement services, which shall only encompass duties and functions customarily rendered by that said agency. Off-duty officers assigned to this detail are always subject to the control and direction of the officer's primary employing office/department.
 2. Each officer shall dress in a uniform approved by their agency, which is to include necessary and required equipment that would customarily be worn, such as a registered firearm, radio, vest, safety equipment, etc.
 3. At no time will an officer be allowed to use official authority to enforce the "house rules" or policies of PSS or FQMD, whether the officer is in uniform or in civilian attire. Personnel shall not enforce any rules or regulations that are in violation of Louisiana State Law or applicable municipal ordinances.
 4. Officers are required to document any incident or situation arising from, or connected with, their off-duty part-time employment, which may adversely impact the officer, their department, or its personnel.
 5. Both the officer and the employer should understand that the application for, and continued employment with a business regarding police related off-duty employment is allowed, providing all requirements of the officer's departmental operation orders/procedures are satisfied. When instances arise resulting in an officer acting "outside" the scope of his or her authority or cause him or her to be in violation of that officer's departmental operational orders or state law, that officer is to immediately inform their agency of the conflict. If just resolution of the matter cannot

be met, the officer is required to act pursuant to their department's standard operating procedure and state law. The involved officer will then report the matter to their respective ranking officer and follow departmental protocol as it relates to such matters.

6. The detail officer's agency is not responsible for assuring an employee's presence at any off-duty job. The officer's first priority and loyalty is to their respective employing agency. During times of emergency or civil unrest, officers may not be available for off-duty employment or may be called away from off-duty details due to such situations.
- B. All security personnel are employees of law enforcement agencies contracted by PSS on a detail basis and not employees of FQMD. If FQMD, at any time, is dissatisfied for any lawful and non-discriminatory reason with any security officer assigned to the Patrol Zone, PSS, upon request by FQMD, will replace such security officer.

IX. Insurance

- A. PSS has procured and will maintain in effect throughout the life of this Agreement. workers' compensation Insurance In full limits as required by state and employer's liability insurance with a limit of at least \$1,000,000.00, covering PSS's employees performing any obligations under this Agreement. If any claim for Workers' Compensation benefits is asserted against FQMD by any of said PSS employees or in the event of death by their personal representatives then, upon timely written notice from FQMD, PSS shall undertake to defend FQMD against such claim(s) and shall indemnify and hold FQMD harmless from and against any such claim(s).
- B. PSS has procured and will maintain in effect throughout the life of this Agreement a general liability policy (covering bodily injury, personal injury and property damage) In the amount of \$1,000,000.00 per occurrence and \$3,000,000.00 general aggregate. PSS agrees to name and maintain FQMD as an additional insured on said liability policy. PSS's naming of FQMD as an additional insured shall provide coverage to the extent of PSS's liability under the Agreement and shall in no event be construed for any purpose so as to make PSS or the issuer of such policies liable for the negligence (joint, concurrent, independent or individual), acts, errors or omissions of FQMD or its employees.
- C. If the Security Services include the use of vehicles by PSS security officers, PSS will procure and maintain in effect throughout the life of this Agreement an Automobile Liability policy in the amount of \$1,000,000.00 combined single limit (each accident).
- D. PSS will ensure that any agency of any officer performing any services under this Agreement has obtained and will maintain insurance providing coverage for their respective officers and those services at the limits set forth in paragraph VIII(D) herein. If such agency does not provide insurance coverage as set forth herein, PSS shall indemnify, defend, and hold harmless FQMD against any and all liabilities, including judgments, costs and reasonable attorneys' fees, for any actions, omissions, negligence of any officer, except as a result of FQMD's gross negligence, willful misconduct or bad faith.

X. Legal Compliance

PSS certifies that the Security Services it provides will be performed in compliance with and subject to all

state and federal statutes, municipal and local ordinances and the rules and regulations or any governmental agency or department which has jurisdiction over the performance of these Security Services

XI. Property

All FQMD software, equipment, and other property used by security personnel shall remain the exclusive property of FQMD. Likewise, any property furnished by PSS for use by security personnel while assigned at FQMD shall remain the exclusive property of PSS.

XII. Term

This Agreement is effective as of the date indicated above and shall continue in effect until either party gives the other party written notice not less than thirty (30) days in advance, specifying the date of termination. Either party may terminate this Agreement at any time, upon ten (10) days upon written notice to the other party. If a party has notified the other that a material breach of this Agreement has occurred and same has not been rectified in a timely manner, the non-breaching party may immediately terminate this Agreement.

XIII. Notices

- A. In General, except for any routine communication, any notice, demand, communication, or request required or permitted under this Agreement will be given in writing and delivered in person or by certified mail, return receipt requested as follows:

If to the PSS:

Public Safety Services
Mathew Pincus, Managing Member
P.O. BOX 24673
New Orleans, Louisiana 70184
mapi2120@yahoo.com

If to the FQMD:

French Quarter Management District
Jane Cooper, Chair or Current FQMD Chair
400 North Peters Street, Suite 206
New Orleans, LA 70130
redheadneworleans@gmail.com

&

Karley D. Frankic, Executive Director
400 N. Peters Street, Suite 206
New Orleans, LA 70130
kfrankic@fgmd.org

- B. Notices are effective when received, except any notice that is not received due to the intended recipient's refusal or avoidance of delivery is deemed received as of the date of the first attempted delivery.
- C. Each Party is responsible for notifying the other in writing of any changes in its address(es)

set forth above.

XIV. ADDITIONAL PROVISIONS

- A. Amendment. No amendment of or modification to this Agreement shall be valid unless and until executed in writing by the duly authorized representatives of all the Parties to this Agreement.
- B. Assignment. This Agreement and any part of the Parties' interest in it are not assignable or transferable without the Parties' prior written consent.
- C. Choice of Law. This Agreement will be construed and enforced in accordance with the laws of the State of Louisiana without regard to its conflict of laws provisions.
- D. Construction of Agreement. None of the Parties will be deemed to have drafted this Agreement. This Agreement has been reviewed by the Parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of the Parties. No term of this Agreement shall be construed or resolved in favor of or against the PSS or the FQMD on the basis of which Party drafted the uncertain or ambiguous language. The headings and captions of this Agreement are provided for convenience only and are not intended to have effect in the construction or interpretation of this Agreement. Where appropriate, the singular includes the plural and neutral words and words of any gender shall include the neutral and other gender.
- E. Convicted Felon Statement. No principal, member, or officer of PSS, excluding contracted detail Patrol Officers, has, within the preceding 5 years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records. Any PSS employee who provides Security Services shall be subject to appropriate background checks as required by their employer or agency.
- F. Entire Agreement. This Agreement, including all incorporated documents, constitutes the final and complete agreement and understanding between the Parties. All prior and contemporaneous agreements and understandings, whether oral or written, are superseded by this Agreement and are without effect to vary or alter any terms or conditions of this Agreement.
- G. Jurisdiction. The Parties consent and yield to the jurisdiction of the State Civil Courts of the Parish of Orleans and formally waive any pleas or exceptions of jurisdiction on account of the residence of the Parties.
- H. Limitations of the Obligations. The Parties have no obligations not explicitly set forth in this Agreement or any incorporated documents or expressly imposed by law.
- I. No Personal Liability. No covenant or agreement contained in this Agreement shall be deemed to be the covenant or agreement of any officer, trustee, officer, agent or employee of the PSS or the FQMD, in his or her individual capacity, and neither the officers thereof nor any official executing this Agreement shall be liable personally with respect hereto or be subject to any personal liability or accountability by reason of the execution and delivery of this Agreement.
- J. No Third-Party Beneficiaries. This Agreement is entered into for the exclusive benefit of the

Parties and the parties expressly disclaim any intent to benefit anyone not a Party to this Agreement.

- K. Non-Solicitation Statement. The Parties have not employed or retained any PSS or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Parties have not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement.
- L. Non-Waiver. The failure of any Party to insist upon strict compliance with any provision of this Agreement, to enforce any right or to seek any remedy upon discovery of any default or breach of the other Party at such time as the initial discovery of the existence of such noncompliance, right, default or breach shall not affect or constitute a waiver of either Party's right to insist upon such compliance, exercise such right or seek such remedy with respect to that default or breach or any prior contemporaneous or subsequent default or breach.
- M. Prohibition on Political Activity. None of the funds, materials, property, or services provided directly or indirectly under the terms of this Agreement shall be used in the performance of this Agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.
- N. Remedies Cumulative. No remedy set forth in the Agreement or otherwise conferred upon or reserved to any Party shall be considered exclusive of any other remedy available to a Party. Rather, each remedy shall be deemed distinct, separate and cumulative and each may be exercised from time to time as often as the occasion may arise or as may be deemed expedient.
- O. Severability. Should a court of competent jurisdiction find any provision of this Agreement to be unenforceable as written, the unenforceable provision should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law or, if reformation is not possible, the unenforceable provision shall be fully severable and the remaining provisions of the Agreement remain in full force and effect and shall be construed and enforced as if the unenforceable provision was never a part the Agreement.
- P. Survival of Certain Provisions. All representations and warranties and all obligations concerning record retention, inspections, audits, remedies, jurisdiction, and choice of law, shall survive the expiration, suspension, or termination of this Agreement and continue in full force and effect.
- Q. Terms Binding. The terms and conditions of this Agreement are binding on any heirs, successors, transferees, and assigns.

XV. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original copy of this Agreement, but all of which, when taken together, shall constitute one and the same Agreement.

XVI. ELECTRONIC SIGNATURE AND DELIVERY

The Parties agree that a manually signed copy of this Agreement and any other document(s) attached to this Agreement delivered by email shall be deemed to have the same legal effect as delivery of an original

signed copy of this Agreement. No legally binding obligation shall be created with respect to a Party until such Party has delivered or caused to be delivered a manually signed copy of this Agreement.

DRAFT

IN WITNESS WHEREOF, on this ____ day of _____ 2024, PSS and FQMD, through their duly authorized representatives, execute this Agreement.

FRENCH QUARTER MANAGEMENT DISTRICT

BY: _____
JANE COOPER, CHAIR

PUBLIC SAFETY SERVICES CORPORATION

BY: _____
MATTHEW PINCUS, MANAGING PARTNER
DATE: _____

DRAFT

Request for Proposal

NORTH RAMPART PEDESTRIAN SAFETY & SIGNAGE
INITIATIVE

FEBRUARY 2024

Table of Contents

Section 1 - Introduction	2
Disclaimer.....	2
Ethics	3
Insurance.....	4
Section 2 - Background and Context	5
About the French Quarter Management District	5
Background and Objectives of this RFP	5
RFP Scope and Challenges.....	5
Implementation Timeline	6
Section 3 - RFP Terms and Conditions	6
Rights of the French Quarter Management District	6
Most Favorable Terms	6
Costs.....	6
Licenses	7
Acceptance of the General Terms of the Bid	7
Publicity	7
Termination of RFP Process	7
French Quarter Management District Use of Proposal Ideas	7
Late Submission of Vendor Proposals	7
Commitments to the Response	7
Acceptance of Vendor Proposals.....	8
Section 4 – RFP Process Instructions	9
Communication and Point of Contact.....	9
Timetable	9
Description of Selection Process	9
Development of Proposals and Format Requirements	10
Proposal Selection Process and Criteria.....	10
Section 5 – RFP Documents and Information	11
Section 6 – Appendix.....	12
Exhibit A.....	12
Exhibit B	12

Section 1 - Introduction

This document provides information for the Vendor on how to respond to this Request for Proposal (RFP) and consists of the following five sections:

Section 1 “Introduction” is the opening section of the document which sets out the structure of the document and provides the confidentiality clauses applicable to the provided documentation.

Section 2 “Background and Context” this section provides an explanation of current context and objectives of the RFP.

Section 3 “RFP terms and conditions” contains key information regarding general terms and conditions of the RFP process.

Section 4 “RFP process instructions” contains information regarding the RFP process timeline, general instructions and a view of the subsequent steps.

Section 5 “RFP documents and information” includes the list of deliverables Vendors are expected to provide in response to this RFP. Vendors are requested to kindly adhere to the format provided by the French Quarter Management District (FQMD) to allow us to perform the evaluation and selections within the envisaged timeframe.

Disclaimer

While information contained in this RFP is believed to be accurate at the time of its issuance, FQMD makes no representation or warranty, express or implied, with respect to the completeness, accuracy or utility of this RFP or any information or opinion contained therein. Any use or reliance on the information or opinion is at the risk of the Vendor and FQMD shall not be liable for any damage or injury incurred by any person arising out of the completeness, accuracy or utility of any information contained in this RFP.

This RFP is not an offer to enter a contract but is merely a request for the Vendor to submit a proposal. The terms and conditions under which FQMD will use the services of a chosen Vendor will be set out in a written, definitive agreement, signed by the parties.

Although FQMD will take all reasonable effort to provide complete and accurate information to Vendors, FQMD makes no representation or warranties regarding the accuracy or completeness of the information contained in this RFP, its exhibits, appendices or in FQMD answers to any Vendor questions. Each Vendor is responsible for making its own evaluation of information and data provided as part of this RFP process in preparing and submitting its proposal.

No additions or other changes to the original proposal will be allowed after submittal. While changes are not permitted, clarifications at the request of FQMD may be required and such clarifications will be provided to FQMD at the sole expense of the Vendor. All responses shall remain valid for a period of 180 days from the date of the last submission set forth in the response schedule in the RFP.

In submitting a proposal, the Vendor implicitly states that the proposal is not made in connection with any competing Vendor submitting a separate response to the RFP and is in all respects fair and without collusion or fraud. It is further implied that the Vendor did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance and that no employee of FQMD or its agents involved in this RFP process participated directly or indirectly in the Vendor's proposal preparation.

FQMD is subject to the Louisiana Public Records Law, LA R.S. 441:1, *et seq.*, which governs the public disclosure of certain records maintained by the FQMD. Proposal submission materials will generally be made available for inspection and copying upon written request, except when exempted from disclosure by law.

Ethics

FQMD calls the attention of all potential Respondents to the Louisiana Ethics Code, La. R.S. 42:1101, *et seq.* Those laws prohibit FQMD from doing business with any of its current directors or those who have served on the FQMD within the past two (2) years or from doing business with certain companies with which the following persons are connected.

2024 Commissioners:	Commissioners Serving in the Past Two Years:
David Bilbe Glade Bilby Christine Bondio Steve Caputo Jane Cooper Jerome A. "Alex" Fein Mamie Gasperecz Susan "Sue" Klein Christian Pendleton Heidi Raines Frank Zumbo	Gail Cavett Matthew Emory Jack Rizzuto Robert "Bob" Simms Robert Watters

Insurance

Before an Agreement is executed, the selected Respondent must provide its current certificate(s) of insurance for the types and amounts of coverage as indicated in the Agreement.

Section 2 - Background and Context

About the French Quarter Management District

The French Quarter Management District is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve and maintain the world-famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses and visitors. The statutory purpose of the FQMD is to strengthen the District as a vital component of Louisiana's tourism industry; aid in the preservation of the District's architecture, quaint charm and tout ensemble; beautify the District's appearance; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality. The statutory functions of the FQMD include strategic planning, business and commercial development activities and administering capital improvement funds.

Background and Objectives of this RFP

FQMD is seeking a Vendor that can provide expertise to improve pedestrian safety on North Rampart Street near Armstrong Park, between Toulouse Street and St. Philip Street by installing rectangular rapid flashing beacons & stop for pedestrian signage.

Project Objectives:

- Enhance crosswalk visibility with additional signage

RFP Scope and Challenges

Solar powered Rectangular Rapid Flashing Beacons (RRFB) should be installed at St. Ann and St. Philip. See [Exhibit A](#) (Map) for required count and placement. Details are as follows:

- Two beacons need to be placed facing each direction of traffic, a total of four beacons are needed at each intersection. Beacons should be linked so that when one button is pressed, all signals will flash to warn vehicle traffic of pedestrians attempting to cross.

All RRFBs require a signal base to match City of New Orleans crosswalks. Please see [Exhibit B](#) for an example of in-use signal bases approved and installed by the Department of Public Works. For reference, FQMD is providing the Department of Public Works guidelines for reference. https://highways.dot.gov/sites/fhwa.dot.gov/files/RRFB_508.pdf

Considerations for this project include but are not limited to:

- While FQMD is responsible for obtaining city permits for this work, Vendor is responsible for required notice & signage, police detail or equipment associated with shutting down the road area to do the work, etc
- Vendor is responsible for proposing flashing beacons & signage as part of their bid

- FQMD, in partnership with the Department of Public Works, is responsible for approving proposed beacons & signage; FQMD will manage this process
- Vendor is responsible for both implementing and testing flashing beacons prior to requesting project sign-off
- Vendors are requested to provide pricing for a 24 month maintenance schedule as part of their bid which may or not be part of the final decision

Implementation Timeline

FQMD requests that all work be completed & mutually signed off by the Vendor and FQMD by May 31, 2024. Vendor is encouraged to submit their implementation timeline as part of their submission to this RFP, including expected activities that the FQMD needs to undertake to meet this deadline.

Section 3 - RFP Terms and Conditions

Rights of the French Quarter Management District

FQMD reserves the right to reject any and all proposals, including best and final offers and to seek additional proposals if required.

FQMD reserves the right to alter or waive the terms and conditions of this RFP in its sole discretion at any time prior to the award of an agreement.

FQMD hereby notifies all prospective Vendors that the offer of the RFP is for a response from the Vendors. A response to the RFP and receipt of it shall not be considered an acceptance of services from the Vendor. Receipt of this RFP or the submission of a proposal by any Vendor shall not obligate FQMD or any affiliate to enter into a contract for services from a Vendor.

It is understood that by responding to this RFP and submitting a proposal, the Vendor agrees to enter negotiations with FQMD if so requested. FQMD at its sole discretion may elect to incorporate any and all terms and conditions included in the Vendors response to the RFP into any agreement or contract prepared because of this RFP and subsequent evaluation processes.

Most Favorable Terms

FQMD reserves the right to select a Vendor without further discussion of the response submitted. Therefore, the response should be submitted on the most favorable terms the Vendor is willing to propose.

Costs

The Vendor shall entirely bear any and all costs and expenses directly or indirectly associated with the preparation of a Proposal and any other documents requested by FQMD, the performance of negotiations or review of the Agreement (if any) and to carry out and complete

this RFP selection process including the fees and disbursements of its advisers and representatives.

Licenses

As part of the RFP submittal, Vendor must include licenses for any of their systems, software or tools that will be required for FQMD or its agents to utilize its services and those licenses must be included as part of the RFP cost basis for the full term of the services provided.

Acceptance of the General Terms of the Bid

The Vendor is invited but not bound to participate in the RFP selection process. If any Vendor invited to this RFP selection process does not intend to formulate any response to it or if at any time it is no longer interested in the selection process, the Vendor agrees to inform FQMD, destroy all information provided to Vendor by FQMD and confirm in writing their compliance with this paragraph.

Publicity

Throughout the RFP process, neither Party may advertise or promote using the name of the other Party, use the name on its website or in any of its advertising, publicity or promotional material, nor issue any press release announcing any Agreement or any Statement of Work or otherwise discuss the Agreement or any Statement of Work with the press or the public, without the express prior written consent of the other Party in each instance. You may only disclose the name of FQMD in public reporting when such disclosure is required by law.

Termination of RFP Process

FQMD reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that a response to this RFP will result in a contract for Services.

French Quarter Management District Use of Proposal Ideas

FQMD shall have the right to use any or all ideas presented in any proposal received in response to this RFP. Vendor should not include any information it considers proprietary in its response to this RFP. The parties need to separately agree in writing to anything that will be considered proprietary to the Vendor.

Late Submission of Vendor Proposals

Vendor must deliver its complete Proposal on or before the indicated due date. Late Proposals may be disqualified from consideration.

Commitments to the Response

The response to this RFP must be certified by an authorized signatory of Vendor's organization with the authority to commit to all information and pricing on behalf of its organization as

specified in its response. Details of that person's position must be provided together with all requested deliverables by Vendor on the dates as detailed elsewhere in this document. Submission of the Vendor's Proposal shall be considered an offer and FQMD may accept such offer without further discussion.

If selected, the Vendor shall be primarily responsible for carrying out the work requested for in this RFP. In the event FQMD is not prepared to accept Vendor's Proposal as submitted, and if the Vendor is so invited by FQMD, the Vendor's Proposal will constitute an offer to develop a contract based on the terms, structure and services content provided in this RFP. FQMD requests comprehensive, cost-effective, quality solutions that meet all of the requirements in this document. Responses that include only partial information may be rejected.

Acceptance of Vendor Proposals

FQMD intends to proceed if it can enter a contract with a Vendor(s) that meet the objectives stated elsewhere in this RFP. However, any change in FQMD's commercial considerations or other requirements may result in the termination of the project.

Section 4 – RFP Process Instructions

Communication and Point of Contact

All communications in relation to this RFP must be forwarded, in writing, by email to the following designated single point of contact:

French Quarter Management District Single Point of Contact (SPOC)

- Name: Karley D. Frankic
- Role: Executive Director, French Quarter Management District
- Primary Email: kfrankic@fqmd.org

Queries and questions that are raised during the RFP process and the associated responses will be communicated anonymously to all Vendors to ensure transparency and openness, unless in the opinion of FQMD, there is a sound reason for not doing so.

Timetable

The following timetable sets out the steps and key events for the RFP process. FQMD reserves the right to amend and update the RFP timeline as needed for a robust evaluation process.

Table 1 RFP Timetable

Step	Activity	Timeline
1	RFP Release	February 21, 2024
2	Vendor Intent to bid/Submit questions to FQMD	February 26, 2024
3	FQMD response to Vendor questions	March 1, 2024
4	Vendors deliver RFP submission	March 7, 2024
5	FQMD RFP evaluations, questions as needed	Week of March 8-14, 2024
6	Vendor selection & communication	March 15, 2024

Description of Selection Process

FQMD will review all RFP responses and will shortlist the Vendors. FQMD will then engage these short-listed Vendors in further due diligence as needed.

Vendors should be prepared to use the RFP process and due diligence activities to:

1. Demonstrate a complete understating of FMQD’s requirements and vision
2. Present proposed solutions and differentiating qualifications
3. Answer any outstanding questions posed by FQMD

Vendor responses and participation in each of the steps outlined above will provide much of the information required for FQMD to make its decision. Selection and announcement of the Vendor will be contingent on the completion of a satisfactory agreement with FQMD.

FQMD will encourage each Vendor to appoint a single point of contact for the duration of the RFP. That person will consolidate and coordinate all communications between the Vendor and FQMD single point of contact.

Development of Proposals and Format Requirements

Vendors may submit their proposal in their standard format, electronically, with no more than 16 pages of content.

Proposal Selection Process and Criteria

An evaluation process has been designed by FQMD in parallel to the preparation of this RFP. This process will be used to evaluate all submitted responses. The evaluation team will consider the completed response plus evidence of capability, suitability and compatibility presented by each Bidder. Bidders will be evaluated on the following five criteria:

- **Conceptual Plan** - A detailed explanation of how the Bidder will approach the project, including product recommendations, implementation timeline, draft project plan and critical path decisions or actions required by the FQMD to successfully meet the requested timeline
- **Price Proposal** - Bidder's proposed rate for all materials and services, including warranties offered, to successfully meet the requirements outlined in this RFP
- **Experience** - Specialized experience outlined within the bid which represents the ability to successfully execute the initiative
- **Performance History** - Provide examples of previous implementations that successfully meets the requirements in this RFP, including referrals if requested
- **Local Representation** - The location of Respondents they subcontract with, headquarters or other branch offices which would lend themselves to the efficient administration of the contract and the efficient and timely execution of the work to be assigned

Section 5 – RFP Documents and Information

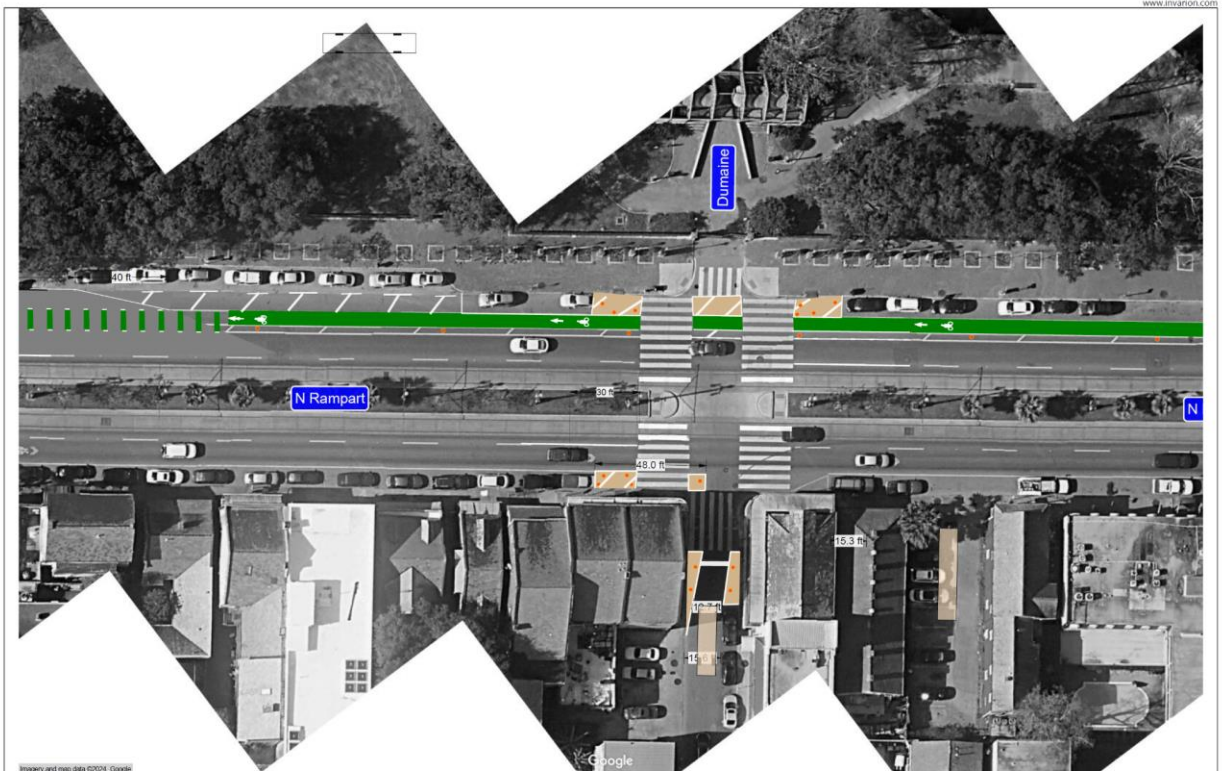
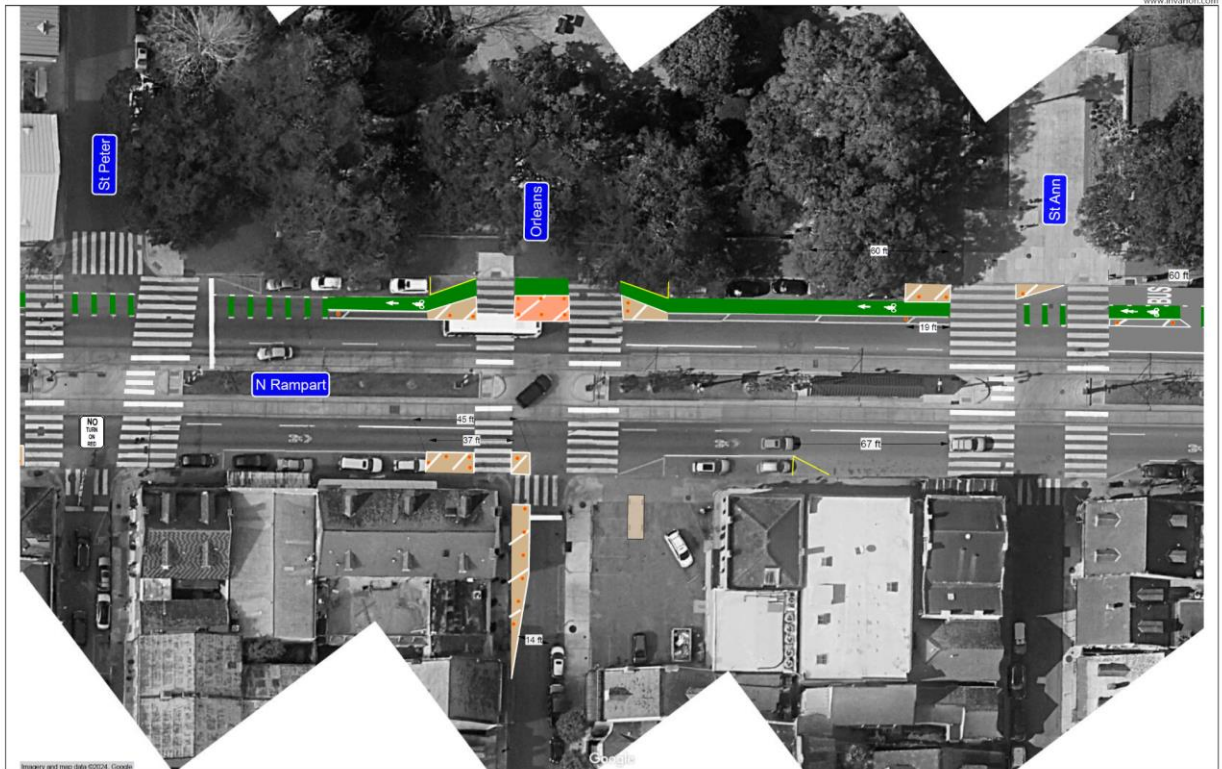
The information supplied in this Document and its Exhibits as well as any additional data or information provided by FQMD will enable the Vendor to submit a Proposal. It is the Vendor's responsibility to request any additional information or data it deems necessary to its commitment and to raise potential inconsistencies it may detect.

Due to the nature of this RFP, all requirements are noted in [Section 2](#) with Exhibits provided in [Section 6](#).

Section 6 – Appendix

Exhibit A





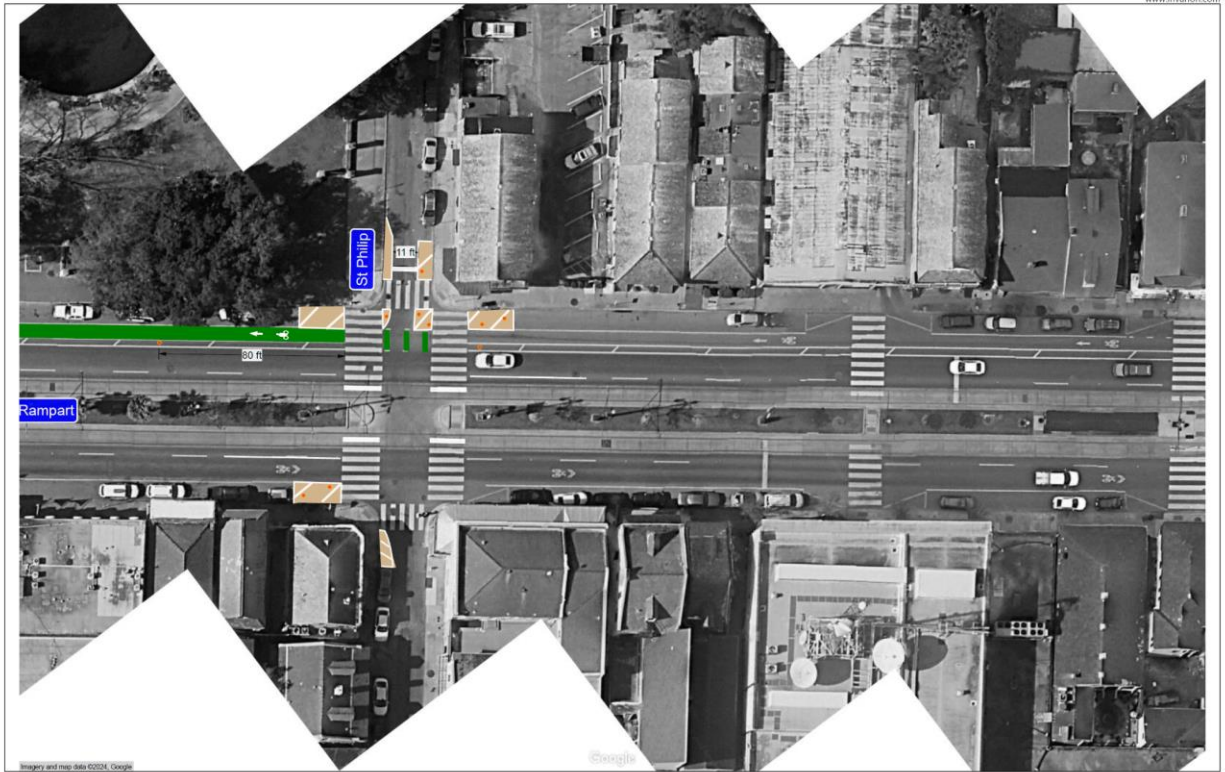


Exhibit B

Carrollton Ave @ the Lafitte Greenway



Request for Proposal

NORTH RAMPART PEDESTRIAN SAFETY & SIGNAGE
INITIATIVE

FEBRUARY 2024

Table of Contents

Section 1 - Introduction	2
Disclaimer	2
Ethics	3
Insurance	4
Section 2 - Background and Context	5
About the French Quarter Management District	5
Background and Objectives of this RFP	5
RFP Scope and Challenges	5
Implementation Timeline	6
Section 3 - RFP Terms and Conditions	7
Rights of the French Quarter Management District	7
Most Favorable Terms	7
Costs	7
Licenses	7
Acceptance of the General Terms of the Bid	7
Publicity	8
Termination of RFP Process	8
French Quarter Management District Use of Proposal Ideas	8
Late Submission of Vendor Proposals	8
Commitments to the Response	8
Acceptance of Vendor Proposals	9
Section 4 – RFP Process Instructions	10
Communication and Point of Contact	10
Timetable	10
Description of Selection Process	10
Development of Proposals and Format Requirements	11
Proposal Selection Process and Criteria	11
Section 5 – RFP Documents and Information	12
Section 6 – Appendix	13
Exhibit A	13
Exhibit B	13
Exhibit C	13

Section 1 - Introduction

This document provides information for the Vendor on how to respond to this Request for Proposal (RFP) and consists of the following five sections:

Section 1 “Introduction” is the opening section of the document which sets out the structure of the document and provides the confidentiality clauses applicable to the provided documentation.

Section 2 “Background and Context” this section provides an explanation of current context and objectives of the RFP.

Section 3 “RFP terms and conditions” contains key information regarding general terms and conditions of the RFP process.

Section 4 “RFP process instructions” contains information regarding the RFP process timeline, general instructions and a view of the subsequent steps.

Section 5 “RFP documents and information” includes the list of deliverables Vendors are expected to provide in response to this RFP. Vendors are requested to kindly adhere to the format provided by the French Quarter Management District (FQMD) to allow us to perform the evaluation and selections within the envisaged timeframe.

Disclaimer

While information contained in this RFP is believed to be accurate at the time of its issuance, FQMD makes no representation or warranty, express or implied, with respect to the completeness, accuracy or utility of this RFP or any information or opinion contained therein. Any use or reliance on the information or opinion is at the risk of the Vendor and FQMD shall not be liable for any damage or injury incurred by any person arising out of the completeness, accuracy or utility of any information contained in this RFP.

This RFP is not an offer to enter a contract but is merely a request for the Vendor to submit a proposal. The terms and conditions under which FQMD will use the services of a chosen Vendor will be set out in a written, definitive agreement, signed by the parties.

Although FQMD will take all reasonable effort to provide complete and accurate information to Vendors, FQMD makes no representation or warranties regarding the accuracy or completeness of the information contained in this RFP, its exhibits, appendices or in FQMD answers to any Vendor questions. Each Vendor is responsible for making its own evaluation of information and data provided as part of this RFP process in preparing and submitting its proposal.

No additions or other changes to the original proposal will be allowed after submission. While changes are not permitted, clarifications at the request of FQMD may be required and such clarifications will be provided to FQMD at the sole expense of the Vendor. All responses shall remain valid for a period of 180 days from the date of the last submission set forth in the response schedule in the RFP.

In submitting a proposal, the Vendor implicitly states that the proposal is not made in connection with any competing Vendor submitting a separate response to the RFP and is in all respects fair and without collusion or fraud. It is further implied that the Vendor did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance and that no employee of FQMD or its agents involved in this RFP process participated directly or indirectly in the Vendor's proposal preparation.

FQMD is subject to the Louisiana Public Records Law, LA R.S. 441:1, *et seq.*, which governs the public disclosure of certain records maintained by the FQMD. Proposal submission materials will generally be made available for inspection and copying upon written request, except when exempted from disclosure by law.

Ethics

FQMD calls the attention of all potential Respondents to the Louisiana Ethics Code, La. R.S. 42:1101, *et seq.* Those laws prohibit FQMD from doing business with any of its current directors or those who have served on the FQMD within the past two (2) years or from doing business with certain companies with which the following persons are connected.

2024 Commissioners:	Commissioners Serving in the Past Two Years:
David Bilbe Glade Bilby Christine Bondio Steve Caputo Jane Cooper Jerome A. "Alex" Fein Mamie Gasperecz Susan "Sue" Klein Christian Pendleton Heidi Raines Frank Zumbo	Gail Cavett Matthew Emory Jack Rizzuto Robert "Bob" Simms Robert Watters

Insurance

Before an Agreement is executed, the selected Respondent must provide its current certificate(s) of insurance for the types and amounts of coverage as indicated in the Agreement.

Section 2 - Background and Context

About the French Quarter Management District

The French Quarter Management District is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve and maintain the world-famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses and visitors. The statutory purpose of the FQMD is to strengthen the District as a vital component of Louisiana's tourism industry; aid in the preservation of the District's architecture, quaint charm and tout ensemble; beautify the District's appearance; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality. The statutory functions of the FQMD include strategic planning, business and commercial development activities and administering capital improvement funds.

Background and Objectives of this RFP

FQMD is seeking a Vendor that can provide expertise to improve pedestrian and traffic safety on North Rampart Street near Armstrong Park, between Toulouse Street and St. Philip Street specifically by installing flex posts at key locations and emphasizing pedestrian and bike spaces with colored pavement in this area.

Project Objectives:

- Prevent illegal parking on street corners with flex post at painted curb extensions
- Improve pedestrian safety by creating better visibility of painted curb extensions with brighter methyl methacrylate resin coloring
- Improve bicycle safety by creating better visibility of bike lanes with brighter methyl methacrylate resin coloring

RFP Scope and Challenges

Enhanced Protection for Curb Extensions

To prevent illegal parking at newly painted curb extensions, more substantial flex posts are needed to prevent vehicles from simply driving over or parking on top of them. Options to enhance the flex post include:

1. Sturdier materials (e.g. powder coated steel or thicker polyurethane)
2. Enhanced anchoring methods (set in concrete rather than bolted on top).

FQMD has provided Exhibits for Vendor consideration in developing their bid:

- Please see [Exhibit A](#) for a map that specifies placement of the flexposts. Existing flexposts between Toulouse and St. Philip should be replaced and upgraded at the existing curb extensions and where marked to protect the bike lane.

- Please see [Exhibit B](#) which illustrates two flexpost option examples. Vendor is encouraged to provide pricing on both of these options while also including any other products for FQMD to consider that meet stated requirements.

Asphalt “Paint” Project

Pedestrian and bike spaces along N. Rampart St. should be in-filled with brighter Methyl Methacrylate (MMA) resin coloring. The areas are currently outlined with white reflective thermoplastic, which should be left in place or replaced. See [Exhibit C](#) for examples of paint applications.

- Bike lane paint is required to be a standard ‘bike lane green’
- Curb extensions should be painted with a brick red

Note that the FQMD will partner with the Department of Public Works on final paint color selection as part of the implementation process.

Specific considerations include but are not limited to:

- While FQMD is responsible for obtaining city permits for this work, Vendor is responsible for required notice & signage, police detail or equipment associated with shutting down the road area to do the work, etc
- While FQMD believes that MMA is an appropriate and suitable product to achieve the intended outcome, Vendor may propose alternative products based on best practices and their experience
- Vendor is responsible for removing and disposing of existing flexible posts
- As part of the implementation, FQMD must provide written approval prior to purchase of any product associated with an accepted bid

Implementation Timeline

FQMD requests that all work be completed & mutually signed off by the Vendor and FQMD by June 14, 2024. Vendor is encouraged to submit their implementation timeline as part of their submission to this RFP, including expected activities that the FQMD needs to undertake to meet this deadline.

Section 3 - RFP Terms and Conditions

Rights of the French Quarter Management District

FQMD reserves the right to reject any and all proposals, including best and final offers and to seek additional proposals if required.

FQMD reserves the right to alter or waive the terms and conditions of this RFP in its sole discretion at any time prior to the award of an agreement.

FQMD hereby notifies all prospective Vendors that the offer of the RFP is for a response from the Vendors. A response to the RFP and receipt of it shall not be considered an acceptance of services from the Vendor. Receipt of this RFP or the submission of a proposal by any Vendor shall not obligate FQMD or any affiliate to enter into a contract for services from a Vendor.

It is understood that by responding to this RFP and submitting a proposal, the Vendor agrees to enter negotiations with FQMD if so requested. FQMD at its sole discretion may elect to incorporate any and all terms and conditions included in the Vendors response to the RFP into any agreement or contract prepared because of this RFP and subsequent evaluation processes.

Most Favorable Terms

FQMD reserves the right to select a Vendor without further discussion of the response submitted. Therefore, the response should be submitted on the most favorable terms the Vendor is willing to propose.

Costs

The Vendor shall entirely bear any and all costs and expenses directly or indirectly associated with the preparation of a Proposal and any other documents requested by FQMD, the performance of negotiations or review of the Agreement (if any) and to carry out and complete this RFP selection process including the fees and disbursements of its advisers and representatives.

Licenses

As part of the RFP submittal, Vendor must include licenses for any of their systems, software or tools that will be required for FQMD or its agents to utilize its services and those licenses must be included as part of the RFP cost basis for the full term of the services provided.

Acceptance of the General Terms of the Bid

The Vendor is invited but not bound to participate in the RFP selection process. If any Vendor invited to this RFP selection process does not intend to formulate any response to it or if at any time it is no longer interested in the selection process, the Vendor agrees to inform FQMD,

destroy all information provided to Vendor by FQMD and confirm in writing their compliance with this paragraph.

Publicity

Throughout the RFP process, neither Party may advertise or promote using the name of the other Party, use the name on its website or in any of its advertising, publicity or promotional material, nor issue any press release announcing any Agreement or any Statement of Work or otherwise discuss the Agreement or any Statement of Work with the press or the public, without the express prior written consent of the other Party in each instance. You may only disclose the name of FQMD in public reporting when such disclosure is required by law.

Termination of RFP Process

FQMD reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that a response to this RFP will result in a contract for Services.

French Quarter Management District Use of Proposal Ideas

FQMD shall have the right to use any or all ideas presented in any proposal received in response to this RFP. Vendor should not include any information it considers proprietary in its response to this RFP. The parties need to separately agree in writing to anything that will be considered proprietary to the Vendor.

Late Submission of Vendor Proposals

Vendor must deliver its complete Proposal on or before the indicated due date. Late Proposals may be disqualified from consideration.

Commitments to the Response

The response to this RFP must be certified by an authorized signatory of Vendor's organization with the authority to commit to all information and pricing on behalf of its organization as specified in its response. Details of that person's position must be provided together with all requested deliverables by Vendor on the dates as detailed elsewhere in this document. Submission of the Vendor's Proposal shall be considered an offer and FQMD may accept such offer without further discussion.

If selected, the Vendor shall be primarily responsible for carrying out the work requested for in this RFP. In the event FQMD is not prepared to accept Vendor's Proposal as submitted, and if the Vendor is so invited by FQMD, the Vendor's Proposal will constitute an offer to develop a contract based on the terms, structure and services content provided in this RFP. FQMD requests comprehensive, cost-effective, quality solutions that meet all of the requirements in this document. Responses that include only partial information may be rejected.

Acceptance of Vendor Proposals

FQMD intends to proceed if it can enter a contract with a Vendor(s) that meet the objectives stated elsewhere in this RFP. However, any change in FQMD's commercial considerations or other requirements may result in the termination of the project.

Section 4 – RFP Process Instructions

Communication and Point of Contact

All communications in relation to this RFP must be forwarded, in writing, by email to the following designated single point of contact:

French Quarter Management District Single Point of Contact (SPOC)

- Name: Karley D. Frankic
- Role: Executive Director, French Quarter Management District
- Primary Email: kfrankic@fqmd.org

Queries and questions that are raised during the RFP process and the associated responses will be communicated anonymously to all Vendors to ensure transparency and openness, unless in the opinion of FQMD, there is a sound reason for not doing so.

Timetable

The following timetable sets out the steps and key events for the RFP process. FQMD reserves the right to amend and update the RFP timeline as needed for a robust evaluation process.

Table 1 RFP Timetable

Step	Activity	Timeline
1	RFP Release	February 21, 2024
2	Vendor Intent to bid/Submit questions to FQMD	February 26, 2024
3	FQMD response to Vendor questions	March 1, 2024
4	Vendors deliver RFP submission	March 7, 2024
5	FQMD RFP evaluations, questions as needed	Week of March 8-14, 2024
6	Vendor selection & communication	March 15, 2024

Description of Selection Process

FQMD will review all RFP responses and will shortlist the Vendors. FQMD will then engage these short-listed Vendors in further due diligence as needed.

Vendors should be prepared to use the RFP process and due diligence activities to:

1. Demonstrate a complete understating of FMQD’s requirements and vision
2. Present proposed solutions and differentiating qualifications
3. Answer any outstanding questions posed by FQMD

Vendor responses and participation in each of the steps outlined above will provide much of the information required for FQMD to make its decision. Selection and announcement of the Vendor will be contingent on the completion of a satisfactory agreement with FQMD.

FQMD will encourage each Vendor to appoint a single point of contact for the duration of the RFP. That person will consolidate and coordinate all communications between the Vendor and FQMD single point of contact.

Development of Proposals and Format Requirements

Vendors may submit their proposal in their standard format, electronically, with no more than 16 pages of content.

Proposal Selection Process and Criteria

An evaluation process has been designed by FQMD in parallel to the preparation of this RFP. This process will be used to evaluate all submitted responses. The evaluation team will consider the completed response plus evidence of capability, suitability and compatibility presented by each Bidder. Bidders will be evaluated on the following five criteria:

- **Conceptual Plan** - A detailed explanation of how the Bidder will approach the project, including product recommendations, implementation timeline, draft project plan and critical path decisions or actions required by the FQMD to successfully meet the requested timeline
- **Price Proposal** - Bidder's proposed rate for all materials and services, including warranties offered, to successfully meet the requirements outlined in this RFP
- **Experience** - Specialized experience outlined within the bid which represents the ability to successfully execute the initiative
- **Performance History** - Provide examples of previous implementations that successfully meets the requirements in this RFP, including referrals if requested
- **Local Representation** - The location of Respondents they subcontract with, headquarters or other branch offices which would lend themselves to the efficient administration of the contract and the efficient and timely execution of the work to be assigned

Section 5 – RFP Documents and Information

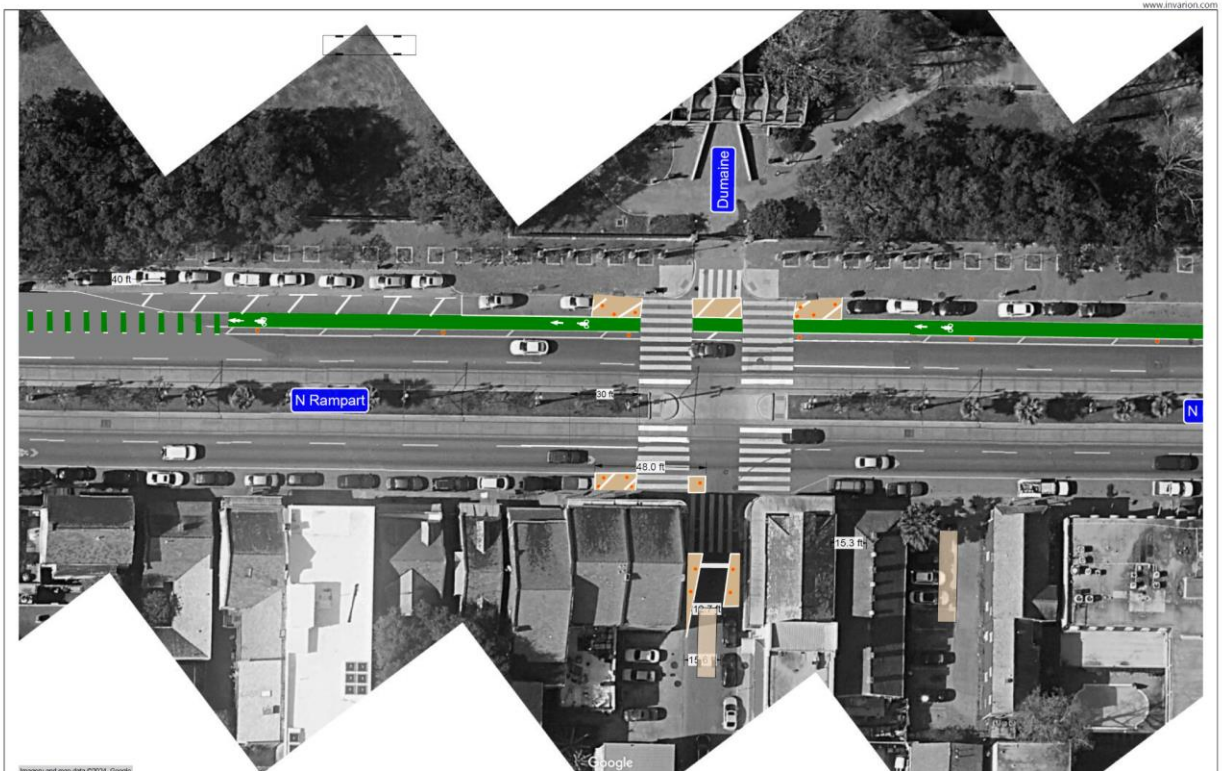
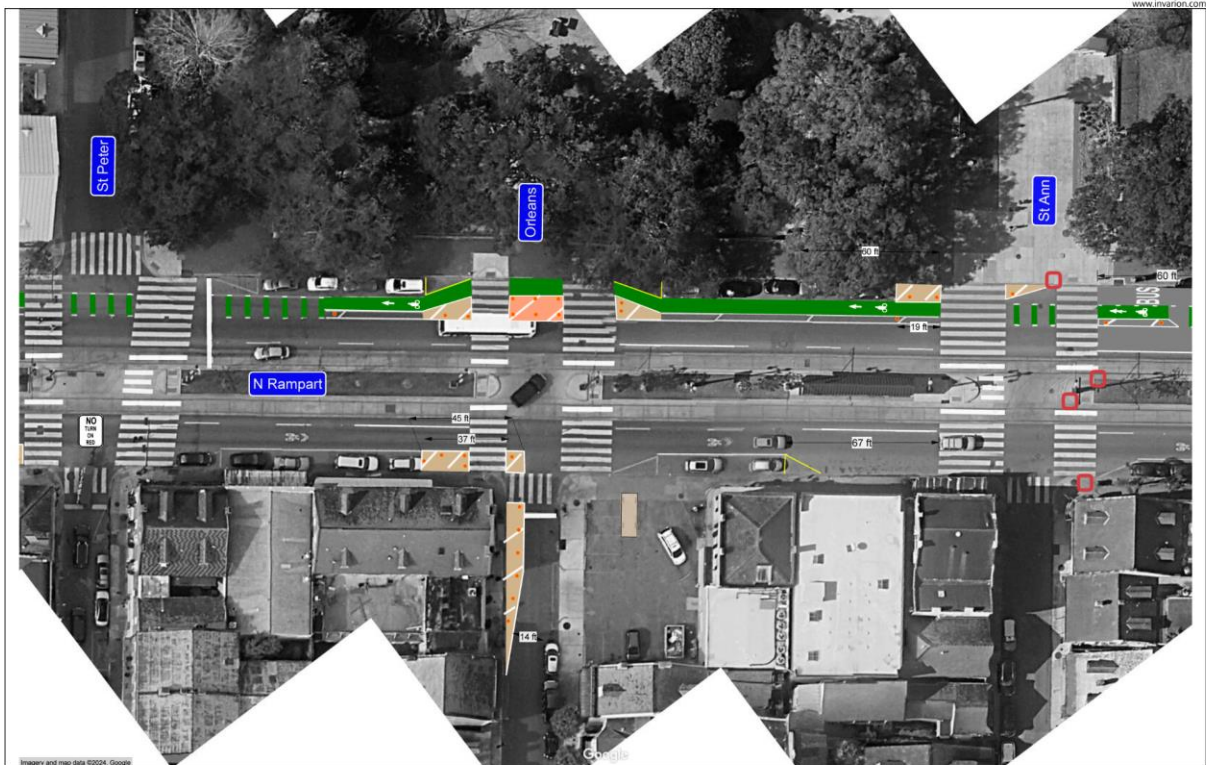
The information supplied in this Document and its Exhibits as well as any additional data or information provided by FQMD will enable the Vendor to submit a Proposal. It is the Vendor's responsibility to request any additional information or data it deems necessary to its commitment and to raise potential inconsistencies it may detect.

Due to the nature of this RFP, all requirements are noted in [Section 2](#) with Exhibits provided in [Section 6](#).

Section 6 – Appendix

Exhibit A





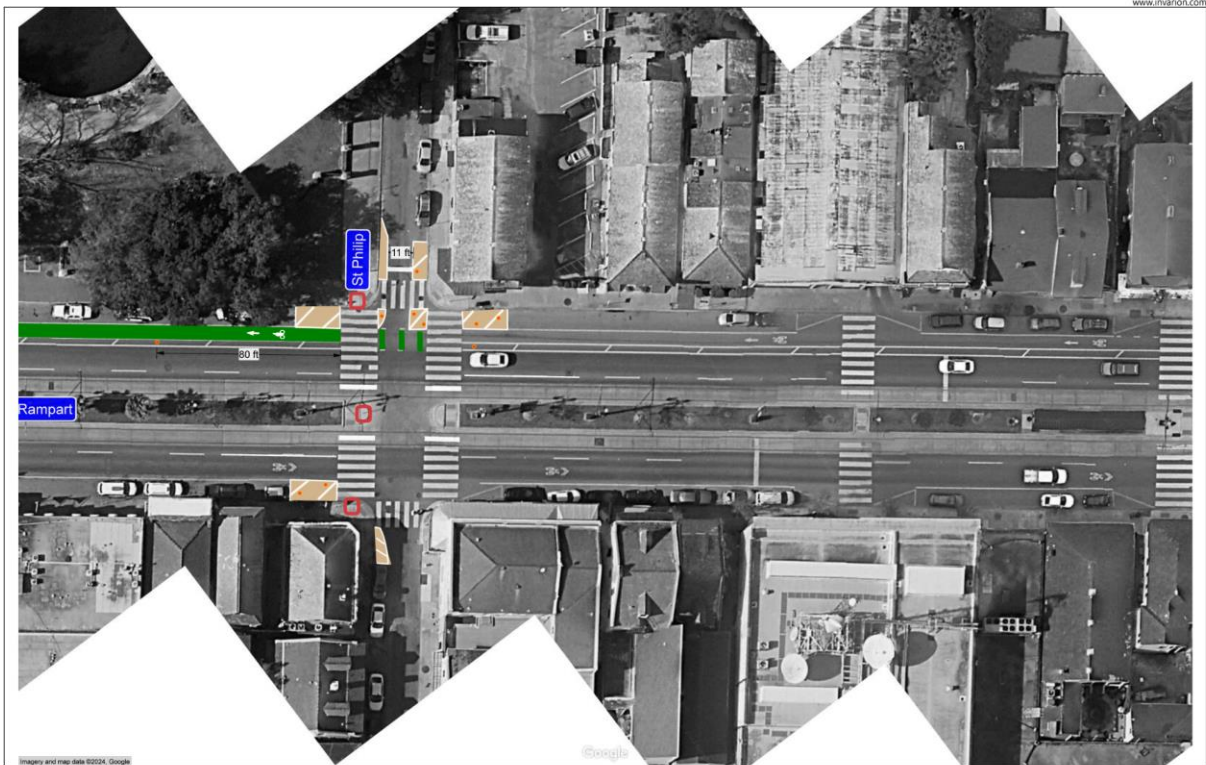


Exhibit B

Option 1

[Global Industrial™ Spring Loaded Bollard, 42" H x 2-1/2" Diameter, Powder Coated Yellow](#)



Option 2

[K71 Flexible Traffic Post](#)

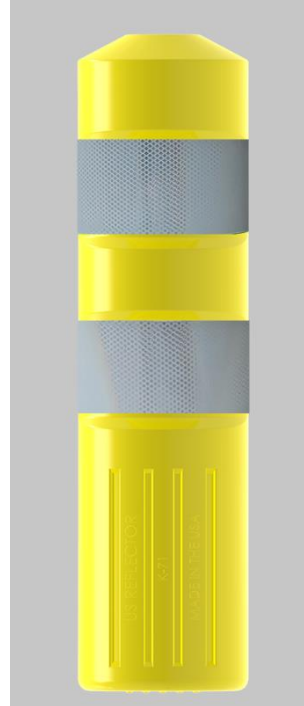


Exhibit C





Request for Professional Services Proposals

Marketing & Public Relations Services

February 19, 2024

The French Quarter Management District is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world-famous French Quarter as a safe, clean, vibrant, and friendly neighborhood for residents, businesses, and visitors.

I. REQUEST FOR PROPOSALS

Notice is hereby given that the Board of Commissioners of the French Quarter Management District ("FQMD") is seeking proposals from qualified professional marketing and public relations vendors ("Respondents") for a full range of public relations, branding, and marketing services. The qualified vendor will provide necessary services that will enable FQMD to:

- Ensure that FQMD maximizes public awareness of the agency, its' overall purpose, and the programs within.
- Modernize FQMD's online presence to further increase public outreach.
- Ensure consistency by defining and adhering to brand standards that will aid in agency recognition.
- Foster and enhance community relationships.
- Prioritize efficient communication with the public.
- Provide public relations support to FQMD staff and Board of Commissioners.

FQMD is NOT required to award any Agreement based solely on proposal pricing and may cancel this Request For Proposals ("RFP") and not award an Agreement in its sole discretion for any reason.

FQMD is subject to the Louisiana Public Records Law, La. R.S. 441:1, *et seq.*, which governs the public disclosure of certain records maintained by the FQMD. Proposal submission materials will generally be made available for inspection and copying upon written request, except when exempted from disclosure by law.

Costs of preparation or any other costs incurred to respond to the RFP and any costs associated with any administrative or judicial proceedings resulting from the solicitation process are the sole responsibility of the Respondent.

II. SCOPE OF SERVICES

This section summarizes the services to be provided to FQMD. FQMD is looking for a vendor that will provide a consistently high level of marketing and public relations services, and agency promotion. FQMD

expects the vendor proposal to define, in detail, the approach to be used to strategize and improve its' existing online presence and public outreach. Each proposal should take into consideration the following key requirement areas (See A thru G of this section); and each vendor must be equipped to meet each requirement area.

- A. Develop a strategic marketing plan that will complement the FQMD's overall purpose, programs, and initiatives, and increase public awareness of the agency. This plan should be created in conjunction with FQMD stakeholders within 45 days of a contract being issued and should be implemented over a 12 month period aligning with FQMD's calendar year.
- B. Establish streamlined FQMD brand standards and templates which will be utilized for FQMD's website, public notices, press releases, and communications.
- C. Redesign and improve the user and mobile friendly interface of FQMD's website to effectively disseminate data to the public and should apply to all form factors, including desktop, mobile, and tablet. The redesign of the website should be easily updatable by FQMD staff. Updated analytics of website traffic should be provided.
- D. Provide public relations counsel, assistance, and execution. The vendor will aid in promotion of FQMD to respective audiences. The vendor will commit to being available for any potential future crisis management plan with fees for that to be determined.
- E. Develop and implement promotional campaigns to educate the public of FQMD's public safety, quality of life, and supplemental sanitation programs. Examples of these programs include:
 - Keep the Quarter Clean
 - Glass Recycling for Coastal Restoration
 - Remove, Lock, Take
 - North Rampart Pedestrian Safety Improvements
 - Supplemental Police Patrol Program
 - Upper Quarter Patrol
- F. Amplify public awareness of FQMD to generate exposure and community engagement.

III. PROPOSAL REQUIREMENTS

A. Electronic Proposals

The following shall be included in the submission:

1. Qualifications Summary (12-page limit): Respondents should provide a summary stating how they meet the Scope of Work forth in Section II A through F. One to two examples of previous Marketing Plans created by the vendor should be provided.
2. Resumes & List of Referrals: Respondents should include detailed resumes or curricula vitae for the principals performing the Services and a list of three professional references, preferably related to work/services that are similar to the Services to be performed under this procurement, and contact information.

3. Price Proposal: Respondents should provide a pricing proposal with as much specificity as possible to charge FQMD to provide the Services sent electronically, marked with the Respondent's name and "Request for Proposals – Marketing and Public Relations Services."
4. Authorized Signatory: Respondents should provide the name of the individual who will be authorized to sign an Agreement on its behalf if the event that its proposal is accepted; including his/her contact information.

B. Submission Instructions

A complete electronic copy of the proposal, required forms, and additional/optional information, shall be submitted via email to coordinator@fqmd.org

Proposals shall be delivered to the Coordinator no later than 11:00 a.m. (CST) on **Thursday, March 7, 2024**. FQMD will not accept proposals after this deadline or allow any Respondent to change or submit additional information after the deadline.

Any Respondent failing to submit any material information will be considered non-responsive.

IV. BOARD CONTACT

All questions, correspondence, inquiries, and other communications regarding this procurement shall be directed to Board of Commissioners of the French Quarter Management District, Coordinator, 400 N. Peters Street, Suite 206, New Orleans, LA 70130 or coordinator@fqmd.org no later than 5:00 p.m. (CST) on **Tuesday, February 27, 2024**. All questions will be answered via addenda and will be posted on the FQMD's website at: <https://fqmd.org/opportunities>

V. TENTATIVE SCHEDULE

Anticipated Proposal Timetable:

RFP Release	Tuesday, February 20, 2024
Respondents' Questions Due	Tuesday, February 27, 2024
Proposal Submissions Due	Thursday, March 7, 2024
Vendor Selected & Communication	Friday, March 15, 2024

FQMD will make every effort to administer the proposal process in accordance with the terms and dates outlined in the request for proposals, but FQMD reserves the right to modify the proposal process and dates as deemed necessary.

VI. ETHICS

FQMD calls the attention of all potential Respondents to the Louisiana Ethics Code, La. R.S. 42:1101, *et seq.* Those laws prohibit FQMD from doing business with any of its current directors or those who have served on the FQMD within the past two (2) years or from doing business with certain companies with which the following persons are connected.

2024 Commissioners:	Commissioners Serving in the Past Two Years:
David Bilbe Glade Bilby Christine Bondio Steve Caputo Jane Cooper Jerome A. "Alex" Fein Mamie Gasperecz Susan "Sue" Klein Christian Pendleton Heidi Raines Frank Zumbo	Gail Cavett Matthew Emory Jack Rizzuto Robert "Bob" Simms Robert Watters

VII. INSURANCE

Before an Agreement is executed, the selected Respondent must provide its current certificate(s) of insurance for the types and amounts of coverage as appropriate, which name FQMD as additionally insured.

DRAFT

FRENCH QUARTER MANAGEMENT DISTRICT

Request for Professional Services Proposals: Marketing and Public Relations Services

FORM KPI

KEY PERSONNEL INFORMATION

Include Key Personnel Employed by Prime and any Sub-Consultants

Complete Chart as Applicable Specifically to this Proposal

Prime Consultant Name: _____

Lead Personnel	Name	Years of Applicable Experience	Professional Registration and/or Certification (if applicable)	Area of Expertise for this Contract (refer to minimum personnel requirements in RFQ)	Firm Employed By for This Contract	Percent of Time Dedicated to This Contract	Primary Office Location (CITY, STATE)
Project Manager							



ComJoT LLC, headquartered at 915 Saint Louis Street in New Orleans, LA, ***New Orleans's only French Quarter-based IT services provider*** is uniquely positioned to understand and support the needs of the French Quarter Management District.

With years of experience serving businesses and organizations around the globe, we have developed specialized expertise in enabling technology for tourism, hospitality, and public services - the backbone of the French Quarter economy. We intimately understand the infrastructure and security demands of supporting a remote workforce while maintaining business continuity.

Our proximity not only allows for close collaboration with the District's staff but also aligns with the goals of sustaining local growth. By choosing a French Quarter IT services firm like ComJoT LLC, you ensure your funds directly support local French Quarter businesses in the community who share your values.

We are deeply invested in contributing to the vibrant social, cultural, and economic fabric of New Orleans. Our team lives and works in this historic area. We will leverage our technical skills and local knowledge to fully support the District's mission of protecting, preserving and promoting the French Quarter.

With a tailored approach backed by over a decade of specialized experience in the French Quarter, ComJoT LLC has the expertise and alignment to fully meet the IT service requirements outlined in this RFP. We are committed to delivering quality technical support that preserves the unique legacy of this one-of-a-kind neighborhood.

ComJoT Proposal

ComJoT LLC is honored to submit this comprehensive proposal for IT Support Services to the French Quarter Management District (FQMD). As a leading provider of IT solutions with over two decades of experience managing intricate technological systems, our team is uniquely qualified to enhance and optimize the FQMD's IT infrastructure.

We deeply understand the critical role that technology plays in supporting your operations and community initiatives. Our proposal outlines a holistic approach to elevating your IT framework, ensuring it has the cutting-edge capabilities, efficiency, resilience, and scalability to serve the FQMD both now and in the future.

With extensive expertise in designing, implementing, and administering sophisticated networks, hardware, software, security protocols, and other integral technologies, ComJoT is prepared to revolutionize your technological ecosystem. Our technical acumen, strategic perspective, and customer-focused support model will empower your organization with IT excellence suited precisely to your needs.



to

As longtime leaders in the IT solutions space, we grasp the intricacies of managing enterprise-grade systems and infrastructure in dynamic environments. The FQMD will benefit tremendously from our proficiency upgrading, streamlining, and future-proofing immense and complex IT frameworks.

Our proposal aims to not only meet but exceed expectations outlined in the FQMD's Request for Proposal (RFP). We are eager to leverage our technical capabilities and custom-tailored approach to provide complete, long-term IT optimization.

The following sections outline our comprehensive suite of management and support services created specifically for your organization.

- Comprehensive IT Assessment - \$5,000 (one time fee)
 - Conduct a detailed inventory and analysis of current hardware, software, systems, and infrastructure to establish a foundational understanding.
 - Create detailed network diagrams for a clear visualization of the existing IT setup.
 - Perform an in-depth evaluation of all systems and equipment to determine their efficiency, lifespan, and capacity, pinpointing areas for improvement.
 - Develop and present a strategic plan to upgrade the IT environment, addressing potential challenges, with an initial report due by March 15, 2024, and regular updates thereafter.
 - Summary: ComJot has the capability and expertise to conduct a full IT assessment aligning with the outlined requirements. We will perform a comprehensive inventory of all existing hardware, software, systems and infrastructure to establish a clear picture of the current environment. Detailed network diagrams will provide visualization of the setup while in-depth analysis will evaluate efficiency, lifespan and capacity of equipment to determine improvement areas. Leveraging past experience and best practices, we will develop a strategic upgrade plan to enhance the IT environment, highlighting timelines, costs, challenges and recommendations. Regular reporting will track progress against the plan with the initial draft report delivered by March 15, 2024 as required, ensuring open communication. With technical skills and strategic planning capabilities, Comjot can meet the evaluation criteria for the requested IT assessment engagement.
- Strategic Platform Migration - \$10,000 (one time fee)
 - Facilitate a smooth transition to a Microsoft Government platform from the existing Google environment, ensuring minimal disruption.
 - Implement stringent data backup measures during the migration to protect critical information.

- Provide comprehensive training to staff on the new Microsoft environment to ensure a seamless transition.
- Summary: ComJoT offers full-scope expertise to securely transition organizations from Google systems to Microsoft's specialized Government platform with limited downtime. Our structured migration methodology ensures all critical data is backed up and protected, while our technical teams handle account setup, file transfer, network configuration, integration and testing. To equip staff with new tools and procedures, we develop customized training programs covering email, calendar, contacts, chat, document collaboration, cloud storage and more. With in-depth knowledge of both ecosystems, ComJoT serves as your trusted partner for technical aspects throughout the migration. Our focus remains on maintaining business continuity, providing outstanding support, and ensuring long-term adoption in the new Microsoft environment. For a fixed \$10,000 fee, ComJoT can facilitate a smooth platform migration addressing security, backup, training and seamless adoption across your organization.
- Enhanced Desktop Support - \$2,000 monthly
 - Offer full installation, configuration, and ongoing support for desktop hardware and software.
 - Efficiently troubleshoot and resolve any desktop application issues.
 - Conduct regular hardware diagnostics and provide user support to quickly resolve any concerns.
 - Summary: ComJot has proven experience securely transitioning organizations from Google environments to Microsoft Government platforms with minimal disruption. We will implement robust backup procedures to protect all critical data during the migration process. Comprehensive training programs will be developed to educate staff on the new Microsoft systems and tools, ensuring they are comfortable and productive throughout the transition. With in-depth knowledge of both ecosystems, Comjot will manage all technical aspects of the migration including account setup, data transfer, integration with existing systems, and testing. Our team will also provide post-transition support to address any issues and refine the implementation where needed. With a focus on clear communication, training, and mitigating risk at all stages, Comjot can

facilitate a smooth transition to the Microsoft Government platform that aligns with the evaluation criteria.

- Advanced Workstation Administration - \$3,000 monthly
 - Proactively manage networks, systems, software, hardware, and SaaS applications.
 - Establish preventative maintenance schedules to maintain system integrity.
 - Document all support activities thoroughly, including both on-site and remote assistance.
 - Ensure data integrity through rigorous backup verification and disaster recovery planning.
 - Maintain system stability with meticulous configuration and change management.
 - Summary: ComJot has extensive experience establishing comprehensive IT management programs that align with industry best practices. We will implement preventative maintenance schedules and configuration control procedures to maintain system integrity across on-premise and SaaS environments. Our ticket tracking system thoroughly documents all support activities, whether delivered on-site or remotely, for complete visibility. Data protection is a top priority, so we will configure backups for all critical systems and test restores regularly to verify recoverability. Disaster recovery plans will be maintained for all mission-critical applications. With change management procedures that emphasize stability, combined with vigilant monitoring, scheduled maintenance and backup verification, Comjot can meet the requirements to proactively manage your diverse infrastructure and ensure availability, reliability and data integrity. Our IT management services fully address the evaluation criteria.
- Network Administration Excellence - \$4,000 monthly
 - Provide dedicated support and maintenance for all network equipment to ensure peak performance.
 - Manage the installation and operation of network peripherals to improve connectivity and functionality.
 - Continuously monitor network performance, proactively addressing any issues and planning for capacity.

- Summary: ComJot has the skills and experience to deliver exceptional support and maintenance for your network equipment needs. We will manage the end-to-end installation and configuration of all network peripherals, ensuring optimal connectivity and functionality across the infrastructure. Our team will continuously monitor your network, tracking bandwidth utilization, latency, errors and other key metrics to proactively identify and troubleshoot any potential problems before they impact operations. We will help plan capacity upgrades and new equipment deployments to match usage growth. With preventative maintenance combined with on-demand break/fix support, regular patch management, and performance optimizations, Comjot will ensure your network operates at peak efficiency. Our dedicated network management services address all the evaluation criteria from initial deployment to ongoing support for maximizing the value of your infrastructure investments.

- Email, Security, and Data Protection - \$3,500 Yearly
 - Maintain email accounts within the Microsoft platform efficiently.
 - Implement advanced virus and threat protection across all endpoints.
 - Conduct regular security audits to maintain the highest levels of data protection and compliance.
 - Employ reliable backup systems and data protection strategies to safeguard essential data.
 - Summary: Comjot has extensive expertise in managing Microsoft email platforms for optimal efficiency, security and compliance. We will leverage built-in tools like Exchange Online Protection and Microsoft Defender to implement advanced threat protection against phishing, malware and other attacks. Rigorous security audits will be performed regularly to validate controls for data protection and adherence to regulations. Backup systems both native to Microsoft 365 like versioning and external solutions will provide reliable, air-gapped copies of email data that will be verified through periodic restorations. Our standardized processes for account management include delegated access, distribution groups, shared mailboxes and lifecycle management to optimize costs and efficiency. With a focus on security, resilience and maximizing the native Microsoft 365 features, Comjot can effectively maintain your email accounts and address all evaluation criteria.

- Innovative Solutions and Systems Optimization - No additional cost
 - Continually research and recommend software solutions to enhance efficiency and productivity.
 - Identify and eliminate redundant systems to streamline IT operations.
 - Maintain clear and prompt communication about issue resolution and updates.
 - Summary: ComJot stays current on the latest software innovations that can drive greater efficiency and productivity and will provide ongoing recommendations tailored to your needs. We will conduct quarterly reviews of your software stack to determine where new solutions should be evaluated to optimize operations, eliminate redundancy, and consolidate systems. Our team researches alternatives across all categories from security and infrastructure monitoring to end user applications and cloud services, comparing vendors and advising which solutions can best address existing gaps or pain points. Clear communication is integral, so we will provide regular updates on evaluations and pilots in progress, planning activities and issue resolution to ensure you have full visibility into our software recommendation process. With continuous software solution research paired with streamlining existing licenses and contracts, ComJot can help enhance your IT productivity, efficiency and operations.

Exclusions

This proposal does not include the procurement of computer equipment, hardware, cabling, software licenses, etc., as specified in the RFP.

Additional Services

Beyond the core services outlined in sections A-F of the RFP, ComJoT LLC has extensive experience fulfilling more specialized IT support needs. Our technical experts will leverage their proficiency to research and identify optimal software solutions suited to FQMD's evolving requirements. By thoroughly evaluating new innovations and your current systems, we will pinpoint and eliminate redundancies in your technological framework to boost efficiency.

ComJoT also recognizes clear and consistent communication as key throughout any troubleshooting or implementation process. We will maintain open channels with your staff, providing prompt updates on issue resolution, change management, and other activities to ensure full transparency. Our comprehensive approach addresses not just your immediate IT needs but also how to strategically optimize systems for the future while keeping stakeholders informed.

Proposed Fees

As requested, ComJoT LLC has enclosed our standard hourly rate of \$125 and annual maximum fee of \$30,000 for information technology support services.

The hourly rate of \$125 applies consistently for all staff levels, simplifying any time and materials-based billing. We believe this competitive blended rate paired with our annual cap provides very cost-effective access to our team's specialized expertise.

The proposed \$30,000 yearly cap enables you to reliably budget for IT support over the contract term, even with unpredictable needs that may arise. If and when this limit is reached in any given year, we will consult with you on adjusting the threshold as required to continue delivering exceptional service.

We are confident this straightforward hourly rate and annual maximum fee align to industry standards for the breadth and caliber of IT support services provided while giving you financial predictability. Please let us know if you would like to discuss our proposed pricing model or have any other questions as you evaluate our RFP response. We aim to be fully transparent and are happy to provide additional details around rates and fees that work for you.

Primary Engineering Team

Our *primary engineering team* is a powerhouse of talent, bringing together the best of the best to provide you with top-tier solutions:

- **JP Humberger:** AI expert, Microsoft Certified Expert, and Director of Technology with a background in artificial intelligence technology and data science.
- **Bob Greenberg:** Systems Analyst, Programmer, and world-class inventor with experience in IBM's Government and Transportation division.
- **Jesse Finnerty:** AAS in Information Technology and BS in Computer Science with experience in information systems consulting and administration.
- **Luis Gerardo Leon Ortega:** Senior Software Engineer with 12 years of experience in technology and problem-solving, skilled in software and network architectures, and artificial intelligence.
- **Luis Fernando Morales Hernández:** Industrial Engineering graduate with a specialty in quality, productivity, and competitiveness, skilled in basic programming languages and team collaboration.

Conclusion and Commitment

With an unparalleled track record of managing sophisticated IT environments, ComJoT LLC is committed to delivering outstanding service and support to revolutionize FQMD's IT infrastructure. Our team is eager to employ our extensive skills and knowledge to enhance your technology systems, ensuring they meet the evolving needs of your staff and board members. We look forward to the possibility of collaborating with FQMD to achieve technological excellence.



More about our Executive Team

Dawn Humberger - CEO

Dawn Humberger is a versatile and fearless problem-solver based in New Orleans, LA. Her eclectic background and can-do attitude have been instrumental in her successful business career. Currently serving as the CEO of ComJoT, LLC, Dawn has developed a vision and business plan to maximize safety through connectivity in both commercial business situations and disaster relief. Prior to this, she was the Director of Marketing and Business Development at RFinder, LLC, where she implemented effective digital B2C marketing strategies and redesigned the company's website to optimize SEO.

Dawn's experience also extends to consulting, having worked as a Marketing Consultant for Surfing Manatee Media for two years. Here, she designed, built, and managed customer Wordpress websites, optimizing SEO presence for increased web traffic. She also owned and operated Ocean Dawn Photography and NOLA Dawn Photography, where she successfully penetrated an overly saturated market to become one of the most respected photographers in the Florida Keys.

Her diverse experience also includes serving as the Avian Sanctuary Director at Herbie's Flock and working as a Registered Dietitian at Youth Nutrition Services. In both roles, she demonstrated strong leadership, project management skills, and a commitment to community outreach and education. With her wide-ranging experience and skills, Dawn Humberger is a dynamic business leader with a proven track record of success.

JP Humberger - Chief Technology Officer - JP is an Artificial Intelligence expert with a strong background in universal technology and data science. He is currently the Director of Technology at ComJoT, LLC in Florida, where he has developed and implemented an AI strategy that improved predictive model accuracy and led the development of an AI-powered product, among other achievements. He has also held leadership roles in other companies, such as RFinder LLC and Surfing Manatee Media, where he successfully led cross-functional teams and implemented Agile development processes to increase productivity. He is proficient in various programming languages, including C++, Objective C, Java, Python,

JavaScript, PHP, HTML/CSS, and SQL. JP is also experienced in working with different operating systems, including Windows, Linux, and Mac OSX, as well as Windows Server Administration (2000, 2003, 2008, 2012) & Windows XP, Vista, Windows 7, 8 & 10. In addition to this, he has knowledge and experience in TCP/IP, DNS, DHCP, FTP, Active Directory, VPN Solutions, Cisco Switching and Routing, Network Infrastructure, Peripherals Support & Structured Cabling. JP has worked with DBMS like MySQL and NoSQL (MongoDB), and web frameworks like Django (Python), Google App Engine, WordPress, and Drupal. He has a strong interest in web application programming, distributed computing, network applications, data structures, algorithms, cloud applications, operating systems, animation, artificial intelligence, and UI/UX development. JP has an extensive list of certifications. He is a Microsoft Office 365 Administrator and a Microsoft Certified Solution Associate for Office 365. JP is also certified as a VOIP Engineer, VMWare Certified Professional, Microsoft Certified Solutions Expert (MCSE), and a Microsoft Certified Azure Fundamentals professional. Additionally, JP has been certified in Oracle SQL Developer, Geodatabase Essentials for SQL Server, and SQL Fundamentals. JP also holds certifications in System Management Administration, FCC Amateur Radio, ARRL EMCOMMS 1, Motorola Astro 25, Homeland Security ComL, Homeland Security ComT, FCC GROL, Google Apps Sales, Mobile Communication Tech, Motorola Radio Solutions Sales, NAPER Two Way Radio Tech, Motorola Wireless Network Solutions Tech, and RSI - Remote Site Safety and Site Access and Security. Furthermore, JP is also an IBM Data Science Professional Certificate holder.

Bob Greenberg - Chief Architect - Bob commenced his illustrious career as a Systems Analyst/Programmer and Novell Administrator at KTB Associates in Saugerties, NY, during the mid-1980s. At KTB, he successfully designed and developed an innovative workflow system for managing the printing of newspaper inserts for Sears Northeast Advertising in Albany, NY. Subsequently, Bob joined IBM's Government and Transportation division in New York City, where he played a pivotal role in technical sales. His extensive responsibilities included supporting the United Nations' International Document Imaging System, the Port Authority of NY and NJ as Chief Architect for EZPass, Mayor Dinkens' office with citywide email implementation, the MTA and its agencies with multi-platform client-server systems for subways and surface transportation, and Housing and Urban Development with transactional systems and email solutions. During his tenure at IBM, Bob began as a Systems Engineer and rapidly progressed to the role of Systems Architect. After his departure from IBM's NY Government division, Bob provided consulting services to various IBM teams across the

globe, including the PC and Server division in Boca Raton, FL, Storage EU in Novedrate, Italy, AS/400 in Rochester, MN, RS/6000 in Austin, TX, and Scalable Parallel in Poughkeepsie, NY. In 1997, Bob established an independent consultancy based in Long Island, NY, while continuing to contribute to international projects. His impressive clientele included Saskatchewan Power, the US Navy, the NHL, IBM Italy, the NY Health Department, the Department of Energy, and numerous small to medium-sized businesses throughout the greater NY region. In 2009, Bob founded RFinder, LLC, and published the first worldwide directory of radio repeaters. A testament to his innovative spirit, he invented the world's first DMR radio cellphone in 2016, which operates globally without programming. Today, Bob continues to excel as a world-class inventor and system designer, focusing on harnessing the power of artificial intelligence to drive technological advancements.

Jesse Finnerty - Engineering Manager - holds an AAS in Information Technology from Suffolk Community College (2001) and a BS in Computer Science from City College of New York (1997). He has experience in information systems consulting and administration, working with Hudson River Healthcare, Nassau University Medical Center, RFinder LLC, NYS Department of Health, U.S. Department of Energy - Berkeley Laboratory, and IBM. He has developed and implemented various database systems, automation processes, and websites. Jesse is a member of the Phi Theta Kappa Society and graduated Summa Cum Laude. His technical skills include programming languages (VB, C, C++, C#, LotusScript, Java, HTML, PHP, JavaScript), databases (DB2, Access, Oracle, Domino, Microsoft SQL Server, MySQL, SQLite, MariaDB), and various operating systems. Jesse holds certificates as a Cisco Certified Network Architect, A+ Certification, Certified Document Imaging Architect, and Certified Lotus Professional Developer.

Luis Gerardo Leon Ortega - QA Team Lead - Louis is a Senior Software Engineer with 12 years of experience in technology and problem-solving. He enjoys hacking things for fun and has worked as a FullStack Developer for RFinder and iBites. He also taught Front-End development at the Autonomous University of Yucatan and worked on Python chatbots and design development for HomeCel Cozumel. He holds a degree in Software Engineering from UADY and a technical programming certificate from CBTIS No. 28, Cozumel. His skills include software and network architectures, operating systems, assembly, mathematics, cyber-security, blockchain, machine learning, and artificial intelligence. He has won awards in hackathons, including the HackQROO, HackSureste, and TalentLand Hackathon. He has also

worked on several projects, including the RFinder Satellite Tracker, iBit store, MexIHC Schedule, and ViuPet RF Health Control, among others. He is proficient in English and Spanish.



A Message from our Founder

As CEO of ComJoT, I recognize many small and medium businesses struggle with adopting new technologies due to limited internal expertise. From managing databases to ensuring security, technical gaps can hamper growth.

Through ComJoT, my mission is to provide the skilled technical assistance businesses need to fully leverage technology and work smarter.



With our cross-functional team spanning network infrastructure, software architecture, project implementation and more, we can deliver tailored solutions to optimize any business's technical environment. Our offerings range from one-time assessments to fully managed IT services scaled to each organization's needs and budget.

I am particularly passionate about assisting with digital transformations whether through cloud migrations, business intelligence initiatives or productivity software rollouts. By providing that specialized technical skillset, we hope to create future-ready businesses able to rapidly innovate.

As a woman business owner and technologist, I aim to showcase how targeted IT services can drive tangible impact and I am excited to partner with clients to explore those possibilities.

Dawn Humberger

Final Thoughts

In summary, ComJoT LLC is uniquely positioned to revolutionize the French Quarter Management District's technical environment due to our unparalleled expertise honed from decades of experience, our local presence enabling close collaboration, and our commitment to supporting the District's preservation initiatives.

Our comprehensive proposal outlines solutions tailored for each aspect of your IT framework, from conducting a thorough assessment to identify improvement areas, to managing a secure migration to Microsoft's specialized Government platform, to providing ongoing network administration and user support services. With offerings aligned to your diverse needs, we will optimize efficiency while reducing complexity.

Beyond the defined scope, ComJoT will continually monitor innovations to pinpoint where new technologies can drive additional value. Our proximity as a French Quarter-based company facilitates constant communication, transparency and accountability. We share a vested interest in contributing to the sustainability of this iconic neighborhood.

With in-depth technical skills paired with strategic vision, ComJoT has what it takes to revolutionize your IT infrastructure and prepare the District for the future. But expertise alone is not enough – we recognize that positive outcomes require collaboration built on trust and respect.

That is why we take a consultative approach, listening first before making recommendations tailored specifically for you. Our experts become extensions of your team, working as trusted advisors to make technology easier. With a passion for service and for this community,

ComJoT LLC aims to not just meet expectations, but exceed them in our quest to enable your mission through technology.

We welcome the opportunity to partner with the French Quarter Management District and look forward to further discussions on how we can help you innovate, preserve and thrive.

comjot

All Categories...

go

Results Found: 1

ComJoT LLC

915 Saint Louis St,
New Orleans, LA 70112

(877) 277-2477

[Business Directory](#) / [News Releases](#) / [Events Calendar](#) / [Member To Member Deals](#) / [Marketspace](#) / [Job Postings](#) / [Contact Us](#) / [Information & Brochures](#) / [Join The Chamber](#)



Printed courtesy of www.fqba.org – Contact the French Quarter Business Association for more information.
400 North Peters Street, New Orleans, LA 70130 – (504) 309-1423 – stephanie@FQBA.org

2024							
	Coordiantor	Director		Director Potential Raise		Contract Officer	Gross Employee Cost (w/o raise)
Salary	51,500	101,708		104,759		44,892	
Taxes	4,007	7,913	8%	8,150		3,493	
workers comp insurance	464	915	1%	943		404	
Payroll Processing	115	1,104		768		115	
Benefits	6,074	6,074		6,074			*no benefits budgeted
Gross Employee Cost	62,159	117,714		120,694		48,904	228,777
FTE Hours	2080	2080		2080		1245	*limited by SCS partime annual cap 23.94231
Leave	-160	-200		-200		0	*no PTO budgeted
Holidays	-88	-88	11	-88		0	*no paid holidays approved
Capacity hours	1832	1792		1792		1245	
Hourly Rate	\$ 34	\$ 66		\$ 67		\$ 39	
	35.2307692						
Contract Officer at full-time				75,000			
		FTE Hours		1245			
FTE Hours, if employed full-time				2080			
Percentage of full-time hours				59.86%			
Project salary for contract officer				44891.82692			

*2024 FQMD budget splits staff time 60% FQEDD 40% NO&Co Gen Ops
**State CEA Budget dedicates 15% of staff time to Appropriation management

2024			FQEDD Admin Fee		State Appropriation		Upper Quarter Patrol		Other Programs & Gen Operations		Total
	Hours/ Week	Billable Rate	Percent of Effort	FQEDD Hours	Percent of Effort	St. Appro Hours	Percent of Effort	UQP Hours	Percent of Effort	Other Programs & Gen. Ops Hours	
Executive Director	40	\$ 66	60%	24	15%	6	5%	2	20%	8	100%
Coordinator	40	\$ 34	60%	24	15%	6	10%	4	15%	6	100%
Contract Officer	24	\$ 39	0%	0	100%	24	0%	0	0%	0	100%
Billable Totals											
Week				\$ 2,391		\$ 1,540					\$ 3,931
Quarter				\$ 31,080.99		\$ 20,025.62					\$ 51,244.20
Year				\$ 124,323.96		\$ 80,102.47					\$ 204,976.81
									Gross Employee Cost (w/o raise)		\$ 228,777.29
									Non billable gross employee cost		\$ (23,800.48)

Proof

0
0
0

2023						
	Coordinator	Director		Director Potential Raise		
Salary	50,000	97,208		101,708		
Taxes	4,000	7,777	8%	8,137		
workers comp insurance	500	972	1%	1,017		
Payroll Processing	120	540		540		
Benefits	5,792	5,792		5,792		
Gross Employee Cost	60,412	112,289		117,194		
Leave	160	200		200		
Holidays	88	88	11	88		
Capacity hours	1832	1792		1792		
Hourly Rate	\$ 33	\$ 63		\$ 65		

2022						
	Coordinator	Director			Coordinator	Director
Salary	45,000	90,000			45,000	90,000
Taxes	3,600	7,200	8%		3,600	7,200
workers comp insurance	450	900	1%		450	900
Payroll Processing	120	540			120	540
Benefits	7,313	14,625			7,313	14,625
Gross Employee Cost	56,483	113,265			56,483	113,265
				FTE Hrs	2,080	2,080
				Holidays	88	88
				PTO	160	200
Capacity Hours	2080	2080			1,832	1,792
Hourly Rate	27	54			31	63

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J Waguespack, CPA
Louisiana Legislative Auditor

Enclosure

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Agencies)

_____ (Date Transmitted)

Ericksen, Krentel, & LaPorte LLP (CPA Firm Name)

4227 Canal Street (CPA Firm Address)

New Orleans, LA 70119 (City, State Zip)

In connection with your audit of our financial statements as of _____ and for

January 1 – December 31, 2023
(period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial
statements in accordance with accounting principles generally accepted in the United States of America,
to assess our internal control structure as a part of your audit, and to review our compliance with
applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following
representations. These representations are based on the information available to us as of

(date completed/date of the representations).

PART I. AGENCY PROFILE

1. Name and address of the organization.

French Quarter Management District
400 N. Peters Street, Suite 206
New Orleans, LA 70130

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

According to the US Census Bureau, as of July 1, 2021, the population of Orleans Parish was 376,971
(latest available figure)

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Please see attached (A). FQMD has 13 members of the Board of Commissioners and one staff (Executive Director)

4. Period of time covered by this questionnaire.

January 1 – December 2023

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

R.S. 25: 7796-799

6. Briefly describe the public services provided.

French Quarter Management District is tasked to improve quality of life, sanitation, infrastructure, and public safety in the French Quarter.

7. Expiration date of current elected/appointed officials' terms.

See attached B

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$250,000 have been publicly bid.

B) All material and supply purchases exceeding \$60,000 have been publicly bid.

Yes [x] No [] N/A []

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [x] No [] N/A []

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [x] No [] N/A []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that defined the authority of the chief executive and administrative officers to make budgetary amendments within various budget classifications without approval by the governing authority, as well as those powers reserved solely to the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or

equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes ☒ No ☐ N/A ☐

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes ☐ No ☐ N/A ☒

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes ☐ No ☐ N/A ☒

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes ☒ No ☐ N/A ☐

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐ N/A ☐

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes ☒ No ☐ N/A ☐

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes ☒ No ☐ N/A ☐

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☒ No ☐ N/A ☐

17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐ N/A ☐

18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes ☐ No ☐ N/A ☒

19. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes ☐ No ☐ N/A ☒

PART VI. MEETINGS

20. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes ☒ No ☐ N/A ☐

PART VII. ASSET MANAGEMENT LAWS

21. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes ☒ No ☐ N/A ☐

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

22. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes ☒ No ☐ N/A ☐

PART IX. DEBT RESTRICTION LAWS

23. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐ N/A ☐

24. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes ☐ No ☐ N/A ☒

25. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes ☐ No ☐ N/A ☒

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

26. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes ☒ No ☐ N/A ☐

27. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐ N/A ☐

28. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes ☒ No ☐ N/A ☐

PART XI. ISSUERS OF MUNICIPAL SECURITIES

29. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes ☐ No ☐ N/A ☒

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

30. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes [] No [] N/A [x]

School Boards

31. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes [] No [] N/A [x]

32. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes [] No [] N/A [x]

33. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes [] No [] N/A [x]

Tax Collectors

34. We have complied with the general statutory requirements of R.S. 47.

Yes [] No [] N/A [x]

Sheriffs

35. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes [] No [] N/A [x]

36. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes [] No [] N/A [x]

District Attorneys

37. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [] No [] N/A [x]

Assessors

38. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [] No [] N/A [x]

39. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [] No [] N/A [x]

Clerks of Court

40. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [] No [] N/A [x]

Libraries

41. We have complied with the regulations of the Louisiana State Library.

Yes [] No [] N/A [x]

Municipalities

42. Minutes are taken at all meetings of the governing authority (R.S. 42:20).

Yes [] No [] N/A [x]

43. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

Yes [] No [] N/A [x]

44. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).

Yes [] No [] N/A []

Airports

45. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

Yes [] No [] N/A [x]

46. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [] No [] N/A [x]

47. All project funds have been expended on the project and for no other purpose (R.S. 2:810).

Yes [] No [] N/A [x]

48. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [] No [] N/A [x]

Ports

49. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

Yes [] No [] N/A [x]

50. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [] No [] N/A [x]

51. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [] No [] N/A [x]

52. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [] No [] N/A [x]

53. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [] No [] N/A [x]

Sewerage Districts

54. We have complied with the statutory requirements of R.S. 33:3881-4159.10.
Yes [] No [] N/A [x]

Waterworks Districts

55. We have complied with the statutory requirements of R.S. 33:3811-3837.
Yes [] No [] N/A [x]

Utility Districts

56. We have complied with the statutory requirements of R.S. 33:4161-4546.21.
Yes [] No [] N/A [x]

Drainage and Irrigation Districts

57. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts);
R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or
R.S. 38:2101-2123 (Irrigation Districts), as appropriate.
Yes [] No [] N/A [x]

Fire Protection Districts

58. We have complied with the statutory requirements of R.S. 40:1491-1509.
Yes [] No [] N/A [x]

Other Special Districts

59. We have complied with those specific statutory requirements of state law applicable to our district.
Yes [x] No [] N/A []

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

Secretary _____ Date

Treasurer _____ Date

President _____ Date

French Quarter MANAGEMENT DISTRICT

2023 Annual Report

French Quarter Management District

The statutory purpose of the FQMD is to strengthen the District as a vital component of Louisiana's tourism industry; aid in the **preservation** of the District's architecture, quaint charm and tout ensemble; beautify the District's appearance; improve **public safety**, foster quality experiences and **quality of life** within the District; and improve **commercial and residential vitality**. The statutory functions of the FQMD include strategic planning, business and commercial development activities and administering capital improvement funds.

Mission

The French Quarter Management District is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve and maintain the world-famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses, and visitors.



2023 Board of Commissioners

Vieux Carré Commission Chairperson	Mamie Gasperecz
Vieux Carré Property Owners, Residents and Associates	Jane Cooper
Louisiana Restaurant Association	Christian Pendleton
Greater New Orleans Hotel & Lodging Association: Canal to Iberville	Frank Zumbo
Greater New Orleans Hotel and Lodging Association: Vieux Carré	David Bilbe
French Quarter Business Association	Christine Bondio
French Quarter Business League	Jack Rizzuto / Alex Fein
Mayor - Business owner headquartered in district	Matthew Emory
Mayor - Domiciliary and qualified elector	Robert Simms
French Quarter Citizens	Glade Bilby
North Rampart Main Street	Sue Klein
New Orleans & Company	Steve Caputo
City Councilmember District C	Heidi Raines

2023 Officers & Committee Leadership

Chair	Heidi Raines	Finance & Development	Frank Zumbo, Chair Heidi Raines, Vice-Chair
Vice-Chair	Mamie Gasperecz	Government Affairs	Christian Pendleton, Chair Glade Bilby, Vice-Chair
Treasurer	Frank Zumbo	Livability	Mamie Gasperecz, Chair Erin Holmes, Vice-Chair
Secretary	Sue Klein	Security & Enforcement	Jane Cooper, Chair Steve Caputo, Vice-Chair

French Quarter Economic Development District

Approved in 2021 with 72% of the vote, the special sales tax for public safety within the [French Quarter Economic Development District](#) (FQEDD) is collected in the French Quarter.

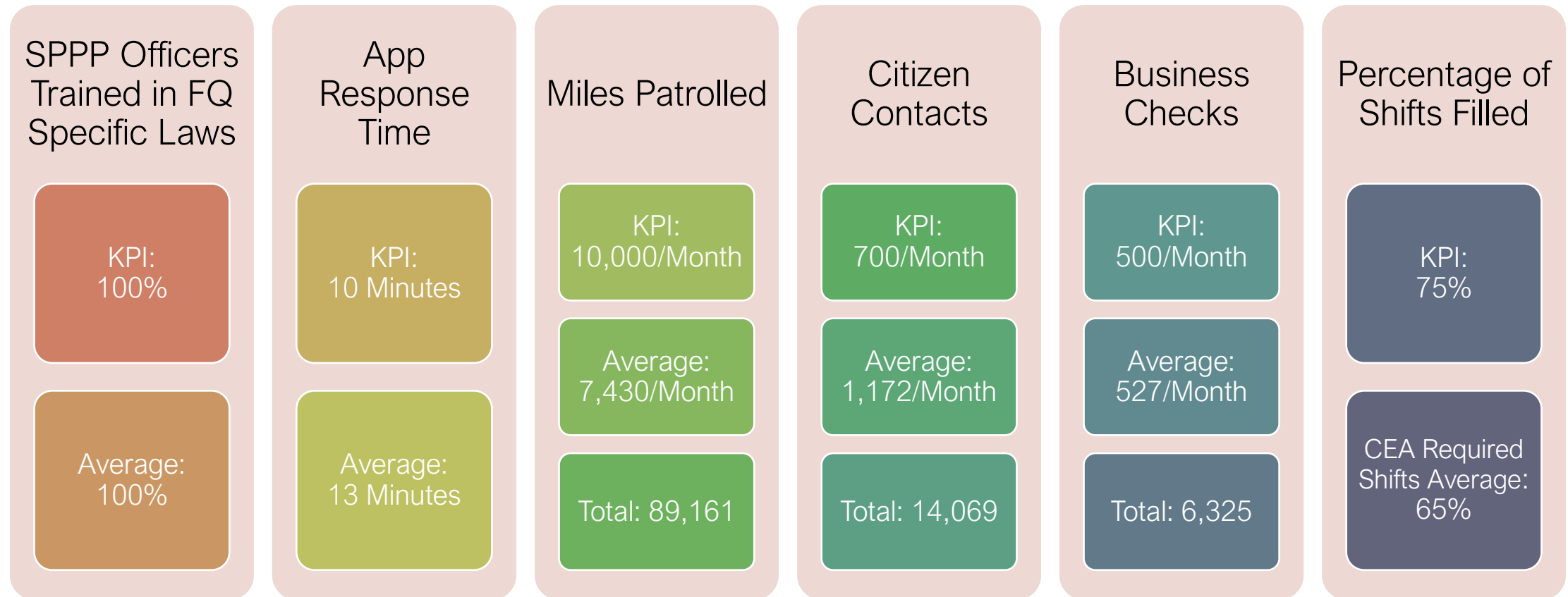
The FQEDD Trust Fund is administered by the French Quarter Management District which provides fiscal and operational oversight, and quarterly budget and expenditure reports to the City Council.

The FQMD hosts monthly meetings with Agreement Monitors representing the City, NOPD, and City Council to track the performance of the programs funded by the Trust Fund.

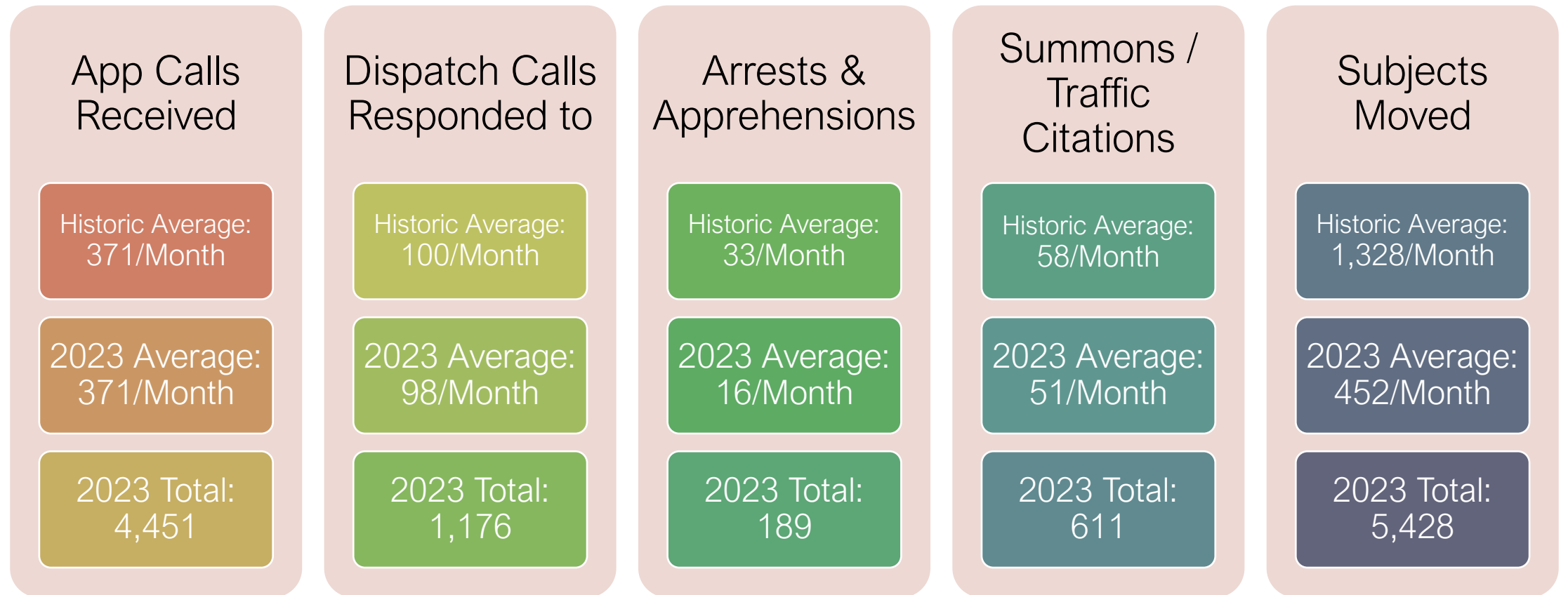


FQEDD - Patrol Program Key Performance Indices

Supplemental Police Patrol Program (SPPP)



FQEDD - Patrol Program Categories Tracked



FQEDD

Real Time Crime Center

License Plate Readers & Camera Installations

- A total of 16 License Plate Readers were installed in 2023.
- A total of 76 crime cameras were installed throughout the French Quarter in 2023.
- The crime cameras have assisted NOPD officers in 162 instances since the completion of the installations.

The new cameras are tied into the existing Real Time Crime Center to aid all public safety agencies in New Orleans, including the [New Orleans Police Department](#) (NOPD), the [New Orleans Fire Department](#) (NOFD), [New Orleans Emergency Medical Services](#) (NOEMS), and [New Orleans Homeland Security & Emergency Preparedness](#).



FQEDD

Homeless Case Management

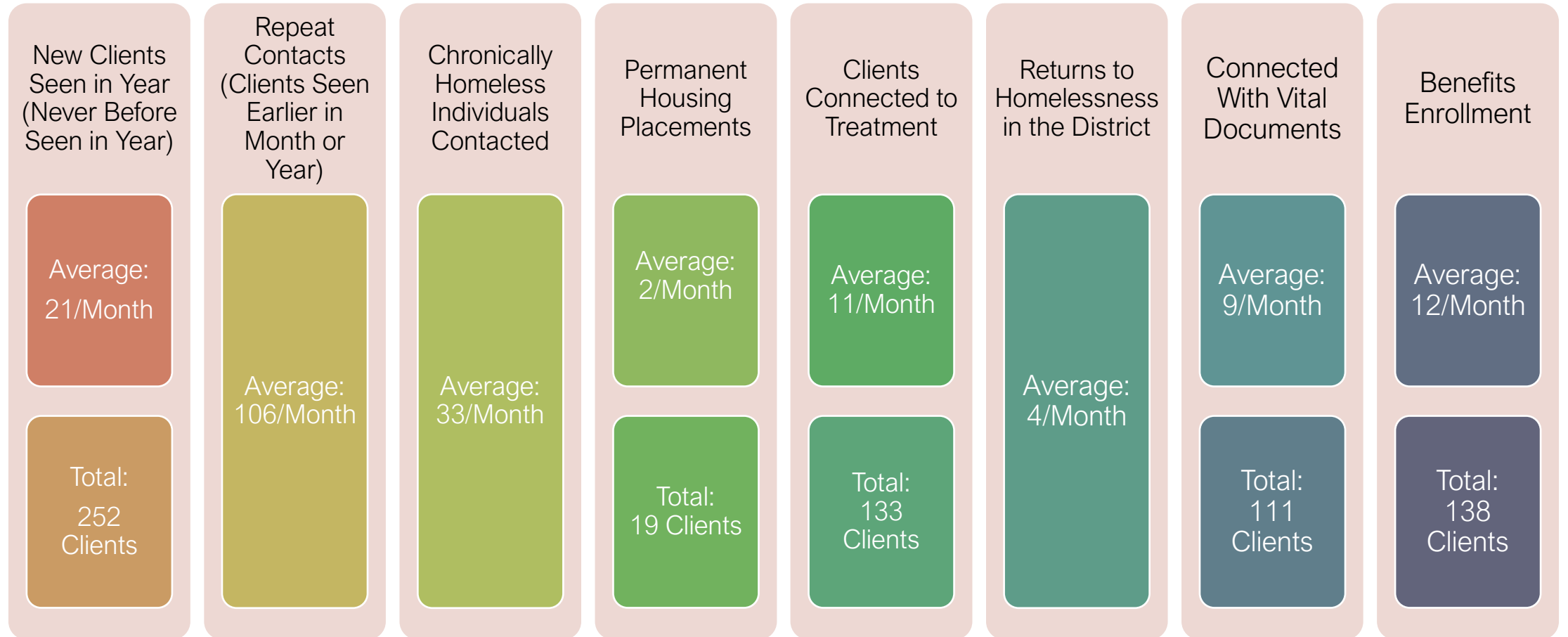
Starting in 2023, the FQEDD Trust Fund funded two full-time case managers to provide street outreach to the unhoused population in the French Quarter.

This public safety initiative is in partnership with the [French Market Corporation](#) and is staffed by the [Travelers Aid Society of Greater New Orleans](#) (TASGNO).

FRENCH MARKET[®]
DISTRICT



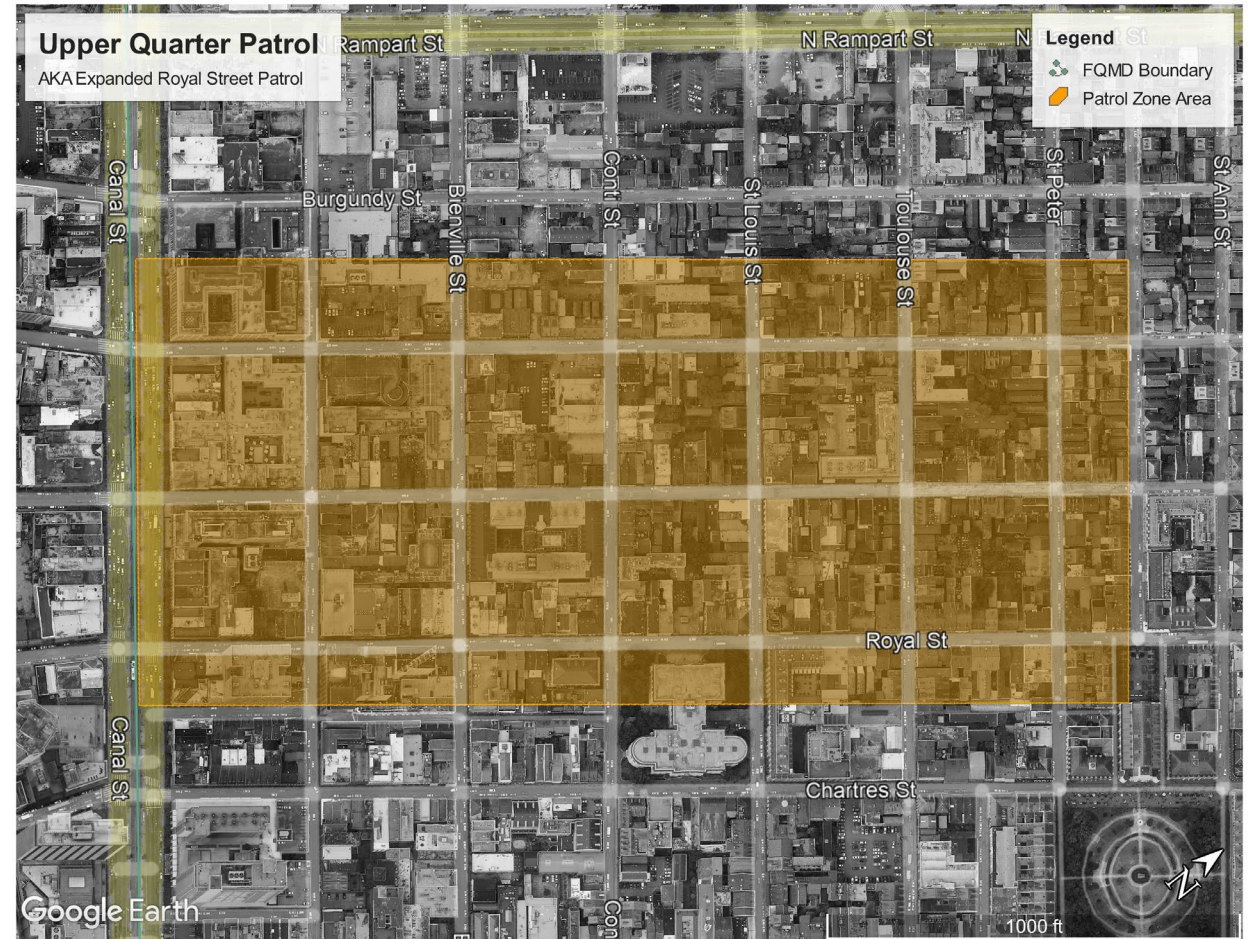
TASGNO 2023 Key Performance Indices



Upper Quarter Patrol

Because of FQMD's proven track record of accountable and transparent administration of supplemental police patrols, New Orleans & Company approached FQMD to expand the existing Royal Street Patrol with additional POST Certified foot patrols for the 100-600 blocks of Royal, Bourbon, Dauphine, and the intersecting streets.

FQMD and New Orleans & Company signed a Cooperative Endeavor Agreement to fund the expansion and FQMD is now providing supplemental Upper Quarter Patrols in the neighborhood.

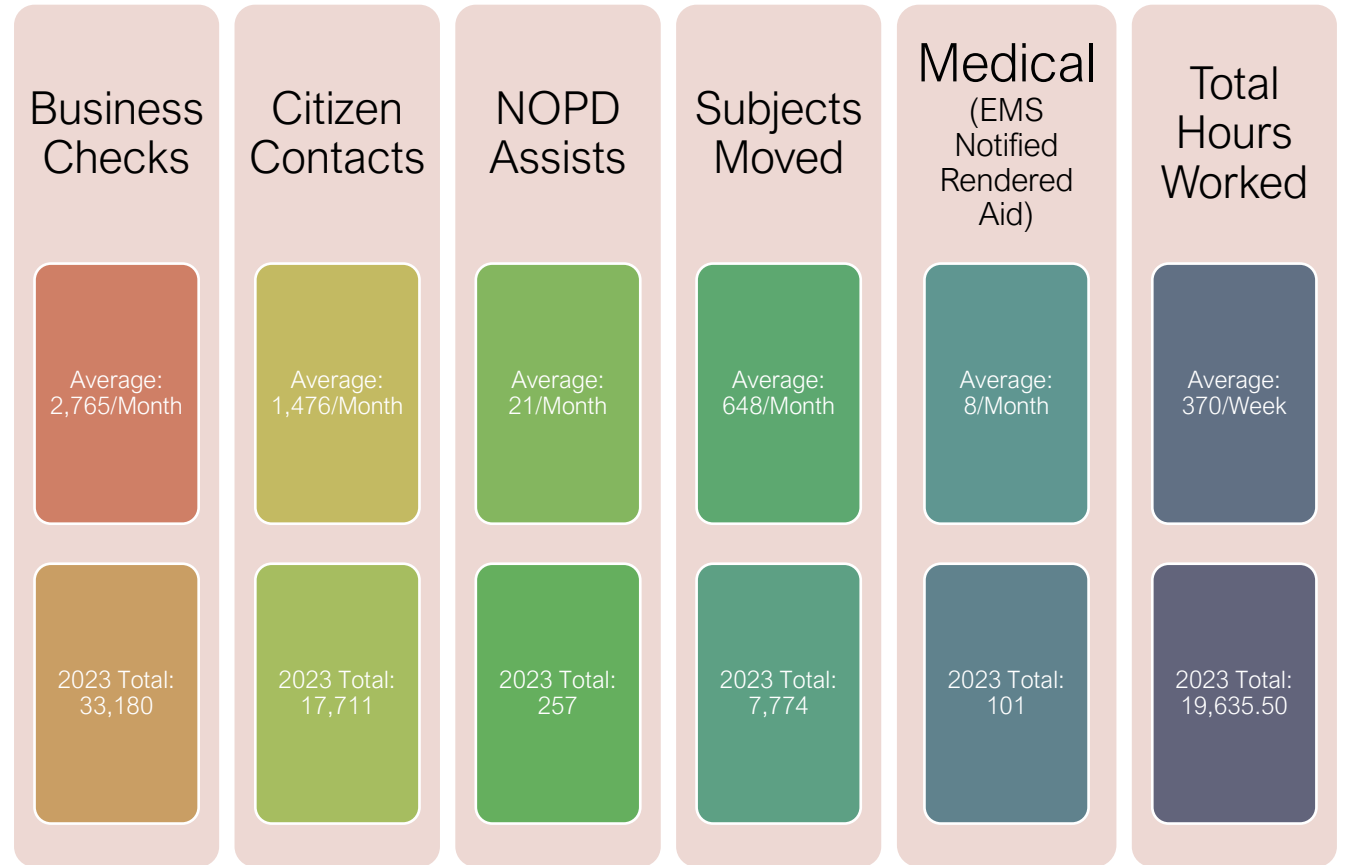


Upper Quarter launched expanded POST Certified officer patrols on March 8th

Upper Quarter Patrol - Key Performance Indices

Walking Patrol Objectives

- Provide a visual presence in the patrol zone.
- Deter crime.
- Respond to emergency situations in the designated zone.
- Assist NOPD when such requests are made.
- Report/document quality of life issues in assigned Patrol Zone.
- Detain any suspect who commits any criminal offense and contact NOPD to handle incident.
- Assist with medical and fire emergencies by expediting response via police radio.
- Interact with residents, tourists, business employees, and owners so as to establish and promote public safety within the zone.

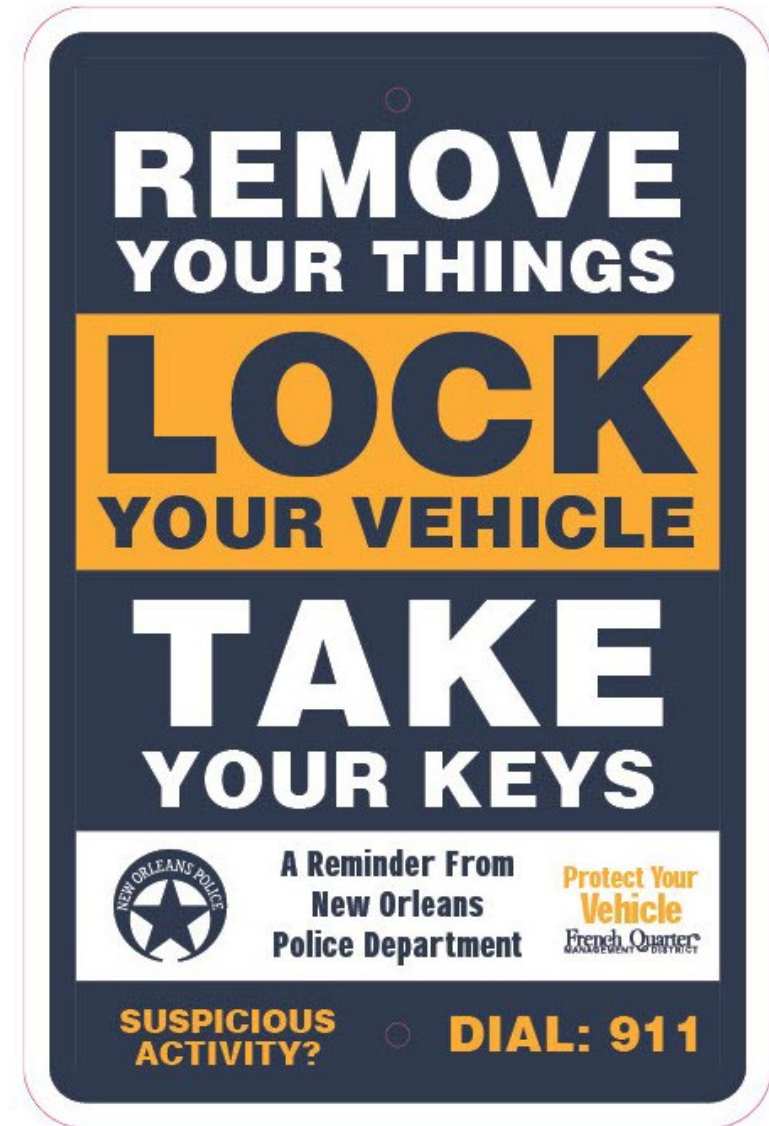


Remove, Lock, Take

Remove, Lock, Take is an auto-theft prevention signage program funded and designed by the French Quarter Management District, and supported by the NOPD, to promote gun safety and reduce auto-related crimes in the French Quarter. With the problem of auto break-ins in the City, the Remove, Lock, Take program has been created to put safeguards in place for tourists and residents.

Major parking lot companies have teamed up with the French Quarter Management District and have installed signage in their parking lots as well as decals on all pay kiosks to inform residents and tourists of the preventative measures they can take to help improve the overall safety of the French Quarter.

The program was then adopted by the Downtown Development District and the French Market Corporation.



Keep the Quarter Clean

This year, the French Quarter Management District's Keep the Quarter Clean Program became an official Affiliate of Keep Louisiana Beautiful.

FQMD staff attended the 2023 Keep Louisiana Beautiful (KLB) Conference and was presented the Certificate of Affiliation.

As a KLB Affiliate, the FQMD is required to hold two Keep the Quarter Clean events a year.



Keep the Quarter Clean Love the Boot Week

Keep the Quarter Clean partnered with French Quarter Fest to host a Love the Boot Week cleanup campaign. There were 16 volunteers supporting the French Quarter Festival's Green Team. Volunteers helped divert festival waste from the landfill via recycling and composting, sorted waste materials, and informed festival attendees of the separate bins for waste.



Keep the Quarter Clean Night Out Against Crime Event

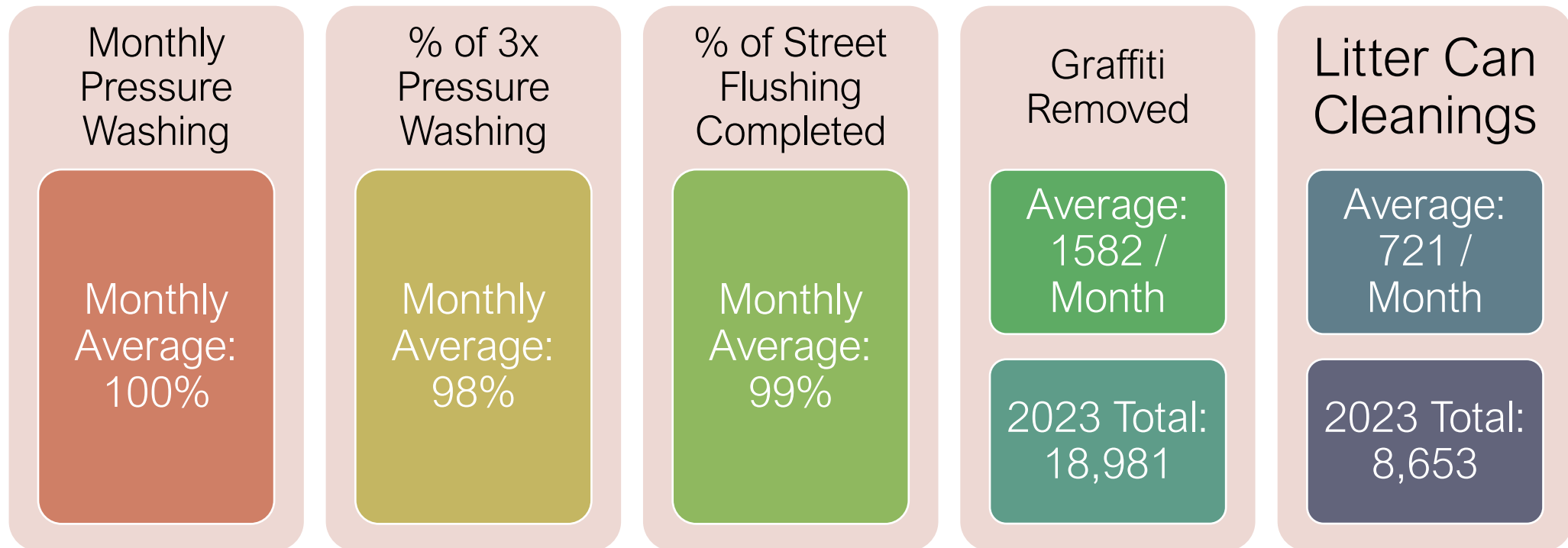
Keep the Quarter Clean Program was invited to table at the Upper French Quarter National Night Out Against Crime Block Party for the second year in a row. FQMD staff, along with volunteers from the FQMD's Livability Committee, passed out Keep the Quarter Clean window decals, pins, and informative bi-fold brochures outlining the Sanitation Laws and Services in the neighborhood.

The FQMD staff engaged with over 50 attendees about the resources that the sanitation contractor offers to the French Quarter neighborhood and encouraged the attendees to utilize quarterclean@fqmd.org to report any issues regarding organic waste, trash piles, litter, and pressure washing.



Sanitation Services Key Performance Indices

The Sanitation Contractors for the French Quarter, KBS and Clean Force, provide daily sanitation services for residents, businesses, and stakeholders, as well as provide accountability Key Performance Indices to the French Quarter Management District.



Preservation

French Quarter Museum Association

FQMD supported cultural development by renewing the Cooperative Endeavor Agreement which enables the [French Quarter Museum Association](#) to grow the programing and coordinated marketing of this collection of museums as their fiscal agent.



THE
FRENCH QUARTER
MUSEUM ASSOCIATION

EXPENSES	
Admin Fees	120,000
Advertising	3,558
Conference & Meeting	2,443
Insurance	25,267
Legal & Professional	27,938
Supplies & Software	10,957
Patrol Expenses	999,316
Payroll	158,980
Rent	8,000
Utilities	1,620
Misc	428
TOTAL EXPENSES	1,358,131

2023 FQMD Expenditures

Fiscal & Operational Responsibility

The French Quarter Management District is dedicated to responsibility & ethical development by operating with transparent fiscal and operational best practices.

In 2023 The Board of Commissioners adopted a [Policy for Accommodating Members of the Public Who Have a Disability](#) and secured the Louisiana State Auditor's Successful Audit Approval.



Karley D. Frankic
Executive Director

French Quarter MANAGEMENT DISTRICT

Karley D. Frankic | Executive Director

504.323.5801 | info@fqmd.org | www.fqmd.org

400 N. Peters Street, Suite 206, New Orleans, Louisiana 70130

EMPLOYEE REVIEW PROTOCOL

ADDENDUM TO POLICY AND PROCEDURES MANUAL FOR UNCLASSIFIED EMPLOYEES

PURPOSE

The purpose of the Employee Review Protocol is to provide a clear process and timeline by which employee reviews shall be undertaken and any resulting merit-based salary increases shall be effective.

PROTOCOL

All employee reviews shall be conducted annually using the approved performance tool by the end of each calendar year by the sitting Board Chair and Vice-Chair, or their designee. Employee reviews shall be based upon the employee's execution of their job description and goals set out annually, in writing, between the employee and the Board Chair. Merit-based salary increases resulting from the employee review shall begin January 1st of the following year. If there is any delay in processing the employee review and merit-based salary increase, the increase shall be retroactive to January 1st of the new year.

Finance & Development Committee Approved

Date

Chair Signature

Board of Commissioners Approved

Date

Chair Signature

Employee Performance Review

French Quarter
MANAGEMENT DISTRICT

Review For		Date		Total Rating
Review By		Review Period		0
For each of the following areas of responsibility, please rate the employee				
1	does not meet expectations for this responsibility			
2	occasionally meets expectations for this responsibility			
3	regularly meets expectations for this responsibility			
4	does an excellent job with this responsibility			
Strategic Responsibilities				
0	Champion FQMD's purpose through working with partners and shareholders to ensure effective implementation, management and expansion of FQMD's programs			
0	Working with Committee Chair's to develop annual organizational objectives and a corresponding action plan to execute			
0	Interface with local and state governments to identify policies and laws that affect the FQ and ensure that FQMD's voice is heard			
Reviewer Comment				
Employee Comment				
Management and Administrative Responsibilities				
0	Coordinate and attend all FQMD Board and Committee meetings and keep detailed timely minutes of all meetings			
0	Coordinate FQMD staff, vendors, contractors and volunteers to align contributions to FQMD goals and outcomes			
0	Serve as a resource for staff and commissioners for enabling legislation and state and city policies			
0	Serve as the liaison with the FQEDD on behalf of FQMD			
0	Work with community partners to communicate programs and results to residents, business and visitors			
Reviewer Comment				
Employee Comment				
Fiscal Responsibilities				
0	Working with all stakeholders, develop annual budgets for committee and Board approval			
0	Manage the FQMD's financial obligations including state appropriation funding			
0	Manage systems for the reporting of fiscal and other relevant data on a timely basis			
Reviewer Comment				
Employee Comment				
The employee accomplished the following in this time period:				
The employee does an excellent job with the following aspects of her job:				
The employee has the following opportunities to improve:				
The employee has the following goals for the upcoming year:				
Based on this review the employee will receive an annual raise of			effective	1/1/2024

French Quarter MANAGEMENT DISTRICT

Job Title: Executive Director, French Quarter Management District (FQMD)

Reports to: FQMD Board of Commissioners

Date: February 19, 2024

Agency Overview: The French Quarter Management District (FQMD) is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world-famous French Quarter as a safe, clean, vibrant, and friendly neighborhood.

The FQMD is governed by a 13-member Board of Commissioners, all of whom live or work full-time in the French Quarter and collectively represent the perspectives, voices, and needs of the French Quarter's visitors, residents, businesses, and employees. The FQMD works to:

- Improve public safety, foster quality experiences, and enhance quality of life within the District
- Improve commercial and residential vitality
- Strengthen the District as a vital component of Louisiana's tourism industry
- Aid in the preservation of the District's architecture, quaint charm, and tout ensemble
- Beautify the District's appearance

Job Description

The Executive Director will be responsible for providing strategic and operational leadership in conducting the business of the FQMD and pushing its projects forward and for interfacing with key stakeholders (including but not limited to FQMD Commissioners, public officials, policymakers, police, industry and tourism leaders, business owners, and residents) to inform, collaborate, and gain consensus around FQMD initiatives and to help drive meaningful and measurable program outcomes.

A sample of the Executive Director's specific responsibilities is included below.

Strategic Responsibilities:

- Develop, articulate, and champion the FQMD's legislative purpose with stakeholders.
- Develop an Annual Strategic Action Plan, with input from FQMD's Committees, that details organizational objectives, goals, and a corresponding action plan for the upcoming year
- Document the activities and achievements of the FQMD over the preceding year
- Cultivate relationships and advocate for FQMD initiatives with community, government, industry, and residential stakeholders
- Interface with local/state government to identify policy/laws that affect the FQ and ensure that FQMD's voice is heard.
- Work with partners and stakeholders to ensure the effective implementation, management, and expansion of FQMD programs
- Develop, implement, refine, and manage systems for the collection, analysis, and reporting of data on the FQMD's programs and outcomes

Management & Administrative Responsibilities:

- Coordinate and attend all FQMD Board, Committee, and Task Force meetings
- Keep detailed minutes of FQMD meetings and share notes with Commissioners as necessary
- Serve as the Board's central hub, coordinating across various committees and task forces to integrate their action items and facilitate satisfactory outcomes
- Manage and coordinate FQMD staff, vendors, contractors, and volunteers to align their duties and contributions with FQMD outcomes
- Tutor new FQMD Board members and employees on the FQMD's bylaws and enabling legislation and applicable state laws
- Oversee the recruitment, hiring, supervision, evaluation, and employment termination of any FQMD employees
- Manage the FQMD and its office and website

Fiscal and Fundraising Responsibilities:

- Develop annual budget(s) for Board approval

French Quarter

MANAGEMENT DISTRICT

- Manage the FQMD's budget and finances and supervise annual audits
- Develop and implement short- and long-term funding and sustainability strategies
- Solicit and obtain required funding from diverse sources, including government contracts and allocations, foundation grants, and/or individual and corporate donations
- Oversee the fulfillment of funding obligations and the preparation of funding reports
- Oversee the production and maintenance of high-quality communications materials to be used for both fundraising and general marketing/PR (letters, brochures, website, etc.)