

Part I A - Technical Proposal

RFP Title:	Background Screening and Verification Services
RFP:	2035
Vendor Name:	<i>Employer Lynx</i>
Address:	<i>501 E Caroline St</i> <i>Carson City, NV 89701</i>
Proposal Opening Date:	September 11, 2013
Proposal Opening Time:	2:00 PM

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VENDOR INFORMATION SHEET

VENDOR INFORMATION SHEET FOR RFP 2035

Vendor Must:

- A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;
- B) Type or print responses; and
- C) Include this Vendor Information Sheet in Tab III, State Documents of the Technical Proposal.

V1	Firm Name	<i>Employer Lynx, Inc</i>
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V2	Street Address	<i>501 East Caroline St</i>
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V3	City, State, ZIP	<i>Carson City, NV, 89701</i>
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V4	Telephone Number	
	Area Code: <i>775</i>	Number: <i>883-3733</i>

V5	Facsimile Number	
	Area Code: <i>775</i>	Number: <i>883-4952</i>

V6	Toll Free Number	
	Area Code: <i>800</i>	Number: <i>909-5969</i>

V7	Contact Person for Questions / Contract Negotiations, including address if different than above	
	Name: <i>Doug Moser</i>	
	Title: <i>Director-Business Development and Services</i>	
	Address:	
Email Address: <i>dougm@employerlynx.com</i>		

V8	Telephone Number for Contact Person	
	Area Code: <i>775</i>	Number: <i>883-3733</i>

V9	Facsimile Number for Contact Person	
	Area Code: <i>775</i>	Number: <i>883-4952</i>

V10	Name of Individual Authorized to Bind the Organization	
	Name: <i>K J Smith</i>	Title: <i>CEO/President</i>

V11	Signature (<i>Individual must be legally authorized to bind the vendor per NRS 333.337</i>)	
	Signature: <i>K. J. Smith</i>	Date: <i>09-11-2013</i>

TAB IV

STATE DOCUMENTS

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a “trade secret” as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked “**Part I B Confidential Technical**” and “**Part III Confidential Financial**”.

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in *Section 2 “ACRONYMS/DEFINITIONS.”*

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Justification for Confidential Status			
Proprietary client source and contact information			

A Public Records CD has been included for the Technical and Cost Proposal			
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

Part III – Confidential Financial Information			
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Justification for Confidential Status			
Per RFP Instructions			

Employer Lynx, Inc

Company Name

Signature

Print Name

09-11-2013
Date

This document must be submitted in Tab IV of vendor’s technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

- (1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.
- (2) All proposed capabilities can be demonstrated by the vendor.
- (3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.
- (4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.
- (5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
- (6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.
- (7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.
- (8) All employees assigned to the project are authorized to work in this country.
- (9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.
- (10) The company has a written policy regarding compliance for maintaining a drug-free workplace.
- (11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.
- (12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.
- (13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Employer Lynx, Inc

Vendor Company Name

H. J. Smith

Vendor Signature

R. V. Smith

Print Name

09-11-2013
Date

This document must be submitted in Tab IV of vendor's technical proposal



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/16/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NV01-Reno 5190 Neil Road Suite 540 Reno NV 89502	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: UNITED STATES LIABILITY INSURANCE C INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Employer Lynx, Inc 501 E. Caroline St Carson City NV 89701	NAIC #

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	MODEL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. SECT <input type="checkbox"/> LOC			CX1550099A	06/01/2013	08/01/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTAL PREMISES (Per occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/CP AGG \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS HRED AUTOS						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 CERTIFICATE HOLDER IS ADDITIONAL INSURED

CERTIFICATE HOLDER

CANCELLATION

State of Nevada Dept of Administration Division of Purchasing 515 E Musser Street #300 Carson City NV 89701	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Reid Wilson</i>
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Private Investigators Licensing Board



State of Nevada

This is to Certify that after the applicant named herein has properly submitted the required application, passed the State of Nevada written examination and has come before this professional licensing board in person for proper review of professional experience in the area of interests. Let it be known that:

EMPLOYER LYNX INC

K.J SMITH/Qualifying Agent

is hereby permitted, granted and entitled
the privilege of conducting the business of

Private Investigator

License # 793

This certificate is issued pursuant to Chapter 648, Statutes of Nevada,
as amended. This certificate / professional license is valid from:

June 30, 2013 - June 30, 2014

Chairman

Executive Director

TAB V

ATTACHMENT B

**TECHNICAL PROPOSAL CERTIFICATION
WITH TERMS AND CONDITIONS OF RFP**

**ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE
WITH TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with *all* the terms and conditions specified in this Request for Proposal.

YES X I agree to comply with the terms and conditions specified in this RFP.

NO I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors *must* provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Employer Lynx, Inc

Company Name

K. J. Smith
Signature

K. J. Smith

Print Name

09-11-2013
Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

TAB VI

SECTION 3

SCOPE OF WORK

3. SCOPE OF WORK

This RFP contains two (2) Scopes of Work. Vendors may propose on one or both scopes. If proposing on both Scopes of Work, separate cost proposals need to be submitted. Refer to *Section 5, Cost*, for more details.

Indicate here for which scope(s) you are submitting a proposal, and include this statement in the State Documents section of your proposal:

This proposal contains a technical and cost proposal for Scope of Work 1: [] yes [X] no*

**NOTE: Employer Lynx presently performs and has performed various elements included in Scope of Work 1 as part of routine Scope of Work 2 procedures, such as reviewing applicant's personal history file and documents provided by the requesting agency, as well as the applicant's direct submission of materials to Employer Lynx, and specific document retrieval. We have done all elements of Scope of Work 1, including face to face office interviews but not in person interviews in the field. We have satisfactorily completed in excess of 200 background investigations for NDPS law enforcement candidates in addition to other city and tribal law enforcement agencies. However, due to possible personal face to face visits in the field, travel costs, personnel requirements and related costs Employer Lynx may not be able to perform as required in Scope of Work 1 requirements.*

This proposal contains a technical and cost proposal for Scope of Work 2: [X] yes [] no

3.1 Scope of Work #1: This Scope of Work encompasses complete background investigations, normally used for law enforcement personnel. Some subjects will be pre-screened, others will not:

3.2 Scope of Work 2: This Scope of Work would allow using agencies to pick selected elements of a background investigation from a menu system (see *Attachment I, Cost Schedule*):

3.2.1 Proposing vendors must be in compliance with NRS 648; and, pursuant to NRS 648.060(1)(b), it is unlawful to submit a proposal for these services without being licensed in the State of Nevada.

Employer Lynx, Inc. is licensed by the State of Nevada, PI # 793.

3.2.2 Proposals must list all states in which vendor is licensed to work.

Employer Lynx, Inc. is licensed, bonded and incorporated in the State of Nevada with investigative access to all states, the District of Columbia and U S possessions.

3.2.3 Proposing vendors must be in full compliance with the Fair Credit Reporting Act (FCRA). And research staff must have and maintain credentials and/or licenses required by FCRA.

Employer Lynx principals and staff are in full compliance with all FCRA components and regulations and are vigilant of changes and updates of the Fair Credit Reporting Act. We attempt to educate/inform our clients, when necessary, of any FCRA information and laws that may impact their hiring and employee policies.

3.2.4 This Scope of Work is intended only for the continental United States. Using agencies needing services outside said area will negotiate pricing and terms separately and in writing with awarded vendor(s), and any awarded vendor may opt not to accept the work.

3.2.5 All activities are time sensitive. Background checks may be required in as short as 20-30 calendar days (shorter for simple records searches); however, using agencies understand that special circumstances may arise which cause delays in doing the investigation. Vendor may negotiate the due date with the using agency. Include in the proposal a timetable indicating the average time a full background investigation (unscreened) would take from start to finish.

Employer Lynx strives to deliver accurate and concise basic background reports and verifications within hours to three days of request. With more complex information such as specialized data, supervisor, personal references, candidate interviews, legal documents and extended narrative reports Employer Lynx completion time averages two to four weeks (excluding foreign country searches).

3.2.6 There is a need for extensive confidentiality relating both to the record keeping process as well as a need for unequivocal assurances to individuals interviewed in the course of the background investigation that the information they supply will be kept in the strictest confidence. Services performed under any resulting contract are subject to NRS 603A.215, paragraphs 2 and 3. Additionally, bonding of the vendor is required.

Employer Lynx has extensive internal and external confidentiality and security procedures in place. Sensitive confidential records are stored at a secure commercial warehousing site with video, motion and access monitoring. The Employer Lynx offices are secured by an access and motion detection alarm system with direct links to law enforcement agencies. All internal documents and paperwork not requiring storage are cross cut shredded before disposal. Employer Lynx employees have proper work permits as issued by the Carson City Sherriff's Department as well as the Nevada State Private Investigators Board. It is understood by all personnel that information obtained on any individual through the background investigation process is strictly controlled and privileged and will not be disseminated in any way to any unauthorized individual or business that is not an authorized recipient of the information.

Sensitive personal information is only disseminated to Employer Lynx Researcher's on a need to know basis in order to proceed with any part of the investigation request.

- 3.2.7 In order to minimize the risk of losing personal and or sensitive information, any awarded vendor must use the following procedures:
- 3.2.7.1 No personal and or sensitive information will be removed from a physically secure environment except when required by operational necessity.
 - 3.2.7.2 When moving personal and or sensitive information outside of the physically secure environment, care will be taken to expose the least amount of information (e.g. do not copy a whole folder of data when only a few files are needed).
 - 3.2.7.3 Encrypt any personal and or sensitive data that is moved outside of the physically secure environment, whether the media is a laptop, external hard drive, "thumb" drive, or by any other electronic means, notably e-mail. (Use of full drive encryption is easiest if it is available. If it is not, there are free tools that can be used to encrypt the individual files containing the personal and or sensitive information.)

Employer Lynx is constantly aware of personal and sensitive information security, encryption and transmission. Employer Lynx is certified compliant in all categories and requirements of ISO/TEC 27001:2005, Information Security Management Systems for government entities as well as public and private companies.

Using agency retrieval of background investigations and information is available through secure encrypted web access with a PIN assigned by the user agency. Fax and email transmissions are through encrypted portals.

- 3.2.8 During the investigative process, if information is uncovered on an individual that could be potentially disqualifying, the vendor must notify the using agency immediately in order to provide the agency an opportunity to make a determination to either cease or continue with the investigative process. If the agency decides to cease the process, the agency would only be charged for tasks performed up to that point.
- 3.2.9 For investigations on applicants for sworn law enforcement positions it would be preferable to examine the applicants' entire adult history. For all other applicants, a minimum time frame of seven (7) years could be considered acceptable.

All sworn law enforcement applicants are investigated per the user agency instructions and within a state and federal laws and regulations.

- 3.2.10 The using agency will order in writing from the pricing list (*Attachment I*) which services they would like an awarded vendor to provide on each subject. Proposals should include an explanation of the process followed for each menu item ordered.

An Employer Lynx Order Form/Purchase Order is available to all using agencies. Applicable information and comments from the user is requested and the services and quantity of each is noted. This Order Form is then emailed or faxed to Employer Lynx with applicable support material and Release Form(s). Order capabilities may also be available on line through the Employer Lynx web site.

- 3.2.11 Further explanation of “Verification of License to Practice”, which is listed in *Attachment I*, is as follows:

Verification of License to Practice includes checking in all states in which the applicant has held a license or currently holds a license. Each licensing board would provide a certification letter with signature and seal attesting to the status of the applicant’s license with that board. Awarded vendor would look for disciplinary actions that may have been taken against a licensee. Because temporary license provision requires a five (5)-year practice history, applicants must provide, in addition to the verification of license history, five (5) sworn affidavits from licensed health care professionals attesting to the practice history of the applicant. We also require the National Practitioners Data Bank Self Query which provides a view into practice history of licensed dentists---claims or judgments of malpractice.

- 3.3 Additional Services: The list of services in this RFP and any resultant contract is not meant to be all-inclusive. Agencies may request other, similar services not included in the proposal by way of the following procedure:

Agencies must provide awarded vendor(s) with the type of service needed and a brief description. Fees for any additional services will be negotiated between using agency and awarded vendor(s) in writing prior to awarded vendor(s) providing the services. These additional services shall be captured on reports submitted to the State by each awarded vendor.

- 3.4 Reporting: Awarded vendor(s) will provide quarterly reports of all services invoiced under this contract. Unless otherwise agreed, the Quarterly Report for Background Screening and Verification Services (*Attachment M, Quarterly Report Form*) must be used for all quarterly reports. Reports are to be submitted to the name and address listed on the form on or before the 15th of the month following the end of each state fiscal quarter.

TAB VII

SECTION 4

**COMPANY BACKGROUND AND
REFERENCES**

4. COMPANY BACKGROUND AND REFERENCES

4.1 VENDOR INFORMATION

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	<i>Employer Lynx, Inc</i>
Ownership (sole proprietor, partnership, etc.):	<i>Domestic Corporation</i>
State of incorporation:	<i>Nevada</i>
Date of incorporation:	<i>5/30/1996</i>
# of years in business:	<i>17 years</i>
List of top officers:	<i>K J Smith Arthur Winston Mary Lau Willeta Christensen</i>
Location of company headquarters:	<i>501 E Caroline St Carson City, NV 89701</i>
Location(s) of the company offices:	<i>501 E Caroline St Carson City, NV 89701</i>
Location(s) of the office that will provide the services described in this RFP:	<i>501 E Caroline St Carson City, NV 89701</i>
Number of employees locally with the expertise to support the requirements identified in this RFP:	<i>7</i>
Number of employees nationally with the expertise to support the requirements in this RFP:	<i>0</i>
Location(s) from which employees will be assigned for this project:	<i>501 E Caroline St. Carson City, NV 89701</i>

4.1.2 Please be advised, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

4.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

Question	Response
Nevada Business License Number:	<i>NV19961131985</i>
Legal Entity Name:	<i>Employer Lynx, Inc</i>

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	X	No	
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If "No", provide explanation.

4.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

4.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	X	No	
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If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	<i>State of Nevada Division of Purchasing</i>
State agency contact name:	<i>Colleen Janes</i>
Dates when services were performed:	<i>Awarded RFP No 1464, Scope of Work # 2, October 20, 2005 to November 2008</i>
Type of duties performed:	<i>Background Investigations and Verifications</i>
Total dollar value of the contract:	

Question	Response
Name of State agency:	<i>State of Nevada Division of Purchasing</i>
State agency contact name:	<i>Colleen Janes</i>
Dates when services were performed:	<i>Awarded RFP No 1707 Scope of Work #2, November 2008 to Present</i>
Type of duties performed:	<i>Background Investigations and Verifications</i>
Total dollar value of the contract:	<i>\$250,000.00</i>

****Note: Employer Lynx has been engaged under one or both of the above RFP's with the following State of Nevada Agencies, most on an on-going basis. Varied background requests from the RFP Menu System Scope #2 and other negotiated backgrounds and verifications were done. No dollar value limit for each agency.***

Numerous county and city entities have and are using Employer Lynx under the Scope #2 menu pricing.

Question	Response
Name of State agency:	<i>Nevada State Board of Cosmetology</i>
State agency contact name:	<i>Gloria Alexander</i>
Dates when services were performed:	<i>On-going since 10/06</i>
Type of duties performed:	<i>Menu system requests for County Criminal, Credit Reports, Past Education and Employment, Social Security Verifications and other for pre-employment backgrounds.</i>
Total dollar value of the contract:	<i>*</i>

Question	Response
Name of State agency:	<i>Nevada Commission on POST</i>
State agency contact name:	<i>Tim Bunting</i>
Dates when services were performed:	<i>On-going since 10/06</i>
Type of duties performed:	<i>Pre-employment screening including Criminal, Supervisor Telephone Interviews, Social Security Verifications, and others as requested.</i>
Total dollar value of the contract:	<i>*</i>

Question	Response
Name of State agency:	<i>Nevada Division of Wildlife</i>
State agency contact name:	<i>Paul Dankowski</i>
Dates when services were performed:	<i>8/01 to Present</i>
Type of duties performed:	<i>Credit Checks</i>
Total dollar value of the contract:	<i>*</i>

Question	Response
Name of State agency:	<i>NDOT Information Services</i>
State agency contact name:	<i>Dorothy Martin</i>
Dates when services were performed:	<i>8/06</i>
Type of duties performed:	<i>Menu system requests including County Criminal, Sex Offender, National and Federal Criminal Checks, Credential Verifications, Social Security Verification and Address Trace</i>
Total dollar value of the contract:	<i>*</i>

Question	Response
Name of State agency:	<i>NDPS Training/Investigations Division</i>
State agency contact name:	<i>Christy Staffen</i>
Dates when services were performed:	<i>12/2005 - Present</i>
Type of duties performed:	<i>Comprehensive detailed and extensive pre-employment qualification background screening including but not limited to, numerous reference, co-worker, supervisor, family, previous employer telephone interviews and face to face candidate interviews. Credential and education verifications all in a long form narrative background format. Over 20 law enforcement candidate backgrounds completed.</i>
Total dollar value of the contract:	<i>*</i>

Question	Response
Name of State agency:	<i>Department of Education, Training and Rehabilitation/Reno/Rural/Las Vegas</i>
State agency contact name:	<i>Bill Boster (Reno & Rural) Jeanne Clark (Las Vegas)</i>
Dates when services were performed:	<i>2008 - Present</i>
Type of duties performed:	<i>Background screening, credit reports</i>
Total dollar value of the contract:	<i>*</i>

Question	Response
Name of State agency:	<i>Department of Health & Human Services, Health IT</i>
State agency contact name:	<i>Stefani Hogan</i>
Dates when services were performed:	<i>4/2013</i>
Type of duties performed:	<i>Menu system, Executive Pre-employment Screening</i>
Total dollar value of the contract:	<i>\$416.00</i>

Question	Response
Name of State agency:	<i>Division of Buildings and Grounds</i>
State agency contact name:	<i>Debbie Ohl</i>
Dates when services were performed:	<i>10/2008 to present</i>
Type of duties performed:	<i>Tenant Screening</i>
Total dollar value of the contract:	<i>Paid by prospective tenants</i>

- 4.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X
-----	--	----	---

- 4.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Yes		No	X
-----	--	----	---

- 4.1.8 Vendors must review the insurance requirements specified in *Attachment E, Insurance Schedule for RFP 2035*. Does your organization currently have or will your organization be able to provide the insurance requirements as specified in *Attachment E*.

Yes	X	No	
-----	---	----	--

Any exceptions and/or assumptions to the insurance requirements *must* be identified on *Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP*. Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor *must* provide the Certificate of Insurance identifying the coverages as specified in *Attachment E, Insurance Schedule for RFP 2035*.

- 4.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

Employer Lynx, Inc. was formed, incorporated and licensed in the State of Nevada in May 1996, as a full service background investigations firm to provide in-depth pre-employment and background investigations. The initial start up commenced as a sole entity of a major Nevada workers comp company to consolidate specific pre-employment screening options for their clients under one roof. One full time employee comprised the staff the first year. Since this startup, Employer Lynx has become a privately owned independent corporation providing an expanded list of services to not only the workers comp industry but to a varied list of

clients including the transportation industry, manufacturing, automotive, medical, warehousing, construction, retail, mining, local, state and regional government entities, law enforcement and financial.

Many Employer Lynx clients are governed by strict background screening mandates and requirements as per state and federal guidelines. With over 450 active clients, the company offers a variety of employment and background investigation services to businesses of all sizes with varied requirements and expectations. Employer Lynx has enjoyed a positive, close working relationship with numerous Nevada State agencies including the NDPS (over 200 background investigations) for more than eight years under similar Nevada State RFP's. Nevada county governments and agencies and city administrations have and presently use our services and expertise to help select top administrative officials. Because of our past working relationships and responsibilities awarded by similar Nevada RFP's we feel our qualifications and history speak to our ability to continue to provide services as required through this solicitation.

Employer Lynx employs an in-house research staff of six including KJ Smith, President and CEO. Ms. Smith holds the PI License and credentials as required by Nevada State law, and principle consultant partner, Art Winston, former law enforcement officer, Chairman and founding partner. The company utilizes a national network of court researchers to conduct in-person research directly at the courthouse level. We constantly check and re-verify our search resources to help assure the accuracy of all results.

When possible, direct in person consultation, need assessment and input at the client's office is encouraged anywhere in the state. Employer Lynx solicits client input, suggestions and comments on an on-going basis to correct any inadequacies and deficiencies in a timely manner.

Due to continued growth we are in our third Carson City office location. Additional services are a top priority and additional enhancements have been and will continue to be added to address the ever changing requirements of our clients. Diligence in research, development and implementation of the most up-to date and reliable resources and services is a priority. The ever changing landscape of federal and state laws requires constant updating and application of techniques and security.

Employer Lynx is committed to ensuring the information provided is fair to all parties involved and in accordance with Federal, State and client expectations and regulations. All necessary licensing, bonds, insurance and credentials are in place as per federal, state and the Private Investigators Licensing Board (PILB).

Employer Lynx is a founding member of the National Association of Professional Background Screeners (NAPBS), a non-profit trade group created in 2003 to promote ethical industry and business practices, compliance with various regulatory agencies and foster awareness of the issues related to the background screening industry.

- 4.1.10 Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description. Proposals will be accepted from vendors who have had a minimum of five (5) years of experience in conducting local and national background screening and verification services.

Employer Lynx has provided most of the services as described in this RFP for approximately 16 years. More specialized services such as those required by law enforcement agencies for approximately eight years.

- 4.1.11 Financial information and documentation to be included in Part III, Confidential Financial of vendor's response in accordance with **Section 9.5, Part III – Confidential Financial.**

4.1.11.1 Dun and Bradstreet Number

4.1.11.2 Federal Tax Identification Number

4.2 SUBCONTRACTOR INFORMATION

The state understands that it may not be feasible to list all subcontractors for these services and provide appropriate information on all of them, so the state reserves the right at any time to ask vendors for additional information on subcontractors.

Due to feasibility issues, the insurance requirements listed in **Attachment E (Insurance Schedule for RFP 2035)** are for awarded vendor(s) only. Awarded vendor(s) will determine the insurance requirements for subcontractors and will verify coverage.

- 4.2.1 Does this proposal include the use of subcontractors? Check the appropriate response in the table below.

Yes		No	X
-----	--	----	---

4.3 BUSINESS REFERENCES

- 4.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.

See Part 1-B Confidential Technical For Tab VII 4.3 Business References

TAB VIII

ATTACHMENT G

PROPOSED STAFF RESUMES

4.4 VENDOR STAFF RESUMES

A resume must be completed for each proposed individual on the State format provided in *Attachment G*, for key personnel to be responsible for performance of any contract resulting from this RFP.

See Part 1-B Confidential Technical For Tab VIII Vendor Staff Resumes

TAB IX

OTHER INFORMATION MATERIAL

Security Policy

Employer Lynx has strict encryption and security policies in place for any sensitive data that is stored on premises or moved outside the Employer Lynx office. This includes email, fax and desktop computers.

It is strictly prohibited to transport secure information outside the physically secure environment on a laptop, external hard drive or "thumb drive".

Employer Lynx has been certified compliant per the requirements of ISO/IEC 27001:2005, Information Security Management Systems for government agencies as well as public and private companies.

Because the policy procedures, implementation and standards are very comprehensive and comprise a large binder. Basic information is attached explaining the certification and application(s)



Tom Considine & Associates
Information Privacy Professionals

270 S. Maine St. Suite 2
Fallon, NV 89406
775-762-2790

IN REPLY
REFER TO: **101221001**

August 4, 2012

Board of Directors
Employer Lynx, Inc.
501 East Caroline St.
Carson City, NV 89701

This Statement of Compliance is presented to you to give evidence that the Information Security Program at Employer Lynx, Inc., Carson City, NV, successfully meets the intent of the requirements of ISO/IEC 27001:2005, Information Security Management System (ISMS). Additionally, meeting these requirements bring you into compliance with Nevada Revised Statutes (NRS) 603A- Security of Personal Information and Payment Card Industry Data Security Standards (PCI-DSS). Your compliance to ISO/IEC 27001:2005 is based on the audit conducted by Tom Considine & Associates, Information Privacy Professionals of your ISMS including your information security policy manual, information security procedures, audit reports, and employee interviews.

This Statement of Compliance and a statement of your overall capability and performance are provided to you and your customers. Your final audit report provides the details how Employer Lynx, Inc., meet the requirements of ISO/IEC 27001:2005, Information Security Management System.

Sincerely,

// S //

Thomas John F. Considine, CIPP/U.S.
Certified Information Privacy Professional

2.0 EXECUTIVE SUMMERY

On June 22, 2012 Employer Lynx, Inc., of Carson City, NV. completed the information security program audit conducted by Tom Considine & Associates, Information Privacy Professionals (TCIPP).

The audit team conducted a compliance audit in accordance with the clauses of ISO/IEC 27001:2005, at Employer Lynx, Inc., including reviewing information security policy manual, information security procedures, employee handbook, training materials, previous audit/risk assessment, and conducted employee interviews on Employer Lynx, Inc., Information Security Management System (ISMS).

As a result of this audit, no major nonconformance was identified. This audit team recommends Employer Lynx, Inc., be considered in compliance with ISO/IEC 27001:2005, Information Security Management System Requirements. Additionally, we found Employer Lynx to meet the requirements of Nevada Revised Statutes (NRS) 603A- Security of Personal Information and Payment Card Industry Data Security Standards (PCI-DSS).

3.0 STATEMENT OF CAPABILITY AND PERFORMANCE

Employer Lynx, Inc., is currently capable of performing to government and commercial contracts containing the requirements of ISO/IEC 27001:2005, Information Security Management System Requirements.

4.0 AUDIT DETAILS

4.1 System Standard: ISO/IEC 27001:2005, Information Security Management System

4.2 Qualification Scope: Employer Lynx, Inc., is a full service background investigations company. Specializing in the areas of Employment Screening, Tenant Screening, Client – Vendor Screening, and Form i9 Compliance

4.3 Audit Team: Lead Auditor Mr. Tom Considine, CIPP/U.S.
Auditors Mr. Mark Boivin and Mr. Eric Grimes

5.0 AUDIT RESULTS

5.1 Recommendation:

We recommend Employer Lynx, Inc., be considered compliant to the requirements of ISO/IEC 27001:2005, Information Security Management Systems for government and commercial clients.

Abstract

ISO/IEC 27001:2005 covers all types of organizations (e.g. commercial enterprises, government agencies, not-for profit organizations). ISO/IEC 27001:2005 specifies the requirements for establishing, implementing, operating, monitoring, reviewing, maintaining and improving a documented Information Security Management System within the context of the organization's overall business risks. It specifies requirements for the implementation of security controls customized to the needs of individual organizations or parts thereof.

ISO/IEC 27001:2005 is designed to ensure the selection of adequate and proportionate security controls that protect information assets and give confidence to interested parties.

ISO/IEC 27001:2005 is intended to be suitable for several different types of use, including the following:

- use within organizations to formulate security requirements and objectives;
- use within organizations as a way to ensure that security risks are cost effectively managed;
- use within organizations to ensure compliance with laws and regulations;
- use within an organization as a process framework for the implementation and management of controls to ensure that the specific security objectives of an organization are met;
- definition of new information security management processes;
- identification and clarification of existing information security management processes;
- use by the management of organizations to determine the status of information security management activities;
- use by the internal and external auditors of organizations to determine the degree of compliance with the policies, directives and standards adopted by an organization;
- use by organizations to provide relevant information about information security policies, directives, standards and procedures to trading partners and other organizations with whom they interact for operational or commercial reasons;
- implementation of business-enabling information security;
- use by organizations to provide relevant information about information security to customers



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Standards

ISO 27001:2005 ISMS Standard

SRI was the first and at accreditation, the only U.S.-based registrar to be approved by ANAB to ISO 27001. January 25, 2010 - SRI became the first and only U.S.-based and U.S.-wholly owned registrar accredited by ANAB to certify a company's Information Security Management System (ISMS) to ISO 27001:2005. SRI is uniquely qualified and singly committed to the growing number of U.S. companies that need ISO 27001 certification.

Compliance - ISO 27001 certification provides a **management framework** for continuing conformance to information security requirements. This framework can also be used to meet the legal and regulatory requirements of **HIPAA, SOX, and GLBA**, as well as other **government and commercial contracts**. And as a management framework, **ISO 27001 is a better alternative to SAS 70** for companies that must have a **documented, certified, or demonstrated information security program**.

ISO/IEC 27001:2005 for Information Security Management Systems enables companies to address critical issues

The final version of ISO/IEC 27001:2005, *Information technology – Security techniques – Information security management systems*, is available, and replaced the British Standard, BS 7799-2:2002. The Information Security Management System (ISMS) is a **systematic approach to managing sensitive company information** so that it remains secure. It encompasses **people, processes and IT systems**. The international standard provides the framework for an organization to develop and implement a **globally recognized system** for managing the security of their information.

With **increased usage of new technology** to store, transmit, and retrieve information, we have exposed ourselves to **increased numbers and types of threats**. The overall approach to Information Security, and integration of different security initiatives needs to be managed in order for each element to be most effective. An ISMS allows you to **coordinate your security efforts effectively**. The implementation of ISO/IEC 27001:2005 will **reassure customers and suppliers that information security is taken seriously** within your organization and defined processes are in place to deal with information security threats and issues.

The standard can be used by a **broad range of organizations** – small, medium and large – in most of the **commercial and industrial market sectors**: finance and insurance, telecommunications, healthcare, utilities, retail and manufacturing sectors, various service industries, transportation sector, government and many others. **ISO/IEC 27001:2005 specifies the processes** to enable a business to establish, implement, review and monitor, manage and maintain an **effective ISMS**.

WHY CHOOSE SRI?

REQUEST A PROPOSAL

SRI TRAINING

BULLETINS

-  **ISO 27001 White Paper**
What is it? Who needs it? And, why?
[Click Here for More ...](#)
-  **Correspondence between ISO 27001, ISO 9001, and ISO 14001 Objectives and Controls**
[Click Here for More ...](#)
-  **ISO 27001 and the OECD Principles Comparison Table**
[Click Here for More ...](#)
-  **ISO/IEC 27001:2005 Information SRI Flier pdf**
[Click Here for More ...](#)
-  **HIPAA Privacy Rule**
protects privacy of individually identifiable health information
[Click Here for More ...](#)
-  **Sarbanes-Oxley**
publicly-traded companies must protect financial data
[Click Here for More ...](#)
-  **Gramm-Leach Bliley Act (GLBA)**
provisions protect consumers' personal financial information
[Click Here for More ...](#)

The ISO 27001 standard integrates the **process-based approach** of ISO's management system standards – ISO 9001:2008 and ISO 14001:2004 – including the **Plan-Do-Check-Act** cycle and requirement for **continual improvement**. Meeting the standard assures customers and suppliers that organizations have developed and certified their information management systems to an **internationally recognized standard for security**.

The ISO 27001 Standard

ISO/IEC 27001 is intended to be used with ISO/IEC 17799, the **Code of Practice** for Information Security Management, which lists objectives, controls, and implementation guidelines. Organizations that implement an ISMS in accordance with ISO 17799 are likely to also meet the requirements of ISO/IEC 27001. This ISO standard is the first in a **family of information security related standards** which are assigned numbers in the 27000 series. They include:

- **ISO/IEC 27000** - a vocabulary or glossary of terms used in the ISO 27000-series standards
- **ISO/IEC 27002** - the proposed re-naming of existing standard ISO 17799
- **ISO/IEC 27003** - a new ISMS implementation guide
- **ISO/IEC 27004** - a new standard for information security measurement and metrics
- **ISO/IEC 27005** - a proposed standard for risk management, potentially related to the current British Standard BS 7799 part 3
- **ISO/IEC 27006** - a guide to the certification process

Certification to ISO/IEC 27001

The ISO 27000-family of information security management standards align with other ISO management system standards, such as ISO 9001 (quality management) and ISO 14001 (environmental management), regarding both general structure and the nature of **integrating best practices with certification standards**. Certification of an organization to ISO/IEC 27001 is one means of providing assurance that the organization has not only implemented a system for the management of information security in line with the international standard, but also maintains and continuously improves the system.

Credibility and recognition are the primary advantages of being certified by a respected, independent third party. It provides **assurance and confidence** to management, suppliers, customers, and employees that the organization is committed to information security management and **continual improvement**. Organizations may be certified compliant with ISO 27001 by a number of accredited certification bodies worldwide.

Certification audits are led by ISO 27001 Lead Auditors. Certification usually involves a **two-stage audit process**:

- **Stage 1 is a Readiness Review**, assessing the existence and completion of key documentation and preparing for the Stage 2 audit
- **Stage 2 is the on-site Certification Audit** that assesses overall conformance to the standard. It is a detailed, in-depth audit to assess the existence and effectiveness of the controls stated in the ISMS as well as their supporting documentation.

Maintaining certification over a typical three-year period requires periodic **surveillance audits** to confirm that the ISMS continues to operate as required and observed in the certification audit.

Control Objectives and Controls

In addition to the clauses of the standard, the following are the minimum control objectives and controls in ISO 27001, and they align directly with those in ISO 17799. Minimally, these objectives and controls shall be a part of the ISMS.

Additional objectives and controls may be necessary, depending on the organization's requirements.

A.5 Information Security

- Information security policy

A.6 Organization of Information Security

- Internal organization
- External parties

A.7 Asset Management

- Responsibility for assets
- Information classification

A.8 Human Resources Security

- Prior to employment
- During employment
- Termination or change of employment

A.9 Physical and Environmental Security

- Secure areas
- Equipment security

A.10 Communications and Operations Management

- Operational procedures and responsibilities
- Third party service delivery management
- System planning and acceptance
- Protection against malicious and mobile code
- Back-up
- Network security management
- Media handling
- Exchange of information
- Electronic commerce services
- Monitoring

A.11 Access Control

- Business requirements for access control
- User access management
- User responsibilities
- Network access control
- Operating system access control
- Application and information access and control
- Mobile computing and tele-working

A.12 Information Systems Acquisition, Development, and Maintenance

- Security requirements of information systems
- Correct processing in applications
- Cryptographic controls
- Security of system files

- Security in development and support processes
- Technical vulnerability management

A.13 Information Security Incident Management

- Reporting information security events and weaknesses
- Management of information security incidents and improvement

A.14 Business Continuity Management

- Information security aspects of business continuity mgmt.

A.15 Compliance

- Compliance with legal requirements
- Compliance with security policies and standards, and technical compliance
- Information systems audit considerations

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Part II - Cost Proposal

RFP Title:	Background Screening and Verification Services
RFP:	2035
Vendor Name:	<i>Employer Lynx</i>
Address:	<i>501 E Caroline St Carson City, NV 89701</i>
Proposal Opening Date:	September 11, 2013
Proposal Opening Time:	2:00 PM

ATTACHMENT I – COST SCHEDULE

**COST SCHEDULE FOR SCOPE OF WORK 2
BACKGROUND SCREENING SERVICES
RFP 2035**

Vendor Name: *Employer Lynx, Inc.*

Does your company charge for an unsuccessful search or contact? [yes] [no]

Explanation (optional): Time and/or reason for unsuccessful search or contact is always considered before a decision is made as to whether or not a charge will be made.

All pricing listed is per person/per social locator.

MENU DESCRIPTION	UNIT COST
Certification of Current CPR	\$18
Certification of National Board Exams: Dental and Dental Hygiene	\$18
Certification of Citizenship/Immigration/Work Permit	N/A
Character/Personal Reference Face-to-Face Interview	N/A
Character/Personal Reference Telephonic Interview	\$25*
County Civil Litigation Record Search (cost per record search)	\$20**
County Criminal Record Search (cost per record search)	\$20**
Credit Report (for employment purposes)	\$12
DOT (Transportation) Employment Verification (each)	\$18
Drug Use Questionnaire	\$15
Education Verification (cost per record)	\$15**
Employment History and Verification (each)	\$18**
Employment Supervisor/Co-Worker Face-to-Face Interview	N/A
Employment Supervisor/Co-Worker Telephonic Interview	\$25*
Family/Spouse Face-to-Face Interview	N/A
Family/Spouse Telephonic Interview (each)	\$25**
Immunization/Compliance Tracking System (per student/per year)	N/A
Medical Professional Screening	\$7.50
Military Record Verification and Record Search	\$18
Motor Vehicle Records/Driving History (cost per record search)	\$14
Multi-Jurisdictional (local, national) Criminal History Record Check	N/A
Neighborhood Reference Face-to-Face Interview	N/A
Polygraph Service	N/A
Professional License Verification	\$18
Reference Check	\$25
Sanction Screening	\$7.50
Sex Offender Registry Check	\$10
Skip Trace Report	N/A
Social Security Number Trace and Verification	\$7.50
Subject Interview (in-office or telephonic)	\$90

U.S. Federal Bankruptcy Search (cost per record search)	\$25
U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)	\$7.50
Other Screening Services Offered: (list in detail)	
Federal District Criminal Search	\$25
Nevada State Criminal Records Search	\$31
Nationwide Criminal Database Search	\$15
Prison Records (by state)	\$25
Federal Civil Litigation Records Search (cost per record search)	\$25
CDL Nationwide Drivers License Search	\$7.50
Report Preparation (applies only to extended comprehensive interview narrative reports)	\$75

*Per 15 minutes or portion thereof.

**Plus administrative search fees levied by the repositories (if any). These charges, when necessary, may be passed on to using agencies with no markup.

Other services available

The “unlimited search” indicated below includes all names a person may have had.

#	PACKAGE PRICING	PRICE PER EACH PACKAGE
1.	Social Locator (Name/Identity/SSN) County Criminal per jurisdiction Federal Criminal per jurisdiction Sex Offender and Sexual Predator Registries	N/A
1A.	Social Locator (Name/Identity/SSN) County Criminal unlimited searches as revealed by SS Locator State Criminal unlimited searches as revealed by SS Locator Federal Criminal unlimited searches as revealed by SS Locator Sex Offender and Sexual Predator Registries	N/A
2.	Social Locator (Name/Identity/SSN) County Criminal per jurisdiction State Criminal per jurisdiction Federal Criminal per jurisdiction Sex Offender and Sexual Predator Registries Credit Report	N/A
2A.	Social Locator (Name/Identity/SSN) County Criminal unlimited searches as revealed by SS Locator State Criminal unlimited searches as revealed by SS Locator Federal Criminal unlimited searches as revealed by SS Locator Sex Offender and Sexual Predator Registries Credit Report	N/A
3.	Social Locator (Name/Identity/SSN) County Criminal per jurisdiction State Criminal per jurisdiction Federal Criminal per jurisdiction Sex Offender and Sexual Predator Registries Employment Verification	N/A

	Credit Report Sanction Reports (OIG, GSA, EPLS) SDN	
3A.	Social Locator (Name/Identity/SSN) County Criminal unlimited searches as revealed by SS Locator State Criminal unlimited searches as revealed by SS Locator Federal Criminal unlimited searches as revealed by SS Locator Sex Offender and Sexual Predator Registries Employment Verification Credit Report Sanction Reports (OIG, GSA, EPLS) SDN	N/A
4.	Social Locator (Name/Identity/SSN) County Criminal per jurisdiction State Criminal per jurisdiction Federal Criminal per jurisdiction Sex Offender and Sexual Predator Registries Employment Verification Sanction Reports (OIG, GSA, EPLS) SDN	N/A
4A.	Social Locator (Name/Identity/SSN) County Criminal unlimited searches as revealed by SS Locator State Criminal unlimited searches as revealed by SS Locator Federal Criminal unlimited searches as revealed by SS Locator Sex Offender and Sexual Predator Registries Employment Verification Sanction Reports (OIG, GSA, EPLS) SDN	N/A
5.	Additional Packages Offered: (list in detail)	

Plus administrative search fees levied by the repositories (if any).
These charges shall be passed on to the using agencies with no markup.

NOTE: Per *Section 3.3* of the RFP, the lists of services above are not meant to be all-inclusive. Agencies may request other, similar services not included in the proposal by way of the following procedure:

Agencies must provide awarded vendor(s) with the type of service needed and a brief description. Fees for any additional services will be negotiated between using agency and awarded vendor(s) in writing prior to awarded vendor(s) providing the services. These additional services shall be captured on reports submitted to the State by each awarded vendor.

**ATTACHMENT J – COST PROPOSAL CERTIFICATION OF COMPLIANCE
TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with *all* the terms and conditions specified in this Request for Proposal.

YES X I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors *must* provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations. *Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.*

Employer Lynx, Inc

Company Name

Signature

Print Name

Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

**This document must be submitted in Tab III of vendor's cost proposal.
This form MUST NOT be included in the technical proposal.**