



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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Human Resources & EEO Services
FSC Group 738-X, PSC R799

Contract Number

GS-02F-0054S

SIN 595-27 PRE-EMPLOYMENT INVESTIGATIONS

Contract Period

December 30, 2005 – June 28, 2011



KeyPoint Government Solutions, Inc.

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Business Size: Large

Ordering agencies may use the following contact information to obtain technical, ordering and contract assistance from KeyPoint Government Solutions, Inc.

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About KeyPoint Government Solutions

KeyPoint Government Solutions (KeyPoint) is a leading provider of investigative and risk mitigation services, delivering meaningful, accurate solutions to help government agencies and private companies make confident decisions. KeyPoint delivers advisory, monitoring, compliance and other solutions across several primary areas of expertise, including background investigations, infrastructure safety and security, emergency management, criminal justice services, fraud investigations, corrections consulting and program management.

Its national network of almost 1,800 investigators and subject matter experts supports a wide variety of clients across its five practice areas: Inspections and Clearance Services, Security Services, Investigative Services, Criminal Justice Services and Information and Data Services. These practice groups are led by industry-leading experts, employ innovative technology-driven tools, and apply solid processes and best practices that ensure quality, accuracy, and on-time delivery.

KeyPoint is a pre-eminent provider of security clearance investigations to the federal government, providing such services to various components of the Department of Homeland Security (DHS) and the U.S. Office of Personnel Management (OPM). In addition, KeyPoint was the Independent Monitor for the Los Angeles Police Department, appointed by the U.S. District Court in an eight-year assignment that required ongoing extensive analysis of records, reports and independent sources. KeyPoint has also been hired to investigate critical police incidents in Tennessee, Austin and San Francisco, among others, each of which involved applying specific expertise to facts derived from extensive investigation and issuing reports on its findings. KeyPoint's customized solutions promote efficient management of the investigations its workforce conducts. It delivers unparalleled quality solutions in a cost-effective and collaborative manner, meeting the unique and precise requirements of each client. KeyPoint nimbly responds to client needs as they evolve and works diligently to employ methodologies that ensure consistent quality.

KeyPoint was founded and is headed by Jeff Schlanger, a former state and federal prosecutor. Mr. Schlanger has more than 30 years of investigative experience both in the public and private sectors and has applied that experience to helping government agencies and major corporations perform investigations in order to reduce risk and combat fraud and abuse. KeyPoint Government Solutions is the new name of Kroll Government Services (KGS), which was the government services arm of Kroll, Inc.

Background Investigations and Screening Services

KeyPoint Government Solutions offers a wide range of screening services utilized by corporate and institutional clients in numerous fields and industries. KeyPoint conducts background investigations on client employees and job candidates for organizations of all sizes to determine the validity and accuracy of personal and professional information they have provided. As permitted by law, KeyPoint screens against the full spectrum of information resources and public records, including criminal and civil records, credit histories, references, and driving records.

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST (SIN 595-27: Pre-Employment Screening)

Line Item	Product	12/30/05 to 12/29/06 (each)	12/30/06 to 12/29/07 (each)	12/30/07 to 12/29/08 (each)	12/30/08 to 12/29/09 (each)	12/30/09 to 06/28/11 (each)
001	Bankruptcy District Records Search (per district)	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23
002	Civil Records Search (per court) *	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23
003	Consumer Credit Report (for employment purposes)	\$7.21	\$7.43	\$7.65	\$7.88	\$8.11
004	County Criminal Record Search (per county)	\$12.36	\$12.73	\$13.11	\$13.51	\$13.91
005	Education Verification(per institution) ***	\$8.76	\$9.02	\$9.29	\$9.57	\$9.86
006	Past Employer Verification (per employer) ***	\$8.76	\$9.02	\$9.29	\$9.57	\$9.86
007	Federal District Court Search - Civil (per district)	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23
008	Federal District Court Search - Criminal (per district)	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23
009	Military Record Verification	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19
010	Motor Vehicle Report (in addition to state fees) *	\$2.83	\$2.91	\$3.00	\$3.09	\$3.19
011	National Wants & Warrants Search	\$2.06	\$2.12	\$2.19	\$2.25	\$2.32
012	Personal Reference Verification	\$8.76	\$9.02	\$9.29	\$9.57	\$9.86
013	Profile Search	\$46.35	\$47.74	\$49.17	\$50.65	\$52.17
014	Professional License Verification	\$8.76	\$9.02	\$9.29	\$9.57	\$9.86
015	Social Security Trace	\$3.09	\$3.18	\$3.28	\$3.38	\$3.48

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST (SIN 595-27: Pre-Employment Screening)

Line Item	Product	12/30/05 to 12/29/06 (each)	12/30/06 to 12/29/07 (each)	12/30/07 to 12/29/08 (each)	12/30/08 to 12/29/09 (each)	12/30/09 to 06/28/11 (each)
016	State Worker's Compensation Search *	\$10.82	\$11.14	\$11.48	\$11.82	\$12.18
017	Statewide Criminal Records Search *	\$10.04	\$10.34	\$10.65	\$10.97	\$11.30
BI	BI (Background Investigation Services) **	\$2,434.92	\$2,507.97	\$2,583.21	\$2,660.71	\$2,740.53
SSBI	SSBI (Single Scope) **	\$2,564.37	\$2,641.31	\$2,720.54	\$2,802.16	\$2,886.23
UGI	UGI (Upgrade to SSBI) **	\$1,821.08	\$1,875.71	\$1,931.98	\$1,989.94	\$2,049.64
UDI	UDI (Updated Investigation) **	\$1,821.08	\$1,875.71	\$1,931.98	\$1,989.94	\$2,049.64
PRI	PRI (BI - Periodic Reinvestigation) **	\$446.17	\$459.55	\$473.34	\$487.54	\$502.17
PRIS	PRIS (SSBI - Periodic Reinvestigation) **	\$1,821.08	\$1,875.71	\$1,931.98	\$1,989.94	\$2,049.64
NACLC	NACLC (National Agency Check with Credit Check) **	\$468.96	\$483.03	\$497.52	\$512.45	\$527.82
LAC	LAC (Local Agency Check) **	\$439.62	\$452.81	\$466.39	\$480.39	\$494.80

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST (SIN 595-27: Pre-Employment Screening)

Line Item	Labor Category	12/30/05 to 12/29/06 (per hour)	12/30/06 to 12/29/07 (per hour)	12/30/07 to 12/29/08 (per hour)	12/30/08 to 12/29/09 (per hour)	12/30/09 to 06/28/11 (per hour)
PM	Program Manager	\$216.61	\$223.11	\$229.80	\$236.70	\$243.80
A4	Agent Level 4	\$151.63	\$156.18	\$160.86	\$165.69	\$170.66
A3	Agent Level 3	\$116.97	\$120.48	\$124.09	\$127.82	\$131.65
A2	Agent Level 2	\$84.91	\$87.46	\$90.08	\$92.79	\$95.57
A1	Agent Level 1	\$73.65	\$75.86	\$78.13	\$80.48	\$82.89
RA	Records Analyst	\$61.52	\$63.36	\$65.26	\$67.22	\$69.24
DC	Document Clerk	\$50.17	\$51.68	\$53.23	\$54.83	\$56.47

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST (SIN 595-27: Pre-Employment Screening)

Notes

[1] Local and/or state imposed access fees shall be negotiated outside of the contract. Clients will receive a detailed accounting of such fees when applicable.

[2] For those line items marked with a single asterisk (*), the following apply:

Schedule offered price is for a standard delivery of 46-60 days. A premium will be charged for accelerated delivery as follows:

- 1 – 29 days: an additional 12% of the Base Price
- 30 – 45 days: an additional 7% of the Base Price

A reduction in price will result if the case is not completed within 60 days as follows:

- 61 – 74 days: a reduction of 10% of the Base Price
- 75 days or more: a reduction of 20% of the Base Price

[3] For those line items marked with a double asterisk (**), the following apply:

Schedule offered price is for a standard delivery of 90 days. A premium will be charged for accelerated delivery as follows:

- Under 30 days: an additional 20% of the Base Price
- 31 – 45 days: an additional 15% of the Base Price
- 46 – 61 days: an additional 10% of the Base Price

[4] For those line items marked with a triple asterisk (***), Note [1] and the following apply:

In the event that an employer or educational institution has outsourced its data/information to a third party company, we will add appropriate access fees to the applicable verification.

[5] All government pricing is inclusive of a .75% Industrial Funding Fee (IFF).

[6] All travel, per diem, incidental expenses, and additional premiums for travel to hazardous duty and/or hardship locations shall also be negotiated outside of the contract.

[7] Pricing is valid worldwide. Please see Note [6] for additional clarifications.

PRODUCT DESCRIPTIONS

Bankruptcy District Records Search (per district)

Searches of federal bankruptcy filings including Chapter 7, 11, and 13 bankruptcies.

Civil Records Search (per court)

Supplies the client with records pertaining to civil suits and judgments filed by or against an individual or corporation. A copy of the complaint and the final order can be provided. If the case is pending, a brief summary of the status of the suit will be provided. These records can be obtained by contracting the clerks of county, state, or federal courts depending on the request.

Consumer Credit Report (for employment purposes)

Analyzes an individual's credit history and may provide places of employment or prior addresses, a spouse's name, credit account types, terms, amounts past due, loan types, balances, high credit, dates opened and closed, payment patterns, credit limits, and mode of payment.

County Criminal Records Search (per county)

KeyPoint will check the County Criminal Record (felony and misdemeanor) at the county of residence and/or former addresses for the past seven years. KeyPoint complies with FCRA regulations by providing clients with the most current and accurate information available.

Education Verification (per institution)

Verifies with institutions where degrees were attempted and/or received and report dates of attendance, major, and other available information.

Past Employer Verification (per employer)

KeyPoint researchers will contact the previous employer to verify the information from applications or resumes and include it in the report. In the case of past employers, KeyPoint will endeavor to try to gather as much information as possible, not simply settle for name, dates of employment, and pay rates from the HR or personnel department. Note: some businesses may require written requests and may take longer to receive than other records. Our Research Specialists ask performance-based questions, situational questions, open-ended questions, and even more importantly, they seek out the person who has the information you need.

Federal District Court Records Search – Civil (per district)

Searches the federal district court civil records of the current place of residence or a former address.

Federal District Court Records Search – Criminal (per district)

Searches the federal district court criminal records. Examples include bank robbery, embezzlement, tax evasion, mail fraud, or crimes occurring across state lines.

Military Record Verification

Verification of all prior military service, including discharge type. For full time active service within the last five years two reference interviews.

Motor Vehicle Report (in addition to state fees)

KeyPoint will provide a Motor Vehicle Report from the state where the applicant is licensed. The report may provide identifying information such as a full name, physical description, and date of birth, as well as dates of convictions, violations and accidents, sections violated, docket numbers, court locations and accident report numbers.

Personal Reference Verification

Interviews an applicant's personal references and asks industry standard questions.

Profile Search

Searches publicly available databases and other web based resources to provide general profile information otherwise unavailable through other products.

Professional License Verification

Verifies the applicant's professional licensure including license number, issue date, expiration date, present standing, and any record of disciplinary action.

Social Security Trace

Organizations should consider conducting a 7 year criminal record search based off the Social Security Number Verification. This method will allow KeyPoint to search resident addresses the prospective applicant may not provide the employer on the application and Notice/Authorization and Release Form. It has been KeyPoint experience that a significant percentage of criminal records come from addresses not provided by the prospective applicant. This service is minimal in cost and defines the parameter for your search.

State Workers' Compensation Search

Where this search is available and falls within the Americans with Disabilities Act (ADA), reports any workers' compensation claim or record available at the U.S. Department of Labor.

Statewide Criminal Records Search

If reliable and/or mandated by state law, KeyPoint will conduct a statewide records search for felonies and misdemeanors. *Note: not all states offer a statewide service, and some states have incomplete records.

Background Investigation Services (BI)

A completed Electronic Personnel Security Questionnaire (EPSQ), or customer specific security questionnaire, including applicable releases and supporting documentation must be provided.

A BI shall consist of the following:

- A NAC and an LAC
- Subject Interview: KeyPoint will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies, or both. Digital photographs and recording of statements may be taken if appropriate.
- Education: In cases where the Subject has attended school for over four months within the last two years as his/her primary activity verification will include a reference interview and a record verification. If subject has not attended school for over four months within the last two years as his/her primary activity verification will be by record only. In either event highest awarded degree/diploma will be verified.
- Employment: Verification of all employment within the past five years; personal interviews of two sources (supervisors, coworkers, or both) for each employment of four months or more within the last five years; corroboration through records or sources of all periods of unemployment exceeding sixty days within the last five years.
- Residences: Confirmation of all residences greater than 4 months for the last three years through appropriate interviews with neighbors and through record reviews.
- References: Interviews of two individuals, one of whom is developed from the investigation, who have collective social knowledge of the Subject for the preceding five years.
- Local Agency Checks: Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last five years, the Subject has resided, been employed, and/or attended school for four months or more including current residence regardless of duration. If no residence, employment, or education exceeds four months, local agency checks will be performed as deemed appropriate.

- Medical: Check of any relevant drug treatment, alcohol treatment or mental health condition within the last five years.
- Public Records: Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last five years.
- Marriage/Divorce: Verification of all marriages and divorces within the last five years.
- Date and Place of Birth: Corroboration of date and place of birth through independent source.
- Military: Verification of all prior military service, including discharge type. For full time active service within the last five years two reference interviews.
- Citizenship: For individuals born outside the United States (US), verification of US citizenship directly from the appropriate registration authority; verification of US citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).

Single Scope Background Investigation (SSBI)

A completed Electronic Personnel Security Questionnaire (EPSQ), or customer specific security questionnaire, including applicable releases and supporting documentation must be provided.

A SSBI shall consist of the following:

- A NAC and a LAC
- Subject Interview: KeyPoint will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies, or both. Digital photographs and recording of statements may be taken if appropriate.
- Education: In cases where the Subject has attended school for over four months within the last three years as his/her primary activity verification will include a reference interview and a record verification. If subject has not attended school for over four months within the last two years as his/her primary activity verification will be by record only. In either event highest awarded degree/diploma will be verified.
- Employment: Verification of all employment within the past ten years; personal interviews of two sources (supervisors, coworkers, or both) for each employment of four months or more within the last five years; corroboration through records or sources of all periods of unemployment exceeding sixty days within the last ten years.
- Residences: Confirmation of all residences for the last three years through appropriate interviews with neighbors and through record reviews.
- References: Interviews of four individuals, at least two of whom are developed from the investigation, who have collective social knowledge of the Subject for the preceding ten years.
- Local Agency Checks: Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last ten years, the Subject has resided, been employed, and/or attended school for four months or more including current residence regardless of duration. If no residence, employment, or education exceeds four months, local agency checks will be performed as deemed appropriate.
- Medical: Check of any relevant drug treatment, alcohol treatment or mental health condition within the last ten years.
- Public Records: Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last ten years.
- Marriage/Divorce: Verification of all marriages and divorces within the last ten years. Interview of all former spouses within the ten year period.
- Date and Place of Birth: Obtain original or certified copy of Subject's birth certificate.
- Military: Verification of all prior military service, including discharge type. For full time active service within the last ten years two reference interviews.
- Citizenship: For individuals born outside the United States (US), verification of US citizenship directly from the appropriate registration authority; verification of US citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).

- **Financial Review:** verification of the Subject's financial status, including credit bureau checks covering all locations where the Subject has resided, been employed, and/or attended school for six months or more for the last seven years.

Upgrade to SSBI (UGI)

A completed Electronic Personnel Security Questionnaire (EPSQ), or customer specific security questionnaire, including applicable releases and supporting documentation must be provided.

A UGI shall consist of the following:

- **National Agency Check (NAC)**
- **Subject Interview:** KeyPoint will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions and will cover the period of time since the Subject's last investigation. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies, or both. Digital photographs and recording of statements may be taken if appropriate.
- **Education:** In cases where the Subject has attended school for over four months since the last investigation as his/her primary activity verification will include a reference interview and a record verification. If subject has not attended school for over four months since the last investigation years as his/her primary activity verification will be by record only. In either event highest awarded degree/diploma will be verified to the extent not previously verified.
- **Employment:** Verification of any employment since the last investigation; personal interviews of two sources (supervisors, coworkers, or both) for each employment of four months or more since the last investigation; corroboration through records or sources of all periods of unemployment exceeding sixty days since the last investigation.
- **Residences:** Confirmation of all residences since the last investigation greater than four months through appropriate interviews with neighbors and through record reviews.
- **References:** Interviews of two individuals, at least one of whom is developed from the investigation, who have collective social knowledge of the Subject since the last investigation.
- **Local Agency Checks:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, since the last investigation, the Subject has resided, been employed, and/or attended school for four months or more including current residence regardless of duration. If no residence, employment, or education exceeds four months, local agency checks will be performed as deemed appropriate.
- **Medical:** Check of any relevant drug treatment, alcohol treatment or mental health condition since the last investigation.
- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject since the last investigation.
- **Marriage/Divorce:** Verification of all marriages and divorces since the last investigation.
- **Date and Place of Birth:** Obtain original or certified copy of Subject's birth certificate if not previously obtained
- **Military:** Verification of all military service since the last investigation, including discharge type.
- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks covering all locations where the Subject has resided, been employed, and/or attended school for six months or more for seven year period.

Updated Investigation (UDI)

A completed Electronic Personnel Security Questionnaire (EPSQ), or customer specific security questionnaire, including applicable releases and supporting documentation must be provided.

A UDI shall consist of the following:

- **NAC**
- **Subject Interview:** KeyPoint will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize a

standard set of questions and will cover the period of time since the Subject's last investigation. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies, or both. Digital photographs and recording of statements may be taken if appropriate.

- Education: In cases where the Subject has attended school for over four months since the last investigation as his/her primary activity verification will include a reference interview and a record verification. If subject has not attended school for over four months within the last two years as his/her primary activity verification will be by record only. In either event highest awarded degree/diploma will be verified.
- Employment: Verification of any employment since the last investigation; personal interviews of two sources (supervisors, coworkers, or both) for each employment of four months or more since the last investigation; corroboration through records or sources of all periods of unemployment exceeding sixty days since the last investigation.
- Residences: Confirmation of all residences since the last investigation through appropriate interviews with neighbors and through record reviews.
- References: Interviews of two individuals, at least one of whom is developed from the investigation, who have collective social knowledge of the Subject since the last investigation.
- Local Agency Checks: Check of appropriate criminal history records, through either police or court agencies, covering all locations where, since the last investigation, the Subject has resided, been employed, and/or attended school for four months or more including current residence regardless of duration. If no residence, employment, or education exceeds four months, local agency checks will be performed as deemed appropriate.
- Medical: Check of any relevant drug treatment, alcohol treatment or mental health condition since the last investigation.
- Public Records: Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject since the last investigation.
- Marriage/Divorce: Verification of all marriages and divorces since the last investigation. Interview of all former spouses since the last investigation if underlying investigation is SSBI.
- Date and Place of Birth: Obtain original or certified copy of Subject's birth certificate if not previously obtained
- Military: Verification of all military service since the last investigation, including discharge type.
- Financial Review: Verification of the Subject's financial status, including credit bureau checks covering all locations where the Subject has resided, been employed, and/or attended school for six months or more since the last investigation.

BI Periodic Re-investigation (PRI)

A completed Electronic Personnel Security Questionnaire (EPSQ), or customer specific security questionnaire, including applicable releases and supporting documentation must be provided.

A PRI shall consist of the following:

- Subject Interview: KeyPoint will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions and will cover the period of time since the Subject's last investigation. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies, or both. Digital photographs and recording of statements may be taken if appropriate.
- Employment: If requested, verification of any employment since the last investigation; for each employment of four months or more since the last investigation; corroboration through records or sources of all periods of unemployment exceeding sixty days since the last investigation.
- Residences: If requested, confirmation of all residences since the last investigation greater than four months through appropriate interviews with neighbors and through record reviews.
- References: If requested, interviews of two individuals, at least one of whom is developed from the investigation, who have collective social knowledge of the Subject since the last investigation.

- **Local Agency Checks:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, since the last investigation, the Subject has resided, been employed, and/or attended school for four months or more including current residence regardless of duration. If no residence, employment, or education exceeds four months, local agency checks will be performed as deemed appropriate.
- **Military:** If requested, verification of all military service since the last investigation, including discharge type.
- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks covering all locations where the Subject has resided, been employed, and/or attended school for six months or more since last investigation.

SSBI - Periodic Reinvestigation (PRIS)

A completed Electronic Personnel Security Questionnaire (EPSQ), or customer specific security questionnaire, including applicable releases and supporting documentation must be provided.

A PRIS shall consist of the following:

- **Subject Interview:** KeyPoint will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions and will cover the period of time within the last five years. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies, or both. Digital photographs and recording of statements may be taken if appropriate.
- **Education:** In cases where the Subject has attended school for over four months in the last five years as his/her primary activity verification of attendance/degree will be made. If no prior verification of attendance/degree the highest awarded degree/diploma will be verified to the extent not previously verified.
- **Employment:** Verification of any employment since the last investigation; personal interviews of two sources (supervisors, coworkers, or both) for each employment of six months or more since the last investigation; corroboration through records or sources of all periods of unemployment exceeding sixty days since the last investigation.
- **Residences:** Confirmation of all residences since the last investigation greater than four months through appropriate reference interviews (at least two) with neighbors and through record reviews.
- **References:** Interviews of two individuals, at least one of whom is developed from the investigation, who have collective social knowledge of the Subject since the last investigation or five years whichever is greater.
- **Local Agency Checks:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, since the last investigation, the Subject has resided, been employed, and/or attended school for four months or more including current residence regardless of duration. If no residence, employment, or education exceeds four months, local agency checks will be performed as deemed appropriate.
- **Marriage/Divorce:** Verification of all marriages and divorces since the last investigation. Interview of all former spouses since the last investigation or within five years whichever is greater.
- **Date and Place of Birth:** Obtain original or certified copy of Subject's birth certificate if not previously obtained
- **Military:** Verification of all military service since the last investigation, including discharge type.

National Agency Check with Local Agency Checks and Credit Checks (NACLC)

A NACLC will consist of a national and local agency check. Search of records of appropriate national agencies will be performed. The Local Agency Check (LAC) will include checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the last five years, and if applicable, of the appropriate agency for any identified arrests. As well as a financial review with verification of the subject's financial status, including credit bureau checks covering all locations where the subject has resided, been employed, or attended school for the past seven years. A national credit history will be provided. A completed Electronic Personnel Security Questionnaire

(EPSQ), or customer specific security questionnaire must be provided including applicable releases and supporting documentation.

Local Agency Check (LAC)

A local agency check includes checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the last five years, and if applicable, of the appropriate agency for any identified arrests.

It also includes a financial review where we verify the subject's financial status, including credit bureau checks covering all locations where the subject has resided, been employed, or attended school for the past seven years.

A completed Electronic Personnel Security Questionnaire (EPSQ), or customer specific security questionnaire, including applicable releases and supporting documentation must be provided.

LABOR CATEGORY DESCRIPTIONS

<i>Labor Category</i>	Program Manager
<i>General Experience</i>	10+ years experience in Background Investigations.
<i>Functional Responsibility</i>	Provides overall project management and supervision of KeyPoint personnel assigned to the engagement. Initiates assignments, monitors performance and balances production and work load. Responsible for the selection and performance of investigators, agents, and staff assigned to the engagement. Monitor, track, review, analyze, and disseminate results of completed investigations. Responsible for the client deliverables and client satisfaction. Reports directly to corporate management.
<i>Educational Background</i>	Bachelors Degree. Years of experience may be substituted for education.

<i>Labor Category</i>	Agent Level 4
<i>General Experience</i>	6+ years experience in Background Investigations.
<i>Functional Responsibility</i>	Directs teams of investigators, agents, and staff members to coordinate background investigations. Conducts investigations of high level candidates and implements quality control methodologies to insure accurate and high quality deliverables.
<i>Educational Background</i>	Bachelors Degree. Years of experience may be substituted for education.

<i>Labor Category</i>	Agent Level 3
<i>General Experience</i>	4+ years experience in Background Investigations.
<i>Functional Responsibility</i>	Performs daily background investigation activities. Gathers, disseminates, analyzes, and prepares findings from checks and search results.
<i>Educational Background</i>	Bachelors Degree. Years of experience may be substituted for education.

<i>Labor Category</i>	Agent Level 2
<i>General Experience</i>	2+ years experience in Background Investigations.
<i>Functional Responsibility</i>	Coordinates background investigations. Initiates checks and searches on candidates. Collects and organizes data for analysis.
<i>Educational Background</i>	Bachelors Degree. Years of experience may be substituted for education.

<i>Labor Category</i>	Agent Level 1
<i>General Experience</i>	1+ years experience in Background Investigations.
<i>Functional Responsibility</i>	Engages in first level data gathering activities. Initiates checks and searches on candidates. Collects and organizes data for analysis.
<i>Educational Background</i>	Bachelors Degree. Years of experience may be substituted for education.

<i>Labor Category</i>	Records Analyst
<i>General Experience</i>	1+ years experience collating, analyzing, and disseminating data.
<i>Functional Responsibility</i>	Performs in depth analysis of accumulated data.
<i>Educational Background</i>	High School Diploma. Years of experience may be substituted for education.

<i>Labor Category</i>	Document Clerk
<i>General Experience</i>	1+ years in general administrative experience
<i>Functional Responsibility</i>	Performs administrative duties as required.
<i>Educational Background</i>	High School Diploma. Years of experience may be substituted for education.

CUSTOMER INFORMATION

- 1a. **Special Item Numbers:** 595-21 – General Support Services: Pre-Employment Screening.
- 1b. **Government price list:** Please see page 6 and accompanying notes on page 8.
- 1c. **Labor Category Descriptions:** Please see page 9 for a description of labor categories.
2. **Maximum order:** \$1,000,000
3. **Minimum order:** \$100
4. **Geographic coverage (delivery area):** Domestic and Overseas. Please see price list notes for other costs associated with overseas coverage.
5. **Point(s) of production (city, county, and State or foreign country):** N/A
6. **Discount from list prices or statement of net price:** Government net prices are shown in the price list. Discounts have already been deducted.
7. **Quantity discounts:** None
8. **Prompt payment terms:** None. Standard payment term is Net 30 days.
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Contact Contractor
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor
10. **Foreign items (list by country of origin):** None
- 11a. **Time of delivery (Contractor insert number of days):** As specified by BPA, contract, and/or task order. Please see price list notes for delivery premiums and/or reductions.
- 11b. **Expedited Delivery:** Contact Contractor. Please see price list notes for expedited delivery premiums.
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B. Point(s):** Destination. Please see price list notes for additional details.
- 13a. **Ordering address(es):**

KeyPoint Government Solutions, Inc.
1750 Foxtrail Drive
Loveland, CO 80538
Telephone: (703) 608-5268
Facsimile: (866) 772-9225

- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address(es):**

KeyPoint Government Solutions, Inc.
1750 Foxtrail Drive
Loveland, CO 80538
Telephone: (703) 608-5268
Facsimile: (866) 772-9225
15. **Warranty provision:** Contractor standard commercial warranty applies.
16. **Export packing charges, if applicable:** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** Contact Contractor
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: www.Section508.gov:** N/A
25. **Data Universal Number System (DUNS) number:** 15-2867235
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**
Registered