



## GENERAL SERVICES ADMINISTRATION

### Federal Acquisition Service Authorized | Federal Supply Schedule FSS Price List

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: <https://www.GSAAdvantage.gov>.

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**Schedule Title:** Multiple Award Schedule

**FSC Group:** Security and Protection | **FSC Class:** S206

**Contract Number:** 47QSWA20D0010

**Contract Period:** 11/06/2019 through 11/05/2024

**Paragon Systems, Inc.**

13900 Lincoln Park Drive, Suite 300, Herndon, VA 20171

Phone: (703) 263-7176 | Fax: (703) 750-1318

[www.parasys.com](http://www.parasys.com)

**Contract Administration Source:** Kimberly Hebert, Contracts & Compliance Manager

**Email:** [contracts@parasys.com](mailto:contracts@parasys.com)

**Business Size:** Large

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.



## Contract Number 47QSWA20D0010

**Contractor:** Paragon Systems, Inc.  
13900 Lincoln Park Drive, Suite 300  
Herndon, VA 20171

**Contract Period:** 11/06/19 through 11/05/24

**Contract Administration:** Kimberly Hebert  
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**Contractor Information:** Business Size: Large  
Primary SIC: 7381  
NAICS: 561611 and 561612  
SAM UEI: RG1VD6RNMXB5

**Contractor Website:** [www.parasys.com](http://www.parasys.com)

**Contractor Main Email:** [contracts@parasys.com](mailto:contracts@parasys.com)

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**FOREWARD**

Paragon Systems, Inc. (Paragon) is a leading provider of professional guarding and logistics services to the United States government.

Paragon's services are already approved for purchase under a government-wide contract available for use by any federal agency, the Multiple Award Schedule (MAS). This makes it easy and convenient for your agency to put our expert team of security professionals to work for you immediately.

Paragon is uniquely positioned to respond to the requirements of your agency. Through innovation, dedication to quality and industry-leading practices, Paragon has built a documented record of exceptional performance, and a reputation of providing highly qualified, dependable security personnel.

For information about Paragon Systems, Inc. or procurement of our services, please contact Executive Vice President, Sean O'Brien at 571-359-3506.

**INFORMATION FOR ORDERING ACTIVITIES**

Orders placed pursuant to the MAS, using the procedures set forth in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under the MAS, ordering offices need not seek further competition, synopsise the requirement, or make a separate determination of fair and reasonable pricing. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined in FAR 8.404, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

**CUSTOMER INFORMATION:**

1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s).

<u>SIN</u>	<u>DESCRIPTION</u>
561612	Protective Service Occupations
561611	Investigation Services
OLM	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment discounts, or any other concession affecting price. Contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

<u>SIN</u>	<u>MODEL</u>	<u>PRICE</u>
N/A for Services		

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, the Contractor shall insert "Not applicable" for this item.

*See Pricing.*

2. Maximum order: 561612: \$250,000.00 per order  
561611: \$1,000,000.00 per order

3. Minimum order: None

4. Geographic coverage (delivery area): Domestic, 50 states, Washington, DC, Puerto Rico, US Territories

5. Point(s) of production (city, county, and State or foreign country): N/A for Services

6. Discount from list prices or statement of net price: GSA Net Prices are shown on the attached GSA Pricing and the IFF has been included.

7. Quantity discounts: None

8. Prompt payment/payment terms: 0.25%/20, Net 30 days

"Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9. Foreign items (list items by country of origin): N/A for Services

10a. Time of delivery: In accordance with the Scope of Work

10b. Expedited delivery: In accordance with the Scope of Work

10c. Overnight and 2-day delivery: Consult with Contractor

10d. Urgent requirements: Consult with Contractor

11. F.O.B. Point(s): N/A for Services

12a. Ordering address(es): Same as Contractor's Address

12b. 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.

13. Payment address(es): Same as Contractor's Address

14. Warranty provision: N/A for Services
15. Export packing charges, if applicable: None
16. Terms and conditions of rental, maintenance, and repair (if applicable). N/A
17. Terms and conditions of installation (if applicable). N/A
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 18b. Terms and conditions for any other services (if applicable): N/A
19. List of service and distribution points (if applicable): N/A
20. List of participating dealers (if applicable): N/A
21. Preventive maintenance (if applicable): N/A
- 22a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services offered and show where full details can be found (e.g., Contractor's website or other location). ICT accessibility standards can be found at <https://www.section508.gov/>.
23. Unique Entity Identifier (UEI) number: RG1VD6RNMXB5
24. Notification regarding registration in system for Award Management (SAM) database: Contractor has an Active Registration in the SAM database.

## POINTS OF CONTACT

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## **INTRODUCTION TO PARAGON SYSTEMS, INC.**

Headquartered 25 miles outside of Washington, D.C., in Herndon, Virginia, Paragon has nearly three decades of providing quality security services to the United States Government. Today, Paragon employs over 13,000 highly trained, armed security specialists at more than 1,200 facilities throughout the United States.

Paragon officers support vital homeland security programs and protect some of the nation's most sensitive infrastructure, including missile launch sites, high occupancy government buildings, research facilities that store chemical and biological agents, federal law enforcement training facilities, harbors, government computer centers and military installations.

Paragon has developed comprehensive experience and expertise in all aspects of facility security management. With customer-focused contract locations throughout the country, and time-tested, standardized recruitment, qualification and training programs, Paragon has the capability to provide uniformly qualified and trained security officers throughout the United States with little or no lead time.

Paragon offers a comprehensive range of security support services. Our security specialists and officers perform armed and unarmed post/gate control, magnetometer screening, roving foot and vehicle patrols, management of central communications/security centers, CCTV and alarm monitoring, security escort, dignitary protection, security training, threat assessment, emergency preparedness evaluation, vehicle and visitor screening/badging, armory management, and first responder emergency services. Our clients include the Department of Homeland Security, NASA, the Department of Defense, the Department of Justice, the Department of the Treasury, the Federal Bureau of Investigation, the Drug Enforcement Administration, the National Park Service, the National Archives and Records Administration, the Federal Emergency Management Administration, the Department of Health and Human Services, the Social Security Administration, and the United States Food and Drug Administration.

At Paragon, we define ourselves by the partnerships that we have built with our clients. We recognize the trust that our clients place in us, and that the success of our business is dependent upon, and measured by, the success of our government clients' missions. We are committed to service excellence, integrity and value.

### **LABOR CATEGORY INDEX SIN 561612: GUARD SERVICES**

The following paragraphs establish required qualifications for the corresponding labor categories. Each labor category contains a narrative description of the most prevalent and typical aspects of the duties and responsibilities of each category. Please note that these are not all inclusive listings. Specific customer needs may vary and task order requirements are stated accordingly.



When a specific labor category defines an amount of years' experience as a substitute for an educational degree, only one degree may be substituted for each defined experience period.

Registration as a Certified Protection Professional is considered equivalent to a



Bachelor's degree. If the number of years' experience is not provided as a substitute for an educational degree in a labor category, then a minimum of five additional years of specialized experience is required. If a request for substitution of two degrees is submitted, then ten additional years of specialized experience (five for each degree) must be provided in the nominee's work experience documentation (resume). Additional degrees may also be considered as a substitute for a lack of required experience

tenure. An additional degree may substitute for the lack of two or fewer required years of experience.

Paragon carries basic liability insurance coverage for its security force. If the ordering office desires insurance coverage above the policy amount or performance bonds for security guards, the fees for such services will be negotiated outside the scope of this contract. Paragon can additionally provide security officers with varying levels of security clearance. An ordering office should contact our Executive Vice President, Sean O'Brien (571-359-3506), to obtain pricing information for these services.

## SIN 561612 GUARD SERVICE POSITIONS

**Job Title:** Alarm Monitor (27004)

**General Experience:** Five years of continuous work experience that demonstrates reliability, dependability, and good judgment, and a minimum of three years armed security, law enforcement or military police experience. Must have a thorough understanding of security policies and procedures, security and safety alarms, access control systems and emergency contingency plans. Must be mature and display clear presence of mind under stressful situations. Must successfully complete a background investigation, including criminal and employment checks as well as a drug screening. Must have good interpersonal and communication skills and present a neat and professional appearance.

**Training/Education:** High school diploma or GED certificate and completion of a certified security training program or local state or federal law enforcement training academy. Working knowledge of computers. Ability to type 40 WPM. Certification as a CPR and First Aid Instructor.

**Functional Responsibility:** Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

**Job Title:** **Corrections Officer (27008)**

**General Experience:** Five years of continuous work experience that demonstrates reliability, dependability, and good judgment, and a minimum of two years security, law enforcement, corrections or military police experience. Must successfully complete a background investigation, including criminal and employment checks as well as a drug screening. Must have good interpersonal skills and present a neat and professional appearance. Additionally, must demonstrate knowledge of the legal authority and limitations of a corrections officer. Required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**Training/Education:** Requires High School diploma or GED certificate and completion of a certified corrections training program, including satisfactory completion of certified firearms and defensive tactics courses. Must additionally have at least 15 semester college credit hours in Corrections, Criminal Justice, Psychology, Sociology, Family Relations, Guidance and Counseling, Pastoral Counseling, Social Work or Law Enforcement. Any bachelor's degree or two years of satisfactory Corrections Officer employment at the state or federal level fulfills the education requirements. Required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**Functional Responsibility:** Maintains order among inmates in a prison or local jail. Performs routine duties in accordance with established policies, regulations, and procedures to guard and supervise inmates in cells, at meals, during recreation, and on work assignments. May, if necessary, employ weapons or force to maintain discipline and order. Typical duties include: taking periodic inmate counts; searching inmates and cells for contraband articles; inspecting locks, windows, bars, grills, doors, and grates for tampering; aiding in prevention of escapes and taking part in searches for escaped inmates; and escorting inmates to and from different areas for questioning, medical treatment, work and meals. May act as outside wall guard, usually on rotation.

**Job Title:** **Court Security Officer (27010)**

**General Experience:** Five years of continuous work experience that demonstrates reliability, dependability, and good judgment, and a minimum of three years armed security, law enforcement or military police experience. Must successfully complete a background investigation, including criminal and employment checks as well as a drug screening. Must have good interpersonal skills and present a neat and professional appearance. Additionally, must demonstrate knowledge of the legal authority and limitations of an armed security officer. Required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**Training/Education:** High school diploma or GED, completion of a certified security training program and completion of local, state or federal law enforcement training academy. Must successfully complete a firearms qualification program annually.

**Functional Responsibility:** Patrols courthouse to provide security. Escorts defendants to and from courtroom and stands guard during court proceedings. Monitors courtroom for security. Assignments include not only the control of entrances to the court but also attention to the special needs of the court system, particularly in the area of personal protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public. Duties require specialized training in methods and techniques of protecting security areas. Is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons. Must be able to exercise tact and diplomacy dealing with members of the public and senior level government officials and maintain control of government furnished equipment.

**Job Title:** **Detention Officer (27040)**

**General Experience:** Three years of continuous work experience that demonstrates reliability, dependability, and good judgment, and a minimum of two years security, law enforcement, corrections or military police experience. Must successfully complete a background investigation, including criminal and employment checks as well as a drug screening. Must have good interpersonal skills and present a neat and professional appearance. Additionally, must demonstrate knowledge of the legal authority and limitations of a corrections officer. Required to demonstrate continuing physical fitness.

**Training/Education:** Requires high school diploma or GED, completion of a certified security training program.

**Functional Responsibility:** Performs various duties related to detention, safeguarding, security and escort of violators of immigration and other laws. Exercises surveillance over detainees, and maintains order and discipline. Attends to sheltering, feeding, and physical well-being of detainees; and counseling of alien detainees on personal matters. Guards detainees at deportation or exclusion hearings. Recognizes potentially hazardous health, safety, security, or discipline problems. Supervises voluntary work details, and encourages participation in organized recreational activities.

**Job Title:** **General Clerk I (01111)**

**General Experience:** Basic familiarity with office environment.

**Training/Education:** Typically requires a high school diploma or equivalent. Additional knowledge and skills learned on the job.

**Functional Responsibility:** This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

**Job Title:** **General Clerk II (01112)**

**General Experience:** Familiar with office environment.

**Training/Education:** Typically requires a high school diploma or equivalent. Additional knowledge and skills learned on the job

**Functional Responsibility:** This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**Job Title:** **General Clerk III (01113)**

**General Experience:** Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**Training/Education:** Typically requires a high school diploma or equivalent. Additional knowledge and skills learned on the job.

**Functional Responsibility:** This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

**Job Title:** **Guard I (27101)**

**General Experience:** One (1) year of work experience.

**Training/Education:** High school diploma or GED.

**Functional Responsibility:** The Guard I carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations in areas of low consequence. Guard I intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards and heavy supervision. The Guard I does not generally require a security clearance.

**Job Title:** **Guard II (27102)**

**General Experience:** One (1) year of work experience.

**Training/Education:** High school diploma or GED certificate. Specialized training in methods and techniques of protecting controlled areas.

**Functional Responsibility:** The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas and minimal supervision. Commonly, the Guard II is required to demonstrate proficiency with firearms or other special weapons, or to meet physical fitness standards, or to hold a security clearance.

**Job Title:** **Locksmith (23510)**

**General Experience:** Must have prior Locksmith or equivalent experience/training.

**Training/Education:** Typically requires a high school diploma or equivalent and required training/apprenticeship completion.

**Functional Responsibility:** The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or

disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.

**Job Title:** **Police Officer I (27131)**

**General Experience:** Must meet one of the following experience/education requirements:

- Prior experience in military (combat arms preferred)
- Federal, state, and local law enforcement experience
- Three years' experience as armed security guard
- Associate's Degree in Security related field

**Training/Education:** Must successfully complete a firearms qualification program annually and comply with state law certifications.

**Functional Responsibility:** Carries out general and specific assignments from superior officers in accordance with established rules and procedures. Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of duties as: patrolling a specific area on foot or in a vehicle; directing traffic, issuing traffic summonses; investigating accidents; apprehending and arresting suspects; processing prisoners; and protecting scenes of major crimes. May participate with detectives or investigators in conducting surveillance operations.

**Job Title:** **Police Officer II (27132)**

**General Experience:** Must meet one of the following experience/education requirements:

- Prior experience in military (combat arms preferred)
- Federal, state, and local law enforcement experience
- Three years' experience as armed security guard
- Associate's Degree in Security related field

**Training/Education:** Must successfully complete a firearms qualification program annually and comply with state law certifications.

**Functional Responsibility:** In addition to the basic police duties described at level I, the Police Officer II receives additional compensation to

specialize in one or more activities, such as: canine patrol, special reaction teams, juvenile cases, hostage negotiations, and participating in investigations or other enforcement activities requiring specialized training and skills.

**Job Title:** **Project Manager**

**General Experience:** Ten years of security or law enforcement related experience, of which at least five years must be specialized or supervisory in nature. Specialized or supervisory experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-tasks and supervising one or more subordinate units consisting of a squad or multiple squads of security or law enforcement personnel. General experience includes increasing responsibilities within the security/law enforcement discipline.

**Training/Education:** Requires bachelor's degree or equivalent experience. Certificate of graduation from a local, state or federal law enforcement academy, including satisfactory completion of certified firearms and defensive tactics courses.

**Functional Responsibility:** Serves as the Contractor's principal point of contact and the Contractor's authorized interface with the Government Contracting Officer (CO) or the Contracting Officer's Representative (COTR). Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for instituting quality assurance programs to insure the attainment of all project performance objectives.

**Job Title:** **Secretary I (01311)**

**General Experience:** Basic familiarity with office environment.

**Training/Education:** Typically requires a high school diploma or equivalent. Additional knowledge and skills learned on the job

**Functional Responsibility:** This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day to-day activities of the supervisor and staff, works fairly independently



receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

**Job Title:**

**Supervisor**

**General Experience:**

Five years of continuous security, law enforcement, or military police experience, of which at least two years must be supervisory in nature and at least two years of experience as an armed security officer. Specialized or supervisory experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-tasks and supervising one or more subordinate units consisting of a squad or multiple squads of security or law enforcement personnel. Must successfully complete a background investigation, including criminal and employment checks as well as a drug screening. Must have good interpersonal skills and present a neat and professional appearance. Additionally, must have detailed knowledge of federal contract security operations. Required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**Training/Education:**

High school diploma or GED certificate and completion of a certified security training program or local state or federal law enforcement training academy. Must successfully complete a firearms qualification program annually.

**Functional Responsibility:**

Responsible for enforcing work standards; scheduling security force personnel, including analysis of resources and workload; analysis of Contractor's performance and implementation of change to improve operations; interprets policy standards and directives and formulates strategies for improving policies, processes and directives; participates in recruitment, hiring, qualification and termination of security officers; reviews work discrepancies; supervises Contractor personnel; training of subordinates; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to security officers; prepares operational reports; ensures complete security coverage of assigned facility; counsels and disciplines security officers and implements post and general orders. Shall be responsible for the overall contract performance for specific times (shifts) and/or locations (districts, zones, etc.).

**Job Title:** **Switchboard Operator/Receptionist (01460)**

**General Experience:** Familiar with office environment.

**Training/Education:** High school diploma or GED certificate.

**Functional Responsibility:** This position greets visitors, determining nature of visits and directing visitors to appropriate persons. Duties may include, but are not limited to, relaying incoming, outgoing, and intra-system calls through a private branch exchange (PBX) system; recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; hearing and resolving complaints; making appointments; handling incoming and outgoing mail; controlling access to the facility; keeping a log of visitors; and issuing visitor passes. In this position, one may also type and perform other routine clerical work, such as entering data and processing documents, which may occupy the major portion of the worker's time.

## SIN 561612 GUARD SERVICES PRICE LIST

Labor Category	GSA Schedule Pricing
Alarm Monitor	\$ 72.07
Alarm Monitor (TAS)	\$ 88.07
Alarm Monitor (ESS)	\$ 101.83
Alarm Monitor (Supervisor)	\$ 87.13
Alarm Monitor (Project Manager)	\$ 100.28
Corrections Officer	\$ 97.35
Corrections Officer (TAS)	\$ 118.07
Corrections Officer (ESS)	\$ 138.82
Corrections Officer (Supervisor)	\$ 112.39
Corrections Officer (Project Manager)	\$ 125.54
Court Security Officer	\$ 97.81
Court Security Officer (TAS)	\$ 118.58
Court Security Officer (ESS)	\$ 139.34
Court Security Officer (Supervisor)	\$ 112.87
Court Security Officer (Project Manager)	\$ 126.03
Detention Officer	\$ 97.81
Detention Officer (TAS)	\$ 118.58
Detention Officer (ESS)	\$ 139.34
Detention Officer (Supervisor)	\$ 112.87
Detention Officer (Project Manager)	\$ 126.03
Guard I	\$ 39.93
Guard I (TAS)	\$ 47.32
Guard I (ESS)	\$ 54.71
Guard I (Supervisor)	\$ 54.98
Guard I (Project Manager)	\$ 68.12
Guard II	\$ 59.68
Guard II (TAS)	\$ 71.61
Guard II (ESS)	\$ 83.53
Guard II (Supervisor)	\$ 74.75
Guard II (Project Manager)	\$ 87.91
Police Officer I	\$ 108.38
Police Officer I (TAS)	\$ 131.59
Police Officer I (ESS)	\$ 154.78
Police Officer I (Supervisor)	\$ 123.43
Police Officer I (Project Manager)	\$ 136.58
Police Officer II	\$ 118.97
Police Officer II (TAS)	\$ 144.74

Labor Category	GSA Schedule Pricing
Police Officer II (ESS)	\$ 170.49
Police Officer II (Supervisor)	\$ 134.02
Police Officer II (Project Manager)	\$ 147.18
General Clerk I	\$ 42.47
General Clerk I (TAS)	\$ 50.42
General Clerk I (ESS)	\$ 58.35
General Clerk I (Supervisor)	\$ 57.53
General Clerk I (Project Manager)	\$ 70.69
General Clerk II	\$ 45.36
General Clerk II (TAS)	\$ 54.01
General Clerk II (ESS)	\$ 62.64
General Clerk II (Supervisor)	\$ 60.39
General Clerk II (Project Manager)	\$ 73.54
General Clerk III	\$ 49.90
General Clerk III (TAS)	\$ 59.63
General Clerk III (ESS)	\$ 69.32
General Clerk III (Supervisor)	\$ 64.96
General Clerk III (Project Manager)	\$ 78.10
Switchboard Operator/Receptionist	\$ 44.31
Switchboard Operator/Receptionist (TAS)	\$ 52.72
Switchboard Operator/Receptionist (ESS)	\$ 61.12
Switchboard Operator/Receptionist (Supervisor)	\$ 59.34
Switchboard Operator/Receptionist (Project Manager)	\$ 72.49
Secretary I	\$ 55.26
Secretary I (TAS)	\$ 66.21
Secretary I (ESS)	\$ 77.17
Secretary I (Supervisor)	\$ 70.30
Secretary I (Project Manager)	\$ 83.44
Locksmith	\$ 62.64
Locksmith (TAS)	\$ 75.30
Locksmith (ESS)	\$ 87.95
Locksmith (Supervisor)	\$ 77.66
Locksmith (Project Manager)	\$ 90.83
Guard II (Unarmed)	\$ 75.20
Guard II (Badging)	\$ 75.73
Guard II (Armed)	\$ 77.07
Lead Guard II (Unarmed)	\$ 77.70
Lead Guard II (Armed)	\$ 78.15
Guard II (Armed) (Culpeper, VA)	\$ 62.01

**Key:**

**Temporary Additional Services (TAS):** Temporary additional services above and beyond the recurring schedule, requiring personnel to work overtime to fulfill the requests.

**Emergency Security Services (ESS):** Emergency services, often for major disasters, where personnel are often deployed for weeks across the country, incurring travel, per diem, lodging/meals, and significant overtime to fulfill the requests.

## **SIN 561611: BACKGROUND INVESTIGATION SERVICES**

### **SIN 561611: NATIONAL AGENCY CHECK WITH LOCAL AGENCY CHECKS AND CREDIT CHECKS (NACLC)**

An NACLC is the required initial minimum investigation for contractors for access at the Confidential, Secret, and DOE “L” levels, and for military service members for Secret and Confidential levels. The NACLC is also the required reinvestigation for Federal employees, contractors, and military service members for continued access at these same levels.

An NACLC will consist of a national and local agency check. Search of records of appropriate national agencies will be performed by the requesting federal agency. 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. A financial review and verification of the subject’s financial status, including credit bureau checks verifying all locations where the subject has resided, been employed, or attended school for the past 5 years is included. 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. Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the basic case price. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 7. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire from the requesting agency.

### **SIN 561611: LOCAL AGENCY CHECK (LAC), to include IN-PERSON RECORD CHECK**

Agencies may choose to task only the LAC portion of the NACLC case type if their internal resources are utilized to obtain national Credit Bureau reports.

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. A completed Electronic Personnel Security Questionnaire (EPSQ) or customer specific security questionnaire must be provided including applicable releases and supporting documentation. Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the basic case price. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 6. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire from the requesting agency.

- **Includes IN-PERSON RECORD CHECK** at the state or local law enforcement agency to include police department, sheriff office and/or courthouse as necessary to verify information related to arrest and convictions, victims reports, complaints filed, and case disposition. It is the policy of some agencies to request such records by way of mail, telephone or fax.

### **SIN 561611: SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) – TIER 5**

An SSBI is conducted to meet investigation requirements established by Executive Order 12968 for Critical-Sensitive positions requiring access to Top Secret and Sensitive Compartmented Information and for “Q” access authorization.

An SSBI will consist of:

- **NAC:** National Agency Checks for the Subject of the OPM Security/Suitability Investigation Index (SII); Defense Clearance and Investigations Index (DCII); records of any investigation conducted by the FBI (FBIN); and Fingerprint verification of the FBI index of arrest records (FBIF). Also required are NAC checks on the subject’s spouse or cohabitant for all of the aforementioned files with the exception of the FBIF. Citizenship is verified on the subject and spouse/cohabitant by the State Department, INS, or other record when appropriate; an INS search is required for all foreign-born immediate family members. These checks must be requested through federal government channels (i.e. OPM) by the requesting agency.
- **Credit:** Credit bureau check (may be conducted by the requesting agency and provided to SCIS along with the security questionnaire and releases).
- **Subject Interview:** An in-person interview of the subject of the investigation which 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 or to resolve significant inconsistencies if required. Subsequent Subject interviews required to resolve issues discovered as a result of the National Agency Check or issues that occurred beyond the 10 year scope of the investigation are not included in the base case price.
- **Employment:** All employment, including part-time, intermittent, self-employment, unemployment, and military service, for the most recent 7 years of the scope of the investigation will be verified through employment records. Employment of 6 months or more (consecutive or cumulative) will include the personal interview of two sources (supervisor, co-worker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) will also include the testimony of a personal source who can verify the subjects activity during that period. Any listed significant derogatory employment action during the 10 year scope of the investigation will also be investigated and included in the report.
- **Education:** All education during the most recent seven years of the scope of the investigation will be verified by reviewing the transcript. If education is the primary activity, a reference interview will be conducted. A transcript of the highest degree earned will be obtained regardless of when earned.
- **Residence:** Residences of over 60 days in the most recent three years of the scope of the

investigation will be verified by interviewing two neighborhood references. If the subject was not the owner of the residence, rental records will also be reviewed and reported.

- **References:** In addition to the employment, education, and neighborhood references identified above, interviews of at least four individuals, at least two of whom are not listed on the subject's security questionnaire, who have collective knowledge of the subject during the 10 year scope of the investigation, will be conducted and reported.
- **Local Agency Checks:** Checks of appropriate criminal history records, through either police or court agencies, covering all locations where the subject has resided, worked, or attended school for four months or more, including the current residence regardless of the duration, for the entire 10 year scope of the investigation will be conducted and reported.
- **Medical:** Checks of any relevant drug treatment, alcohol treatment or mental health counseling for the entire 10 year scope of the investigation will be verified through record review and/or personal interview of the health care provider.
- **Public Records:** Records of all court actions (both civil and criminal) in which the subject is either the plaintiff or defendant will be verified by reviewing the court record.
- **Former Spouse:** An interview will be conducted of any listed or developed former spouse when the divorce occurred within the 10 year scope of the investigation.
- **Date and place of birth:** An original or certified copy of the subject's birth certificate will be obtained and included in the report of investigation.
- **Military Service:** Military service and type of discharge occurring outside the 10 year scope of the investigation will be verified through review of the service record.
- **Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements** are not included in the basic case price. Average number of leads expected on this case type is 25. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire from the requesting agency.

### **SIN 561611: SINGLE SCOPE BACKGROUND INVESTIGATION – PERIODIC REINVESTIGATION (SSBI-PR) – TIER 5**

An SSBI-PR is conducted to meet reinvestigation requirements established by Executive Order 12968 for Critical- Sensitive positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization.

An SSBI-PR will consist of:

- **NAC:** National Agency Checks for the Subject of the OPM Security/Suitability Investigation Index (SII); Defense Clearance and Investigations Index (DCII); records of any investigation conducted by the FBI (FBIN); and Fingerprint verification of the FBI index of arrest records (FBIF). These checks must be requested through federal government channels (i.e. OPM) by the requesting agency.
- **Credit:** Credit bureau check (may be conducted by the requesting agency and provided to SCIS along with the security questionnaire and releases).
- **Subject Interview:** An in-person interview of the subject of the investigation which 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 or to resolve significant inconsistencies if required. Subsequent Subject interviews required to resolve issues discovered as a result of the National Agency Check or issues that occurred beyond the 5 year scope of the investigation are not included in the base case price.

- **Employment:** All employment, including part-time, intermittent, self-employment, unemployment, and military service, for the 5 years of the scope of the investigation will be verified through employment records. Employment of 6 months or more (consecutive or cumulative) will include the personal interview of two sources (supervisor, co-worker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) will also include the testimony of a personal source who can verify the subjects activity during that period.
- **Education:** All education during the 5 years of the scope of the investigation will be verified by reviewing the transcript. If education is the primary activity, a reference interview will be conducted.
- **Residence:** The subject's current residence of over 60 days will be verified by interviewing two neighborhood references. If the subject was not the owner of the residence, rental records will also be reviewed and reported. Verification of additional residences within the 5 year scope of the investigation will be collaterally verified during reference interviews.
- **References:** In addition to the employment, education, and neighborhood references identified above, interviews of at least two individuals, at least one of whom are not listed on the subject's security questionnaire, who have collective knowledge of the subject during the 5 year scope of the investigation, will be conducted and reported.
- **Local Agency Checks:** Checks of appropriate criminal history records, through either police or court agencies, covering all locations where the subject has resided, worked, or attended school for four months or more, including the current residence regardless of the duration, for the entire 5 year scope of the investigation will be conducted and reported.
- **Medical:** Checks of any relevant drug treatment, alcohol treatment or mental health counseling for the entire 5 year scope of the investigation will be verified through record review and/or personal interview of the health care provider.
- **Public Records:** Records of all court actions (both civil and criminal) in which the subject is either the plaintiff or defendant will be verified by reviewing the court record.
- **Former Spouse:** An interview will be conducted of any listed or developed former spouse when the divorce occurred within the 5 year scope of the investigation.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 16. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire from the requesting agency.

### **SIN 561611: PHASED PERIODIC REINVESTIGATION (PPR)**

The contractor shall conduct Phased Periodic Reinvestigations of SSBIs covering the last five years, or up to 10 years back to the date of previous investigation (seven years for

references). If during the investigation any of the following issues develop, the agency will be notified to determine if case should be reissued as a full SSBI-PR:

- Subject is not a U.S. citizen, or has renounced or lost their U.S. citizenship since the last investigation.
- Subject is a dual citizen or has obtained dual citizenship since last investigation.
- Subject holds a foreign passport.
- Subject has been employed by or acted as a consultant for any foreign government, firm or agency.
- Subject has engaged in contact with a foreign government or its representatives on other than official U.S. Government business.
- Subject has undergone medical health treatment since the last investigation (that is not family, marital, or grief counseling, not related to violence by the Subject).
- Subject has been charged with any criminal offenses since the last investigation (excluding traffic violations resulting in fines of less than \$300 not related to drugs or alcohol).
- Subject has illegal drug use since the last investigation, or has ever illegally used drugs while in possession of a security clearance or in a position affecting public safety.
- Subject has abused alcohol or has received any alcohol-related treatment or counseling since the last investigation.
- Subject has had a clearance or access denied, suspended, or revoked since the last investigation, or has been debarred from Federal employment.
- Subject has associated with any groups or individuals dedicated to the violent overthrow of the United States government, or that Subject has acted to do so.

The investigator shall conduct a Subject Interview that includes:

- Questioning shall satisfy the investigative elements and procedures prescribed by the OPM Investigator Handbook, applicable Executive Orders, Intelligence Community Policy Guidance, and client requirements.
- All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process.
- Follow-up interviews shall be conducted, as required, for developed derogatory information.
- Employment information shall be verified by records with the Subject's employer for each period of employment within scope. Two references shall also be interviewed for each period of employment of six months or more.
- All military service within one branch of the armed forces will be considered as one employment, regardless of assignments and will be verified by record. Two references will be interviewed for most recent duty station of six months or more within scope.
- A comprehensive check of police and court records shall be conducted for all areas of residence, education, and employment of six months or more since the last investigation, and current residence regardless of length.
- Public records shall be reviewed and copies of records obtained for both civil and criminal

- activities within the scope period (i.e., bankruptcies, court actions, divorces, etc.).
- Marriage and divorce records shall be verified since the last investigation, and all former spouses shall be interviewed if divorce took place during the scope period.
  - The Subject's date and place of birth shall be corroborated if requested by client.
  - Credit reports will be provided by client and/or contractor and assigned to the field agent conducting the Subject Interview to resolve any discrepant and/or derogatory credit history information.
  - Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 11. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire provided by the requesting agency.

### **SIN 561611: BACKGROUND INVESTIGATION (BI) – TIER 4**

The contractor shall accomplish this investigation compliant with the requirements outlined by client. The investigator shall conduct a Subject Interview that includes:

- Questioning shall satisfy the investigative elements and procedures prescribed by the OPM Investigator Handbook, applicable Executive Orders, Intelligence Community Policy Guidance, and client requirements.
- All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process.
- Follow-up interviews shall be conducted, as required, for developed derogatory information.
- Primary educational activity over four months in duration shall be validated for the most recent five years by verifying educational institution records and one reference interview. If education was not the Subject's primary activity during this timeframe, attendance shall be verified by educational institution record. The highest awarded educational degree shall be verified.
- Employment information shall be verified with the Subject's employer for each period of employment of four months or more within the last five years. Two references shall also be checked for each period of employment. All unemployment periods in excess of 60 days shall be corroborated by record or source for the last five years.
- Federal Military Service (other than National Guard or Reserves) and will be verified by record if service occurred in the last two years. Two references will be interviewed if active service occurred for four months or more within the last two years.
- National Guard or Reserve Military Service will be verified by record if service occurred in the last five years. Two references shall be interviewed if service was a full-time activity within the last five years.
- Subject's residency shall be verified by record, as applicable, and two references for all residences of four months or more within the most recent three years.
- A comprehensive check of police and court records shall be conducted for all areas of residence, education, and employment of four months or more for the last five years.

- Mental health counseling records shall be checked for the last five years, unless marital, family or grief or no medication prescribed.
- Public records shall be reviewed and copies of records obtained for both civil and criminal activities within the last five years (i.e., bankruptcies, court actions, etc.). Divorce records shall be obtained from the court if issue- related or if discrepancies are developed.
- Marriage and divorce records shall be verified for the last five years.
- The Subject's date and place of birth shall be corroborated if requested by client.
- Credit reports will be provided by client and/or contractor and assigned to the field agent conducting the Subject Interview to resolve any discrepant and/or derogatory credit history information.
- Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 18. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire provided by the requesting agency.

### **SIN 561611: MINIMUM BACKGROUND INVESTIGATION (MBI) – TIER 2**

The contractor shall accomplish this investigation compliant with the requirements outlined by client. The investigator shall conduct a Subject Interview that includes:

- Questioning shall satisfy the investigative elements and procedures prescribed by the OPM Investigator Handbook, applicable Executive Orders, Intelligence Community Policy Guidance, and client requirements.
- All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process.
- Follow-up interviews shall be conducted, as required, for developed derogatory information.
- All educational activity shall be validated for the most recent five years by verifying educational institution records. The highest awarded educational degree shall be verified beyond five years, if no educational activity occurred within the most recent five years.
- Employment information shall be verified with the Subject's employer for each period of employment within the last five years.
- Subject's residency shall be verified with records for all residences within the most recent three-year period, or a reference if no record is available.
- A comprehensive check of police and court records shall be conducted for all areas of residence, education, and employment for the last five years.
- Credit reports will be provided by client and/or contractor and assigned to the field agent conducting the Subject Interview to resolve any discrepant and/or derogatory credit history information.
- Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 10. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case

completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire provided by the requesting agency.

### **SIN 561611: PERIODIC REINVESTIGATION (PRI)**

The contractor shall conduct periodic reinvestigations covering the last five years. The investigator shall conduct a Subject Interview that includes:

- Questioning shall satisfy the investigative elements and procedures prescribed by the OPM Investigator Handbook, applicable Executive Orders, Intelligence Community Policy Guidance, and client requirements.
- All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process.
- Follow-up interviews shall be conducted, as required, for developed derogatory information.
- One reference shall be interviewed which has knowledge of the Subject since the last investigation.
- A comprehensive check of police and court records shall be conducted for all areas of residence, education, and employment of four months or more for the last five years. Police and court records will be conducted to cover listed arrests regardless of when they occurred.
- Credit reports will be provided by client and/or contractor and assigned to the field agent conducting the Subject Interview to resolve any discrepant and/or derogatory credit history information.
- Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 6. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire provided by the requesting agency.

### **SIN 561611: LIMITED BACKGROUND INVESTIGATION TO A BACKGROUND INVESTIGATION (BGI)**

The contractor shall accomplish this investigation compliant with the requirements outlined by client. Case will have the same coverage as a BI, but will exclude any information that would have been entirely covered by the previous LBI. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 11. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire provided by the requesting agency.

### **SIN 561611: BACKGROUND INVESTIGATION TO A SINGLE SCOPE**

## **BACKGROUND INVESTIGATION (SGI)**

The contractor shall accomplish this investigation compliant with the requirements outlined by client. Case will have the same coverage as an SSBI, but will exclude any information that would have been entirely covered by the previous BI. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 15. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire provided by the requesting agency.

## **SIN 561611: UPDATE INVESTIGATION (BDI, SDI)**

The contractor will conduct update investigations on BI or SSBI level cases that will cover the time period subsequent to the previous investigation's closing date, and have the same coverage as the previous investigation. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price.

Average number of leads expected on this case type is 15. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire provided by the requesting agency.

## **SIN 561611: UPGRADE INVESTIGATION (UGI)**

The contractor shall accomplish this investigation compliant with the requirements outlined by the client. The investigator shall conduct a Subject Interview that includes questioning that satisfies the investigative elements and procedures prescribed by OPM, applicable Executive Orders, and client requirements. All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process. Follow-up interviews shall be conducted, as required, for developed derogatory information. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 15. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire provided by the requesting agency.

## **SIN 561611: ADD LEAD – HIGH SUBJECT INTERVIEW (ADL – High)**

In-person and in-private interview conducted by Investigator with properly identified applicant/subject for both positions of trust (SF-85P) and national security (SF-86). Includes an in depth review and thorough exploration of all pertinent forms and information disclosed for accuracy and completeness. May also include expansion of developed items, derogatory information, and issue resolution in accordance with case scope.

**SIN 561611: ADD LEAD – MEDIUM SOURCE INTERVIEW (ADL – Medium)**

In-person interview with best listed or developed person who can speak directly to subject's life activities and best comment on subject's overall character, reputation, and conduct as a result of such knowledge.

**SIN 561611: ADD LEAD – LOW RECORD CHECK (ADL – Low)**

Documents obtained in-person by investigator to confirm or corroborate subject activity. Occasionally, record providers request records or record information be transferred by way of mail, telephone or fax. Records can include, but are not limited to, residential, employment, military, education, law enforcement, courts, financial, civil, medical, or miscellaneous items relevant to subject's case.

**SIN 561611: ACCESS NATIONAL AGENCY CHECK WITH INQUIRIES AND PERSONAL SUBJECT INTERVIEW (ANACI)**

For non-critical, sensitive positions designated as moderate risk public trust or eligibility for confidential or secret security clearance utilized to determine civilian suitability and contractor employees fitness determination. Report of Investigation includes a credit check, law enforcement and court inquiries, residential, education, and employment coverage inquiries and listed references.

**SIN 561611: ACCESS NATIONAL AGENCY CHECK WITH INQUIRIES AND PERSONAL SUBJECT INTERVIEW (ANACI – P)**

For non-critical sensitive positions designated as moderate risk public trust or eligibility for confidential or secret security clearance utilized to determine civilian suitability and contractor employees fitness determination. Report of Investigation includes a credit check, law enforcement and court inquiries, residential, education, and employment coverage inquiries and listed references. The subject interview is included to resolve any item or issues triggered, to full resolution.

**SIN 561611: ENHANCED SUBJECT INTERVIEW (ESI)**

Subject Interview requiring expansion to allow for the complete collection and full development of all favorable, unfavorable, and explanatory information. Interview may have specific focus on discrepant, derogatory, and issue based information having a potential for security or suitability concerns.

**SIN 561611: TIER 2 REINVESTIGATION WITH ESI**

- Local Law Enforcement checks covering all locations where a Subject lived worked or attended school for 6 months or more since most recent investigation.
- Credit Report and Tax compliance verification.
- Optional Enhanced Subject Interview if anything developed from the above.
- Expanded Focused Investigation for flagged issues.

## **SIN 561611: TIER 3 REINVESTIGATION WITH ESI**

- Local Law Enforcement checks covering all locations where a Subject lived worked or attended school for 6 months or more since most recent investigation.
- Credit Report and Tax compliance verification.
- Foreign Activity queries of databases.
- Foreign born immediate family – verify documentation of non U.S. citizen family members through obtaining original or copies of original documents.
- Expanded Focused Investigation for flagged issues which will require a ESI to give Subject an opportunity to clarify or refute issues.

### **SIN 561611: IN-PERSON RECORD CHECK**

Personal contact of a record custodian by an investigator or investigator technician to confirm or corroborate subject activity. Occasionally, record providers request records or record information be transferred by way of mail, telephone or fax. Records can include, but are not limited to, residential, employment, military, education, law enforcement, courts, financial, civil, medical, or miscellaneous items relevant to subject's case. The results of the record check are detailed in a Report of Investigation.

### **SIN 561611: ON-LINE RECORD CHECK**

Written inquiry or on-line of a record custodian or database by investigator or investigator technician to confirm or corroborate subject activity. Occasionally, record providers request records or record information be transferred by way of mail, telephone or fax. Records can include, but are not limited to, residential, employment, military, education, law enforcement, courts, financial, civil, medical, or miscellaneous items relevant to subject's case. The results of the record check are detailed in a Report of Investigation.

### **SIN 561611: IN-PERSON SOURCE INTERVIEW (IPSI)**

A knowledgeable source interview of either a listed or developed reference having pertinent knowledge of the subject's employment, residence, education or life activities and conducted in person. A detailed description of the interview and issues covered are summarized in a Report of Investigation.

### **SIN 561611: TELEPHONE SOURCE INTERVIEW (TSI)**

A knowledgeable source interview of either a listed or developed reference having pertinent knowledge of the subject's employment, residence, education or life activities, and conducted by telephone at the request of the source and with approval from requesting agency. In addition to a detailed description of the interview and issues covered summarized in a Report of Investigation, TSIs require an explanation as to why the interview was not conducted in person.

### **SIN 561611: VARIOUS SERVICES**

SCIS offers the expertise of the following categories of employee for either short-term or long-term support as required.



## **PROGRAM MANAGER**

Responsible for planning, organizing, and managing a non-technical project, or series of smaller non-technical projects, or a definable piece of a larger program for successful completion and performance consistent with contractual agreements. Also, responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by managing or assisting with proposals. Projects managed are typically of moderate technical complexity. Requires Bachelor's Degree or equivalent, and 12 to 15 years of related (technical environment) experience.

## **CASE REVIEW OFFICER**

Processes personnel security background investigation information for completeness and accuracy before sending to the customer for determination of security clearances. May work in a variety of functional areas including Administration, Scoping, Local Agency Checks (LAC), Assignments, Review, and Quality Assurance. Reviews personal documents, Personnel Security Questionnaires (SF86), and other records to ensure they are accurate, complete, and in compliance with client's guidelines. Uses knowledge of government manuals to ensure compliance. Contacts Certifiers as needed to obtain additional information. May determine type and scope of investigations. Enters appropriate data into Access or other database. Assigns, coordinates, organizes and/or facilitates follow-up with investigators to ensure accuracy and integrity of investigation. May conduct quality assurance reviews by soliciting feedback from individuals interviewed during the background investigation, and by assisting callers with questions or complaints about the investigation or the unprofessional behavior of an investigator or an employee. Reviews and evaluates investigator reports to ensure they are complete, accurate and timely. Prepares final Reports of Investigation (ROI) for various clients. Reviews and executes actions necessary to complete cases. May perform third-level reviews. May function as lead or supervisor to lower level employees on an interim basis. May perform duties on multiple contracts. High school diploma or equivalent required. Some college education would be helpful. Requires a combination of education and experience (6-8 years total). Must be able to obtain security clearance for access to classified information. Courses or certification in government security or PSI preferred.

**Specific duties include:** Case Reviewers are responsible for overall management of cases upon receipt from the Assignment Department through final ROI submission to the customer. Responsibilities include ensuring that fax call-in and ROI due dates are met via frequent contact with field investigators to monitor status of assigned work, timely review of cases for assignment and scooping errors, timely assignment of additional leads when required, proof/edit, preparation of final Reports of Investigation, communication with customer representatives, e-Voucher approval, and inputting information in CMS.

## **FIELD INVESTIGATOR**

Assists with all facets of background investigations on individuals requesting a security clearance. Conducts interviews, documents and submits interview summarization through an on-line system. Requires a High School diploma and 5 to 6 years of related experience.

## **ADMINISTRATOR**

High school diploma or equivalent required. Some college education would be helpful. Requires a combination of education and experience (6 to 8 years total). Must be able to obtain security clearance for access to classified information. Courses or certification in Government security or PSI preferred.

**Specific duties include:** Administrative staff are responsible for processing all incoming and outgoing work, including customer taskings, investigator ROI submissions, e-Voucher assistance, CMS administration, scanning documents, creating file folders, copying, coordinating home typing assignments, obtaining credit reports, proof/edit activities, generating correspondence, preparing local agency check requests, and assisting the Program Manager.

## **PRE-SCREENER**

Reviews personal documents, Personnel Security Questionnaires (SF86) and other records to ensure they are accurate, complete, and in compliance with the client's guidelines. May determine the type and scope of investigations. Enters appropriate data into Access or other database. May function as lead or supervisor to lower-level employees on an interim basis. May perform duties on multiple contracts. High school diploma or equivalent required. Some college education would be helpful. Requires a combination of education and experience (6 to 8 years total). Must be able to obtain security clearance for access to classified information or meet the customer's minimum clearance requirements. Courses or certification in Government security or PSI preferred.

**Specific duties include:** The on-site Pre-screener is primarily responsible for receiving and thoroughly reviewing case papers prior to assignment to SCIS for background investigation (BI) processing to ensure that they are complete. This process involves direct communication with applicants to obtain missing or necessary information and documents relevant to subsequent investigation and constant interaction with customer personnel. Additional duties include: Preparation of cover sheets noting all actions and deficiencies; Packaging and forwarding case papers to SCIS; Preparing daily productivity reports; Coordinating special request assignments; Communicating necessary information to SCIS scoping staff; Reporting case status to the customer on cases of interest and coordinating expedite case taskings; Receiving completed SCIS Reports of Investigation for delivery to the customer; Scheduling meetings between SCIS and customer personnel; Assisting with Visitor Request processing; Performing additional duties as required by the customer regarding case processing, status reports and Statement of Work compliance.

## **BACKGROUND INVESTIGATIVE TECHNICIAN AND RECORD RESEARCHER (BITRR)**

Associate's Degree, successful completion of an authorized Investigative Technician training course and 1 year of general, related experience; **or** 3 years general related experience within the previous 5 years and successful completion of an authorized Investigative Technician training course; **or** a Bachelor's Degree and completion of an authorized Investigative

Technician training course. Ability to obtain and maintain a current, completed, favorably adjudicated SSBI and federal investigator credentials.

Conducts record and database review and investigation. Conducts interviews of record custodians as required to obtain information. Produces clear, concise, technically and factually accurate ROIs noting all information relevant to reporting requirements, documents and submits interview summarization through an online system.

## SIN 561611 INVESTIGATION SERVICES PRICE LIST

HUMAN RESOURCES AND EEO SERVICES	GSA Schedule Pricing
National Agency Checks with Local Agency Check (NACLIC)	\$ 901.78
Local Agency Check (LAC)	\$ 848.73
Single Scope Background Investigation (SSBI) Tier 5 – Expedite (14-Day)	\$ 5,208.42
Single Scope Background Investigation (SSBI) Tier 5 – Standard (35-Day)	\$ 4,308.04
Single Scope Background Investigation (SSBI) Tier 5 – Extended (60-Day)	\$ 4,255.26
Single Scope Background Investigations Periodic Reinvestigation (SSBI – PR) Tier 5 – Expedite (14-Day)	\$ 3,921.25
Single Scope Background Investigations Periodic Reinvestigation (SSBI – PR) Tier 5 – Standard (35-Day)	\$ 3,243.38
Single Scope Background Investigations Periodic Reinvestigation (SSBI – PR) Tier 5 – Extended (60-Day)	\$ 3,203.63
Phased Periodic Reinvestigation (PPR)	\$ 2,507.27
Background Investigation (BI) Tier 4 – Expedite (14-Day)	\$ 4,342.45
Background Investigation (BI) Tier 4 – Standard (35-Day)	\$ 3,591.77
Background Investigation (BI) Tier 4 – Extended (60-Day)	\$ 3,547.76
Minimum Background Investigation (MBI) Tier 2 with ESI (T2S) – Expedited (14-Day)	\$ 2,025.31
Minimum Background Investigation (MBI) Tier 2 with ESI (T2S) – Standard (35-Day)	\$ 1,675.19
Minimum Background Investigation (MBI) Tier 2 with ESI (T2S) – Extended (60-Day)	\$ 1,607.39
Periodic Reinvestigation (PRI) - Expedite (14-Day)	\$ 1,593.30
Periodic Reinvestigation (PRI) -Standard (35-Day)	\$ 1,317.86
Periodic Reinvestigation (PRI) -Extended (60-Day)	\$ 1,301.70
Limited Background Investigation to a Background Investigation (BGI)	\$ 2,504.02
Updated Background Investigation (BDI) - Expedite (14-Day)	\$ 3,308.47
Updated Background Investigation (BDI) - Standard (35-Day)	\$ 2,736.53
Updated Background Investigation (BDI) - Extended (60-Day)	\$ 2,703.00

<b>HUMAN RESOURCES AND EEO SERVICES</b>	<b>GSA Schedule Pricing</b>
Updated SSBI (SDI) - Expedite (14-Day)	\$ 3,308.47
Updated SSBI (SDI) - Standard (35-Day)	\$ 2,736.53
Updated SSBI (SDI) - Extended (60-Day)	\$ 2,703.00
Background Investigation to a Single Scope Background Investigation (SGI) - Expedite (14-Day)	\$ 3,614.33
Background Investigation to a Single Scope Background Investigation (SGI) - Standard (35-Day)	\$ 2,989.52
Background Investigation to a Single Scope Background Investigation (SGI) - Extended (60-Day)	\$ 2,952.89
Update Investigation (UGI) - Expedite (14-Day)	\$ 3,472.85
Update Investigation (UGI) - Standard (35-Day)	\$ 2,872.50
Update Investigation (UGI) - Extended (60-Day)	\$ 2,837.31
Add Lead – High Subject Interview (ADL – High)	\$ 899.06
Add Lead – Medium Source Interview (ADL – Medium)	\$ 235.05
Add Lead – Low Record Check (ADL – Low)	\$ 195.87
Access National Agency Check with Inquiries – (ANACI)	\$ 1,439.63
ANACI – Plus Subject Interview (ANACI-P)	\$ 1,905.52
Enhanced Subject Interview – (ESI)	\$ 1,606.11
Tier 2 Reinvestigation (T2RS) with ESI – Expedited (14-days)	\$ 1,662.46
Tier 2 Reinvestigation (T2RS) with ESI – Standard (35-days)	\$ 1,385.39
Tier 2 Reinvestigation (T2RS) with ESI – Extended (60-days)	\$ 1,177.60
Tier 3 Reinvestigation (T3RS) with ESI – Expedited (14-days)	\$ 1,828.71
Tier 3 Reinvestigation (T3RS) with ESI – Standard (35-days)	\$ 1,523.94
Tier 3 Reinvestigation (T3RS) with ESI – Extended (60-days)	\$ 1,295.35
PROGRAM MANAGER	\$ 99.32
CASE REVIEW OFFICER	\$ 89.81
FIELD INVESTIGATOR	\$ 63.78
ADMINISTRATOR	\$ 80.90
PRE-SCREENER	\$ 104.26
BACKGROUND INVESTIGATIVE TECHNICIAN AND RECORD RESEARCHER	\$ 58.75