

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: GSAAdvantage.gov.

FSC Group: 738 X HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES

FSC Class/Product Code: R799

SIN 595-27 Pre-Employment Background Investigations

SIN 595-27 (RC) Pre-Employment Background Investigations

Business Size: *Small business, Veteran Owned Small business, SBA Certified HUBZone Firm*

Contract Number: GS-02F-0043U

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Effective: January 29, 2008 through January 28, 2013

Pricelist current through modification PO-0009 dated 22 August 2008

ADC LTD NM

2819 Richmond NE

Albuquerque, NM 87107-1918

Phone: 800-750-3181

Fax: 505-265-4876

<https://www.adcltdnm.com>

Contract Administrator: Ms. Brenda Cordova

Business Size: Small Business, HUBZone Applicable, Veteran owned small business



CUSTOMER INFORMATION

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

SIN 595-27 and SIN 595-27 (RC) Pre-Employment Background Investigations

- 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, or any other concession affecting price. Those 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.

Background Investigation, Hourly \$ 71.82

- 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, indicate "Not applicable" for this item.

Please see descriptions (below) and pricing (page 7 of 7).

Background Investigation, 20-day turnaround

To complete a 20-day turnaround Background Investigation, we receive the task request and then complete the following tasks.

- *Perform a subject interview;*
- *Review employment, residence, and education records;*
- *Interview sources that can verify employment, residences, and education;*
- *Interview sources that can provide information on the applicant's history, character, lifestyle, loyalty, and honesty;*
- *Execute an internal quality review; and*
- *Create a transmittal memo with case summary.*

Once all of this work is completed, we send the entire package, including the report and all attachments, to the client via their requested format (electronic or hard copy overnight).

This is our most expedited service, and we promise to complete all work and have the report in the client's hand within 20 days.

Background Investigation, 30-day turnaround

To complete a 30-day turnaround Background Investigation, we receive the task request and then complete the following tasks.

- *Perform a subject interview;*
- *Review employment, residence, and education records;*
- *Interview sources that can verify employment, residences, and education;*

- Interview sources that can provide information on the applicant's history, character, lifestyle, loyalty, and honesty;
- Execute an internal quality review; and
- Create a transmittal memo with case summary.

Once all of this work is completed, we send the entire package, including the report and all attachments, to the client via their requested format (electronic or hard copy overnight).

This is one of our most popular services with clients. Basically, we provide the same service as in the 20-day turnaround, but within a longer period of time (30 days) and at a somewhat reduced price.

Background Investigation, 60-day turnaround

Clients requesting a 60-day turnaround are interested in our providing more detail to the investigation. The extra time allows our employees to more thoroughly research an individual's character and history.

To complete a 60-day turnaround Background Investigation, we receive the task request and then complete the following tasks.

- Perform a subject interview;
- Review employment, residence, and education records;
- Interview sources that can verify employment, residences, and education;
- Interview sources that can provide information on the applicant's history, character, lifestyle, loyalty, and honesty;
- Execute an internal quality review; and
- Create a transmittal memo with case summary.

Once all of this work is completed, we send the entire package, including the report and all attachments, to the client via their requested format (electronic or hard copy overnight).

Background Investigation, 90-day turnaround

Even more than the 60-day turnaround, the 90 day turnaround allows ADC LTD NM to form a complete profile of an individual. Our process for completing this task is the same as all the other turnaround times, but we are able to give more attention to subtleties and follow up on additional leads provided in interviews.

To complete a 90-day turnaround Background Investigation, we receive the task request and then complete the following tasks.

- Perform a subject interview;
- Review employment, residence, and education records;
- Interview sources that can verify employment, residences, and education;
- Interview sources that can provide information on the applicant's history, character, lifestyle, loyalty, and honesty;
- Execute an internal quality review; and
- Create a transmittal memo with case summary.

Once all of this work is completed, we send the entire package, including the report and all attachments, to the client via their requested format (electronic or hard copy overnight).

Background Investigation, hourly

For organizations that are interested in Background Investigation services beyond or varied from our set 20, 30, 60, or 90 day turnaround times, ADC LTD NM offers our services on an hourly basis. All tasks as previously described above can be performed in this manner.

SSBI-Periodic Reinvestigation (SSBI-PR)

- **Applicability**
 - *Access to Top Secret Information or Other Trustworthiness determinations as authorized.*
 - *All NAC's shall be performed by the Office of Personnel Management (OPM)*
- **Investigative Coverage**
 - *Verification of all places of employment for the period of the investigation and employment reference interviews at employments six months or more for the last 7 years.*
 - *Interviews of two references, at least one of which is developed.*
 - *Interviews of neighbors in the vicinity of the subject's most recent residences of six months or more, and confirmation of current residence regardless of length.*
 - *Review of criminal history record information maintained by state and local criminal justice agencies, for the period covered by the reinvestigation, covering locations of subject's residences, employments, and school attendance of six months or more, including current residences regardless of length.*
 - *Verification of subject's financial status to include credit bureau checks, for the period covered by the reinvestigation, covering locations of residences, employments, and school attendance of six months or more.*
 - *Search of Treasury's financial data bases consisting of currency transactions by financial institutions, internal transportation of currency or monetary instruments, foreign banks and financial account, and transactions reported as possible money laundering violations.*
 - *Interview of any former spouse divorced since the prior investigation.*
 - *Verification of divorces, bankruptcies, and other civil and criminal court actions involving subject since the prior investigation.*
 - *An interview of subject.*
 - *Thorough and complete development and resolution of all issues that arise during the course of the investigation.*
 - *Submission of such detailed documentation and records to support the investigative elements, as appropriate.*

2. Maximum order.
\$1,000,000.00

3. Minimum order.
\$100.00

4. Geographic coverage (delivery area).

Domestic delivery only.

5. Point(s) of production (city, county, and State or foreign country).

ADC LTD NM
2819 Richmond NE
Bernalillo County
Albuquerque, NM 87107-1918
Phone: 800-750-3181
Fax: 505-265-4876

6. Discount from list prices or statement of net price.

All prices herein are net government prices (discounts already deducted).

7. Quantity discounts.

1% off commercial pricing for purchases of \$25,001 to \$100,000

2% off commercial pricing for purchases of \$100,001 to \$500,000

3% off commercial pricing for purchases of \$500,001 to \$1,000,000

8. Prompt payment terms.

0% Net 30

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

Not applicable

11a. Time of delivery.

Either 20 days, 30 days, 60 days or 90 days ARO, depending upon the service requested.

11b. Expedited Delivery.

Either 20 days, 30 days, 60 days or 90 days ARO, depending upon the service requested.

11c. Overnight and 2-day delivery.

As negotiated between the ordering agency and ADC LTD NM.

11d. Urgent Requirements.

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed

upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point.

Destination.

13a. Ordering address(es).

ADC LTD NM
1927 San Mateo Blvd NE
Bernalillo County
Albuquerque, NM 87110-5146
Phone: 800-750-3181
Fax: 505-265-4876

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

14. Payment address.

ADC LTD NM
1927 San Mateo Blvd NE
Bernalillo County
Albuquerque, NM 87110-5146
Phone: 800-750-3181
Fax: 505-265-4876

15. Warranty provision.

Standard commercial warranty.

16. Export packing charges, if applicable.

Not Applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

As stipulated by Clause 552.232-77 Payment By Government Commercial Purchase Card (Mar 2000) (Alternate I - Mar 2000), ADC LTD NM will accept the Government wide commercial purchase card for purchases equal to or less than the micro-purchase threshold; in addition ADC LTD NM will not accept the Government wide commercial purchase card for purchases over the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable.

19. Terms and conditions of installation (if applicable).

Not Applicable.

- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**
Not Applicable.
- 20a. Terms and conditions for any other services (if applicable)**
Not applicable.
- 21. List of distribution points (if applicable).**
Not applicable.
- 22. List of participating dealers (if applicable)**
Not Applicable.
- 23. Preventive maintenance (if applicable).**
Not Applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
Not Applicable.
- 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: <http://www.section508.gov/>**
Not Applicable.
- 25. Data Universal Number System (DUNS) number.**
146389994
- 26. Notification regarding registration in Central Contractor Registration (CCR) database.**
ADC LTD NM has registered with the Central Contractor Registration database. The CAGE code is OP434.

**GSA Price List
11 August 2008**

SIN	Investigation	GSA Rate
595-27	Background Investigation, 20 day turnaround	\$2,249.00
595-27	Background Investigation, 30 day turnaround	\$2,199.00
595-27	Background Investigation, 60 day turnaround	\$2,100.00
595-27	Background Investigation, 90 day turnaround	\$1,990.00
595-27	Background Investigation, Hourly	\$71.82
595-27	SSBI-Periodic Reinvestigation (SSBI-PR)	\$1425.00

Quantity Discounts

1% off commercial pricing for purchases of \$25,001 to \$100,000
2% off commercial pricing for purchases of \$100,001 to \$500,000
3% off commercial pricing for purchases of \$500,001 to \$1,000,000

Cancellation fees are as follows:

<7 days = \$200

7>14 days = \$600

14>21 days = \$2,199