

**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:
<https://www.gsaadvantage.gov>.

FSC Group: 738 X Human Resources (HR) & Equal Employment Opportunity (EEO) 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, Minority Owned, Veteran Owned, Self-Certified Small Disadvantaged*

Contract Number: GS-02F-0043U

Contract Period of Performance: January 29, 2008 through January 28, 2018

Pricelist current through modification CM-A316 dated December 12, 2013



ADC LTD NM

909 Virginia St. NE, Suite 104

Albuquerque, NM 87108

Toll Free: (800) 750-3181; Local: (505) 265-5800

Fax: (505) 265-4876

<https://adcltdnm.com>

Contract Administrator: Armanda B. Cordova-Busick

Type of Contractor: Small, Minority Owned, Veteran Owned, Self-Certified Small Disadvantaged



Table of Contents:

Introduction	pg. 2
Mission Statement	pg. 3
Services	pg. 3
Systems and Operations	pg. 4
Clients	pg. 5
Key Personnel	pg. 6
Honors and Awards	pg. 7
Corporate Commitment	pg. 8
Customer Information	pg. 9
Services Offered	
SSBI	pg. 13
SSBI-PR	pg. 15
NACLC	pg. 17
LAC	pg. 17
PPR	pg. 18
MBI	pg. 19
PRI	pg. 20
BGI/Upgrade	pg. 21
UGI/Upgrade	pg. 22
UDI	pg. 24
BI	pg. 25
Labor Categories Offered	
Case Assigner	pg. 27
Administrator	pg. 27
Administrative Assistant	pg. 27
Quality Control Administrator	pg. 28
Case Analyst	pg. 28
Case Reviewer/Case Manager	pg. 28
Pre-Screener	pg. 29
Senior Case Analyst	pg. 29
Field Investigator	pg. 30
Lead Investigator	pg. 30
Project/Program Manger	pg. 30
GSA Price List	pg. 31

Introduction:

ADC LTD NM (ADCL) is a Small, Minority Owned, Veteran Owned, and Self-Certified Small Disadvantaged business that was founded in 1983 and established in Albuquerque, New Mexico in 1985 by the Chief Executive Officer (CEO), Arthur D. Cordova, Jr. ADCL provides a variety of services to federal, state, and local agencies, Native American tribes, and private sector firms. We have 250 direct employees and 1,400 contract investigators throughout the United States who are devoted to providing exceptional services to include personnel security (background investigations), physical security (security guards; security escorts; access control specialists), construction, and facility maintenance.

ADCL's experience and ability to perform are demonstrated by successful completion of hundreds of cases for Background Investigations (BIs), encompassing several contracts. ADCL is a strong company with adequate financial resources and support of regional financial institutions to ensure stability and continued services to our valued customers. ADCL's growth has resulted from full commitment to quality service, performance, and integrity.

ADCL is committed to continuously improving the methods and tools we use to accomplish our work. Our Information Technology (IT) Department designed a state-of-the-art software package called "Roadrunner", which is utilized to enhance efficiency of Reports of Investigation (ROIs), case turnaround, assignment, reporting, and tracking. This software allows investigators to receive electronic notifications of case assignments, securely download and store case materials, create ROIs online, and submit supporting documentation. ADCL's in-house case managers can review the ROIs, indicate where additional information is needed, and ultimately approve submissions to the requesting client. Both investigators and administrative staff use a fully-secured website while maintaining SSL encryption and ECA security certificates backed by our "hardened" server. Benefits to our clients include improved communication and expedited case assignment, completion, and submission.

U.S. Small Business Administration



Mission Statement:

909 Virginia St. NE, Suite 104
Albuquerque, NM 87108

Tel: (800) 750-3181
Fax: (505) 265-4876

ADC LTD NM will be the trusted source of Personnel Security, Clearance Investigations, Security Guards, Access Control Specialists, and all aspects of Construction and Facilities Maintenance for the U.S. Government, State and Local Governments, and private industry. We will maintain the highest standards and level of integrity—always promoting the security of our great nation, first and foremost.

Services:

PERSONNEL SECURITY SERVICES	PHYSICAL SECURITY SERVICES		
<p><i>ADCL has 1,400 Associate Investigators located strategically throughout the U.S.</i></p> <ul style="list-style-type: none"> • Background Investigations (BIs) • Processing & Reports of Investigation (ROIs) • Special Task Investigations • Pre- & Post-Adjudication Investigations • Criminal & Credit History Checks • Pre-Employment Screening • Periodic Reinvestigations • Other Investigative Work <ul style="list-style-type: none"> ○ Residential Verification ○ Police Reports ○ Motor Vehicle Reports ○ Education Verification ○ Etc. 	<ul style="list-style-type: none"> • Armed & Unarmed Guards • Security Escorts • Access Control Specialists <tr> <th colspan="2" data-bbox="760 827 1338 869">CONSTRUCTION SERVICES</th> </tr> <ul style="list-style-type: none"> • General Construction • Design Builds • Remodels • Demolition Projects • SCIF Construction (specialization) • HVAC • Plumbing • Electrical • Facilities Maintenance • Property Management 	CONSTRUCTION SERVICES	
CONSTRUCTION SERVICES			
OTHER SERVICES			
<ul style="list-style-type: none"> • Program Management Analysis • Computer/EDP Development & Support • Records Management & Maintenance • Janitorial Services 			

Systems and Operations:

ADCL performs work under the following NAICS Codes:

ADCL NAICS CODES	
NAICS	ACTIVITY DESCRIPTION
236210	Industrial Building Construction
236220	Commercial and Institutional Building Construction
238210	Electrical Contractors and Other Wiring Installation Contractors
238220	Plumbing, Heating, and Air-Conditioning Contractors
238340	Tile and Terrazzo Contractors
238350	Finish Carpentry Contractors
238910	Site Preparation Contractors
238990	All Other Specialty Trade Contractors
335999	All Other Miscellaneous Electrical Equipment and Component Manufacturing
541219	Other Accounting Services
541430	Graphic Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541618	Other Management Consulting Services
561110	Office Administrative Services
561210	Facilities Support Services
561410	Document Preparation Services
561611	Investigation Services
561612	Security Guards and Patrol Services
561621	Security Systems Services (Except Locksmiths)
561720	Janitorial Services
711510	Independent Artists, Writers, and Performers

Clients:

ADCL has supported many government and commercial contracts by providing a wide variety of clerical, technical, administrative, and security-related services to valued clients:

- Bernalillo County Metropolitan Court (BCMC), New Mexico
- City of Albuquerque
- Defense Advanced Research Projects Agency (DARPA)
- Defense Intelligence Agency (DIA)
- Department of Energy (DOE)
- Department of Justice
- Department of the Interior (DOI) National Business Center (NBC)
- Federal Aviation Administration (FAA)
- Federal Bureau of Investigation (FBI)
- General Services Administration (GSA)
- Internal Revenue Service (IRS)
- Los Alamos National Laboratory (LANL)
- National Aeronautics and Space Administration (NASA)
- National Geospatial-Intelligence Agency (NGA)
- National Labor Relations Board (NLRB)
- National Security Agency (NSA)
- New Mexico Department of Labor (DOL)
- New Mexico Workers' Compensation Administration (WCA)
- Sandia National Laboratories in Albuquerque, NM (Sandia/New Mexico); Livermore, California (Sandia/California); and Shoreview, Minnesota (Sandia/Minnesota)
- Social Security Administration (SSA)
- United States Customs and Border Protection (CBP)
- United States Department of Commerce (DOC)



Key Personnel:

- **Arthur D. Cordova Jr., Founder and CEO:** Maintains ultimate responsibility for contract performance and background investigations.
- **Brenda Cordova-Busick, President and Facility Security Officer:** Maintains responsibility for day-to-day operations, including personnel background investigations and all reports.
- **Jerome Cordova, Executive Vice President and Physical Security Director:** Oversees ADCL's Physical Security Division; acquires contract supplies and equipment; prepares budgets.
- **Judy Cordova-Romero, Vice President and HR Director:** Manages Human Resources operations; develops and manages budgets; supports contracts; develops and implements quality control programs.
- **Phillip M. Cordova, Vice President and Superintendent of Construction:** Oversees ADCL's Construction Division, IT, and contract budgets.
- **Sylvia Stearnes, Controller and Finance Director:** Oversees all accounting functions, including payroll and invoicing.
- **James Collett, Physical Security Supervisor:** Coordinates security functions and oversees armed and unarmed security personnel.

Honors and Awards:

- Due to the outstanding efforts of our security guard staff and contract management, FAA's Albuquerque Air Route Traffic Control Center (ARTCC) was the first FAA facility in the nation to be locked down on 9/11. FAA has rated us the **best security contractor in the nation**.
- In September of 2008, our founder and CEO, Arthur D. Cordova, was awarded the **SBA Award for 8(a) Graduate of the Year**, ADA Regional.
- In January of 2008, ADCL was evaluated by DOE and awarded a **perfect 5 score for outstanding contractual performance**.
- In 2005, our then president, Arthur D. Cordova, was named **Businessman of the Year** for the State of New Mexico by the Business Advisory Council in recognition of his contribution to New Mexico's business climate, most notably in the area of BIs.
- Our outstanding contribution and service in meeting Federal procurement needs, primarily our superior work on our DOE/Office of Inspector General (OIG) audit contract, earned ADCL the **SBA's 1986 Administrator's Award for Excellence**.
- ADCL's ROIs are considered the **Gold Standard** in the industry by the NSA and DIA.

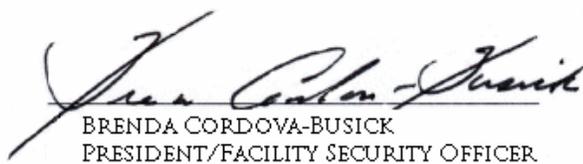
Corporate Commitment:

“ADC LTD NM will never do anything that might compromise the security of our country. We are TRUE BLUE Americans through and through. ADCL is 100% American-owned and we intend to continue our business well into the future; we have a succession plan in effect for this purpose. We are solvent and not financially dependent on any large banks with foreign ownership or connections. We cannot and will not be bought or influenced, as many of our competitors have been.”

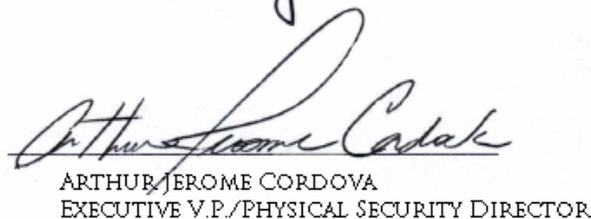
“The United States Government deserves a background investigations provider that is patriotic, loyal, with strong morals and ethics, independent, well managed, and willing to put all its resources on the line to ensure the security of our nation. That’s ADC LTD NM!”



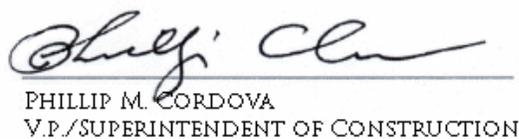
ARTHUR D. CORDOVA - CEO



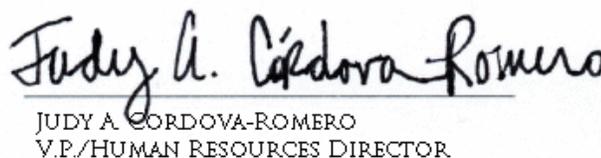
BRENDA CORDOVA-BUSICK
PRESIDENT/FACILITY SECURITY OFFICER



ARTHUR JEROME CORDOVA
EXECUTIVE V.P./PHYSICAL SECURITY DIRECTOR



PHILLIP M. CORDOVA
V.P./SUPERINTENDENT OF CONSTRUCTION



JUDY A. CORDOVA-ROMERO
V.P./HUMAN RESOURCES DIRECTOR

Customer Information:

1.

1.a. Special Item Numbers (SINs) Awarded

HR & EEO Services	
SINs	Item Descriptions
SIN 595-27	Pre-Employment Background Investigations
SIN 595-27(RC)	Pre-Employment Background Investigations

1.b. Prices

See “GSA Price List” on page 31 for pricing information.

1.c. Hourly Rates

See “Labor Categories Offered” beginning on page 27 for a description of corresponding commercial job titles, experience, functional responsibility, and education for the types of employees or subcontractors who will perform services.

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
909 Virginia St. NE, Suite 104
Albuquerque, NM 87108
Bernalillo County
Toll Free: (800) 750-3181
Local: (505) 265-5800
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

None. Standard payment terms are Net 30 days upon receipt of invoice for each completed case.

9.**9.a. Government Purchase Cards at or below Micro-Purchase Threshold**

ADCL will accept government purchase cards at or below the micro-purchase threshold.

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

ADCL will not accept government purchase cards above the micro-purchase threshold.

10. Foreign Items

Not applicable.

11.**11.a. Time of Delivery**

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

11.b. Expedited Delivery

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

11.c. Overnight and 2-Day Delivery

Overnight and 2-day delivery services may be negotiated between the ordering agency and ADCL on a case-by-case basis.

11.d. 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 three (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(s)

Destination.

13.**13.a. Ordering Address(es)**

For mailed orders:

ADC LTD NM
909 Virginia St. NE, Suite 104
Albuquerque, NM 87108
Bernalillo County
Toll Free: (800) 750-3181

Local: (505) 265-5800

Fax: (505) 265-4876

For facsimile orders:

Attn: Brenda Cordova-Busick

ADC LTD NM

Fax: (505) 265-4876

To Verify Transmission: (800) 750-3181, Ext. 100

For orders through our website: www.adcltdnm.com

For technical and/or ordering assistance: (800) 750-3181, Ext. 117, Brenda Cordova-Busick

13.b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulations (FAR) 8.405-3.

14. Payment Address

909 Virginia St. NE, Suite 104

Albuquerque, NM 87108

Bernalillo County

Toll Free: (800) 750-3181

Local: (505) 265-5800

Fax: (505) 265-4876

15. Warranty Provision

Standard commercial warranty.

16. Export Packing Charges

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), ADCL will accept the Government-wide commercial purchase card for purchases equal to or less than the micro-purchase threshold. ADCL 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

Not applicable.

19. Terms and Conditions of Installation

Not applicable.

20. Terms and Conditions of Repair Parts

Not applicable.

20.a. Terms and Conditions for Other Services

Not applicable.

21. List of Distribution Points

Not applicable.

22. List of Participating Dealers

Not applicable.

23. Preventive Maintenance

Not applicable.

24.

24.a. Special Attributes

Not applicable.

24.b. Section 508

Not applicable.

25. Data Universal Number System (DUNS) Number

146389994

26. System for Award Management (SAM) Database

ADCL is registered with the SAM database. Our registration is current through January 28, 2014.

Services Offered:

SIN 595-27: Single Scope Background Investigation (SSBI)

An SSBI is conducted to meet investigation requirements established by Executive Order 12968 for Critical-Sensitive positions requiring access to Top Secret (TS) and Sensitive Compartmented Information (SCI) and for “0” access authorization. An SSBI consists of:

- **National Agency Check (NAC):** NACs for the Subject of the OPM Security/Suitability Investigation Index (811); 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, U.S. Citizenship and Immigration Services (USCIS), or other record when appropriate; a USCIS search is required for all foreign-born immediate family members. These checks must be requested through federal government channels (i.e., OPM).
- **Credit:** Credit bureau check (may be conducted by the requesting agency and provided to ADCL along with the security questionnaire and releases).
- **Subject Interview:** An in-person interview of the Subject of the investigation, which attempts to resolve any potentially derogatory information and elicits any additions, deletions, or corrections to forms submitted by the Subject. The interview utilizes 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 NAC 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 seven (7) years of the scope of the investigation are verified through employment records. Employment of four (4) months or more (consecutive or cumulative) includes the personal interview of two (2) sources (supervisor, coworker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) also include the testimony of a personal source who can verify the Subject’s activity during that period. Any listed or developed significant derogatory employment action during the 10-year scope of the investigation is also investigated and included in the report.
- **Education:** All education during the most recent seven (7) years of the scope of the investigation is verified by reviewing the transcript. If education is the primary activity within the last three (3) years, two (2) reference interviews are conducted. A verification of the highest degree earned is obtained regardless of when earned.
- **Residence:** Residences of over 60 days in the most recent three (3) years of the scope of the investigation are verified by interviewing two (2) neighborhood references. If the Subject was not the owner of the residence, rental records are also reviewed and reported. Current residence is always verified by record and reference regardless of time span.

- **References:** In addition to the employment, education, and neighborhood references identified above, interviews of at least four (4) individuals, at least two (2) of whom are not listed on the Subject's security questionnaire, who have collective knowledge of the Subject during the scope of the investigation, are conducted and reported.
- **Local Agency Check (LAC):** Check 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 (4) months or more, including the current residence regardless of the duration, for the entire scope of the investigation are conducted and reported.
- **Medical:** Checks of any relevant drug treatment, alcohol treatment, or mental health counseling for the entire scope of the investigation are 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 are verified by reviewing the court record.
- **Former Spouse:** An interview is 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 is viewed by the investigator, and a copy obtained and included in the ROI.
- **Military Service:** Military service and type of discharge occurring both within and outside the scope of the investigation are 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. An average of 25 leads is expected on this type of case. 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 time as ordered, from receipt of completed EPSQ or customer-specific security questionnaire from the ordering agency.

SSBIs are offered in the following increments:

SSBI Turnaround Options and Corresponding Processes	
Turnaround	Process
SSBI, 20-Day Turnaround (Expedited)	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. We promise to complete all work and have the report in the client's hand within 20 days.
SSBI, 30-Day Turnaround	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. We provide the same service as in the 20-day turnaround, but within a longer time period (30 days) and at a reduced price.
SSBI, 60-Day Turnaround	Clients requesting a 60-day turnaround are interested in a more detailed investigation. The extra time allows our investigators to more thoroughly research an individual's character and history. 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).
SSBI, 90-Day Turnaround	The 90-day turnaround allows ADCL 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. 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).
SSBI, Hourly	For organizations that are interested in SSBI services beyond or varied from our standard 20-, 30-, 60-, or 90-day turnarounds, ADCL offers our services on an hourly basis. All tasks as previously described above can be performed in this manner.

SIN 595-27: SSBI-Periodic Reinvestigation (SSBI-PR)

An SSBI-PR is conducted to meet reinvestigation requirements established by Executive Order 12968 and DCID 6/4 for Critical-Sensitive positions requiring access to TS and SCI and for "0" access authorization. An SSBI-PR will consist of:

- **NAC:** Checks for the Subject of the OPM Security/Suitability Investigation Index (SH); 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:** Verification of the Subject's financial status to include credit bureau reports, for the period covered by the reinvestigation, covering locations of residences, employments, and school attendance of six (6) months or more.
- **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 NAC or issues that occurred beyond the period covered by the reinvestigation are not included in the base case price.

- **Employment:** All employment, including part-time, intermittent, self-employment, unemployment, and military service, for the five-year scope of the investigation will be verified through employment records. Employment of six (6) months or more (consecutive or cumulative) will include the personal interview of two (2) 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 period covered by the reinvestigation will be verified by reviewing the transcript. If education is the primary activity, two (2) reference interviews will be conducted, and a transcript obtained.
- **Residence:** Interviews of neighbors in the vicinity of the Subject's most recent residences of six (6) months or more and confirmation of current residence regardless of duration.
- **References:** In addition to the employment, education, and neighborhood references identified above, interviews of at least two (2) individuals, at least one (2) of whom are not listed on the Subject's security questionnaire who have collective knowledge of the Subject during the period covered by the reinvestigation will be conducted and reported.
- **LAC:** Review of criminal history record information maintained by state and local criminal justice agencies, for the period covered by the reinvestigation, covering locations of the Subject's residences, employments, and school attendance of six (6) months or more, including current residences regardless of duration.
- **Medical:** Checks of any relevant drug treatment, alcohol treatment, or mental health counseling during the period covered by the reinvestigation will be verified through record review and/or personal interview of the health care provider.
- **Public Records:** Verification of divorces, bankruptcies, and other civil and criminal court actions involving the Subject since the prior investigation.
- **Former Spouse:** An interview will be conducted of any former spouse divorced since the prior investigation.
- Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. An average of 16 leads is expected on this type of case. 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 Electronic Personnel Security Questionnaire or customer-specific security questionnaire from the requesting agency.

SIN 595-27: National Agency Check with Local Agency Check and Credit Check (NACLC)

A NACLC is the required initial minimum investigation for contractors for access at the Confidential, Secret, and DOE "V" 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.

A NACLIC consists of a NAC and LAC. Search of records of appropriate national agencies are performed by the requesting federal agency. The LAC includes checks of law enforcement agencies having jurisdiction where the Subject has lived, worked, and/or attended school within the last five (5) 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 five (5) years. A national credit history is 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. An average of seven (7) leads is expected on this type of case. 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 595-27: Local Agency Check (LAC)

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

The LAC includes checks of law enforcement agencies having jurisdiction where the Subject has lived, worked, and/or attended school within the last five (5) years, and if applicable, of the appropriate agency for any identified arrests. A completed 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. An average of six (6) leads is expected on this type of case. 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 595-27: Phased Periodic Reinvestigation (PPR)

- **Subject Interview:** ADCL will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The scope will cover the period of time since the Subject's last investigation, up to 10 years.
- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.
- **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years; corroboration through records or sources of all periods of unemployment exceeding 60 days within scope.
- **Education:** In cases where the Subject has attended school for over four (4) months within the last three (3) years as his/her primary activity verification will include a reference interview and a record verification. If Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity verification will be by record only. In either event, the highest awarded degree/diploma will be verified.
- **References:** Interviews of two individuals, one whom is developed from the investigation, who have collective social knowledge of the Subject for the scope of the investigation.
- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last 10 years or since last investigation, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.
- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the scope of the investigation.
- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject since the last investigation.
- **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview of former spouses within scope.
- **Date and Place of Birth:** An original or certified copy of the Subject's birth certificate will be viewed, and a copy obtained.
- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the scope, two (2) reference interviews will be conducted.
- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).
- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks.

SIN 595-27: Minimum Background Investigation (MBI)

- **Subject Interview:** ADCL will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The scope will cover 5 years or the period of time since the Subject's last investigation.
- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.
- **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years; corroboration through records or sources of all periods of unemployment exceeding 60 days within scope.
- **Education:** In cases where the Subject has attended school for over four (4) months within the last three (3) years as his/her primary activity, verification will include a reference interview and a record verification. If Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.
- **References:** Interviews of four (4) individuals, at least two (2) of whom are developed from the investigation, who have collective social knowledge of the Subject for the relevant scope.
- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last 5 years or scope, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.
- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last 5 years or scope.
- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last 5 years or scope.
- **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview former spouses within scope.
- **Date and Place of Birth:** An original or certified copy of the Subject's birth certificate will be viewed and copied.
- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the last 5 years or scope, two (2) reference interviews will be conducted.
- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).

- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks covering all locations where the Subject has resided, been employed, and/or attended school for six (6) months or more for the last 5 years or scope.

SIN 595-27: Periodic Reinvestigation (PRI)

A completed EPSQ or customer-specific security questionnaire, including applicable releases and supporting documentation must be provided. Scope covers from the date of the case receipt to date of last investigation or five (5) years. Nothing needs to be obtained from the time period covered during the last investigation.

Subject Interview: ADCL will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The interview will cover the period of time since the Subject's last investigation.

- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.
- **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years or scope; corroboration through records or sources of all periods of unemployment exceeding 60 days within the last five (5) years or scope.
- **Education:** In cases where the Subject has attended school for over four (4) months within the last five (5) years or scope as his/her primary activity, verification will include a reference interview and a record verification. If Subject has not attended school for over four (4) months within the last five (5) years or scope as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.
- **References:** Interviews of two (2) individuals, one of whom is developed from the investigation, and who have collective social knowledge of the Subject for the preceding five (5) years or scope.
- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration, for the last five (5) years or scope. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.
- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last five (5) years or scope.
- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last five (5) years or scope.
- **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview of former spouses within scope.
- **Date and Place of Birth:** Original or certified copy of Subject's birth certificate will be viewed and copied.

- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the last five (5) years or scope, two (2) reference interviews will be conducted.
- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).
- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks covering the last five (5) years or scope.

SIN 595-27: Limited Background Investigation to a Background Investigation (BGI/Upgrade)

- **Subject Interview:** ADCL will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The scope will cover the period of time since the Subject's last investigation.
- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.
- **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years or scope; corroboration through records or sources of all periods of unemployment exceeding 60 days within last five (5) years or scope.
- **Education:** In cases where the Subject has attended school for over four (4) months within the last three (3) years as his/her primary activity, verification will include a reference interview and a record verification. If subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.
- **References:** Interviews of two (2) individuals, at least one (1) of whom are developed from the investigation, who have collective social knowledge of the Subject for the preceding five (5) years or scope.
- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last five (5) years or scope, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.
- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last five (5) years or scope, by record and/or interview of mental health professional.
- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last five (5) years or scope.
- **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview of former spouses within scope.

- **Date and Place of Birth:** An original or certified copy of the Subject's birth certificate will be viewed and copied.
- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the last five (5) years or scope, two (2) reference interviews will be conducted.
- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).
- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks covering the last five (5) years or scope.

SIN 595-27: Background Investigation to an SSBI (UGI/Upgrade)

UGI investigations can be upgrades to BIs or SSBIs. The scope covers a 10-year span. However, there is no requirement for the time period covered during the last investigation.

- **Subject Interview:** ADCL will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The scope will cover the period of time since the Subject's last investigation.
- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.
- **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years for a BI and seven (7) years for an SSBI; corroboration through records or sources of all periods of unemployment within the scope, exceeding 60 days within the last five (5) years for a BI and seven (7) years for an SSBI.
- **Education:** In cases where the Subject has attended school for over four (4) months within the last three (3) years as his/her primary activity, verification will include a reference interview and a record verification. If the Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.
- **References:** Interviews of four (4) individuals, at least two (2) of whom are developed from the investigation, who have collective social knowledge of the Subject for the preceding five (5) years for a BI or 10 years for an SSBI.
- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last 10 years, the Subject has resided, been employed, and/or attended school for four (4) months or more, including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.

- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last ten (10) years, by record and/or interview of mental health professional.
- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last ten (10) years.
- **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview former spouses within scope.
- **Date and Place of Birth:** An original or certified copy of the Subject's birth certificate will be viewed and copied.
- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the last five (5) years for a BI or seven (7) years for a SSBI, two (2) reference interviews will be conducted.
- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).
- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks covering all locations where the Subject has resided, been employed, and/or attended school for six (6) months or more for the last seven (7) years.

SIN 595-27: Update Investigation (UDI)

The scope of UDIs will be from the case receipt date of the last investigation. A completed EPSQ or customer-specific security questionnaire, including applicable releases and supporting documentation must be provided. A UDI shall consist of the following:

- **NAC**
- **Subject Interview:** ADCL will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions and will cover the period since the Subject's last investigation. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies.
- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, since the last investigation, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.
- **Education:** In cases where the Subject has attended school for over four (4) months since the last investigation as his/her primary activity, verification will include a reference interview and a record verification. If the Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only.
- **Employment:** Verification of any employment since the last investigation; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more since the last investigation; corroboration through records or sources of all periods of unemployment exceeding 60 days since the last investigation.
- **Residences:** Confirmation of all residences since the last investigation through appropriate interviews with neighbors and through record reviews.
- **References:** Interviews of two (2) individuals, at least one (1) of whom is developed from the investigation, who have collective social knowledge of the Subject since the last investigation.
- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition since the last investigation by, record and/or interview of mental health professional.
- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject since the last investigation.
- **Marriage/Divorce:** Verification of all marriages and divorces since the last investigation. Interview of all former spouses since the last investigation if underlying investigation is an SSBI.
- **Date and Place of Birth:** An original or certified copy of the Subject's birth certificate will be viewed and copied.
- **Military:** Verification of all military service since the last investigation, including discharge type.

- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks since the last investigation.

SIN 595-27: Background Investigation (BI)

A completed EPSQ or customer-specific security questionnaire, including applicable releases and supporting documentation must be provided. The scope will be five (5) years or 18th birth date. A BI shall consist of the following:

- **NAC**
- **Subject Interview:** ADCL conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. Additional interviews may be conducted to collect relevant information to resolve significant inconsistencies.
- **Education:** In cases where the Subject has attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will include a reference interview and a record verification. If the Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.
- **Employment:** Verification of all employment within the past five (5) years; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years; corroboration through records or sources of all periods of unemployment exceeding 60 days within the last 5 years.
- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.
- **References:** Interviews of two (2) individuals, at least one (1) of whom is developed from the investigation, who have collective social knowledge of the Subject for the last five (5) years.
- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last 5 years, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.
- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last five (5) years.
- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last five (5) years.
- **Marriage/Divorce:** Verification of all marriages and divorces within the last five (5) years. Interview of all former spouses within the five-year period.
- **Date and Place of Birth:** An original or certified copy of the Subject's birth certificate will be viewed and copied.

- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the last five (5) years, two (2) reference interviews will be conducted.
- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).
- **Financial Review:** Verification of the Subject's financial status, including credit bureau checks for the last five (5) years.

Labor Categories Offered:

Case Assigner

Checks incoming cases to assure that all parts required to complete the case are included. Reviews case papers for complete information and correct contact information for Subject and leads. Scopes case for required leads to meet client requirements and assigns various parts of case to experienced investigators located in area of leads. Completes scope sheet and voucher for each part of case assigned. Makes additional assignments according to developed leads and reassigns cases in cases of emergency.

Education: Bachelor's degree

Experience: Minimum of one (1) year of related experience

Administrator

Processes all incoming and outgoing cases, including customer tasks and investigator ROI submissions. Provides e-Voucher assistance and CMS administration. Copies and scans documents, creates file folders, coordinates home type assignments, obtains credit reports, proofs/edits activities, generates correspondence, prepares LAC requests, and assists the Program Manager. Must be able to obtain security clearance for access to classified information. Courses or certification in government security or Personnel Security Investigation (PSI) preferred.

Education: High school diploma or equivalent (six (6) years of related experience) required. Some college education preferred.

Experience: Requires a combination of education and experience (six (6) to eight (8) years total).

Administrative Assistant

Proactively performs standard and advanced administrative support duties under limited supervision. Assists manager with administrative responsibilities. Position requires superior skills in taking dictation and computer word processing and a thorough knowledge of the function's practices and procedures. Receives and screens telephone calls, makes travel arrangements, and may generate and maintain confidential files and reports.

Education: High school diploma or equivalent (two (2) years of related experience)

Experience: Minimum of two (2) years of related experience.

Quality Control Administrator

Checks the completed ROI against the scope sheets sent by the Case Assigner to the field investigators to determine if the final report contains all of the required information. Verifies that all issues are thoroughly explored and clearly explained in sufficient detail. Analyzes all areas such as employment, education, foreign contacts, finances, and credit reports to determine whether the report contains sufficient information about the Subject concerning passports, foreign relatives and associates, foreign property or investments, and lifestyle.

Education: Bachelor's degree or equivalent (two (2) years of related experience)

Experience: Minimum of two (2) years of related experience.

Case Analyst

Under close supervision, assists in providing information security and performs security BIs on individuals requesting security clearances. Provides support of contractor BI services. Provides investigative services and case control management support required to complete PSIs. Receives, disseminates, and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor's degree or equivalent (four (4) years of related experience)

Experience: Minimum of four (4) years of related experience.

Case Reviewer / Case Manager

Processes personnel security BI information for completeness and accuracy before sending to the customer for determination of security clearances. May work in a variety of functional areas including scoping, LACs, assignments, review, and quality assurance. Reviews personal documents, Personnel Security Questionnaires (SF-86), and other records to ensure they are accurate, complete, and in compliance with the 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 database. Assigns, coordinates, organizes, and/or facilitates follow-up with investigators to ensure accuracy and integrity of investigations. May conduct quality assurance reviews by soliciting feedback from individuals interviewed during the BI. Assists callers with questions and/or complaints about the investigation and/or behavior of an investigator or an employee.

Reviews and evaluates investigator reports to ensure they are complete, accurate, and timely. Prepares final ROIs 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. Must be able to obtain security clearance for access to classified information. Courses or certification in government security or PSI preferred.

Responsible for overall management of cases upon receipt from the Assignment Department through final ROI submission to the customer. Ensures that deadlines for fax call-ins and ROIs are met by frequently communicating with field investigators. Monitors the status of assigned work. Reviews cases for assignment and scoping errors in a timely manner. Assigns additional leads in a timely manner when required. Proofs/edits and prepares the final ROI. Communicates with customer representatives, approves eVouchers, and enters data into CMS.

Education: High school diploma or equivalent required (six (6) years of related experience). Some college education preferred.

Experience: Requires a combination of education and experience (six (6) to eight (8) years total).

Pre-Screener

Primarily responsible for receiving and thoroughly reviewing case papers prior to assignment for 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. Reviews personal documents, Personnel Security Questionnaires (SF-86), 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 database. May function as lead or supervisor to lower level employees on an interim basis. May perform duties on multiple contracts. 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.

Prepares cover sheets noting all actions and deficiencies. Compiles and forwards case papers. Prepares daily productivity reports. Coordinates special request assignments. Communicates necessary information to scoping staff. Reports case status to the customer regarding cases of interest and coordinating expedited case tasking. Receives completed ROIs for delivery to the customer. Schedules meetings between ADCL and customer personnel. Assists with visitor request processing. Performs additional duties as required by the customer regarding case processing, status reports, and Statement of Work (SOW) compliance.

Education: High school diploma or equivalent (six (6) years of related experience) required. Some college education preferred.

Experience: Requires a combination of education and experience (six (6) to eight (8) years total).

Senior Case Analyst

Under moderate supervision, provides information security and performs security BIs on individuals requesting security clearances. Provides support of contractor BI services. Provides investigative services and case control management support required to complete PSIs. Receives, disseminates, and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor's degree or equivalent (two (2) years of related experience)

Experience: Minimum of two (2) years of related experience.

Field Investigator

Assists with all facets of BIs on individuals requesting a security clearance. Conducts interviews, completes documents, and submits interview summarization through an online system.

Education: High School diploma or equivalent (five (5) years of related experience)

Experience: Five (5) years of related experience

Lead Investigator

Performs security BIs on individuals requesting security clearances, including but not limited to investigative reports. Provides investigative services and case control management support required to complete PSIs. May provide team leadership in monitoring all investigative personnel and reviewing investigative reports produced by lower level staff. Receives, disseminates, and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor's degree or equivalent (seven (7) years of related experience).

Experience: Minimum of seven years of related experience.

Project / Program Manager

Recognized authority on security matters with a broad range of knowledge. Provides information security support and performs security BIs on individuals requesting security clearances. Conducts security inspections of unit security programs and facilities and provides information security program reports. Acquires follow-on business associated with assigned projects. Provides management for investigative services and case control management support required to complete PSIs. Monitors all investigative personnel and reviews investigative reports produced by lower level staff. Participates in training field investigators. Reviews concerns from case managers and individuals responsible for quality control; takes corrective action on missing information, ensuring cessation of errors.

Education: Bachelor's degree or equivalent (10 years of BI and other related experience)

Experience: Minimum of 10 years of BI and other related experience.

GSA Price List:

SIN 595-27: FULL SERVICE BACKGROUND INVESTIGATIONS

Volume Pricing:

- 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

SIN	Services - Tier 0 - Base Price	GSA Rate 2014	GSA Rate 2015	GSA Rate 2016	GSA Rate 2017	GSA Rate 2018
595-27	SSBI (Single Scope Background Investigation), 20-day turnaround (Expedited)	\$3,200	\$3,289	\$3,381	\$3,476	\$3,573
595-27	SSBI, 30-day turnaround	\$2,976	\$3,060	\$3,145	\$3,233	\$3,324
595-27	SSBI, 60-day turnaround	\$2,976	\$3,060	\$3,145	\$3,233	\$3,324
595-27	SSBI, 90-day turnaround	\$2,865	\$2,945	\$3,028	\$3,112	\$3,199
595-27	SSBI, Hourly (Additional or Varied)	\$80	\$83	\$85	\$87	\$90
595-27	SSBI-PR (Periodic Reinvestigation)	\$1,591	\$1,636	\$1,682	\$1,729	\$1,777
595-27	NACLC (National Agency Check with Local Agency Check and Credit Check)	\$481	\$495	\$508	\$523	\$538
595-27	LAC (Local Agency Check)	\$430	\$442	\$454	\$467	\$480
595-27	PPR (Phased Periodic Reinvestigation)	\$1,918	\$1,971	\$2,026	\$2,083	\$2,141
595-27	MBI (Minimum Background Investigation)	\$1,461	\$1,502	\$1,544	\$1,587	\$1,631
595-27	PRI (Periodic Reinvestigation)	\$1,083	\$1,114	\$1,145	\$1,177	\$1,210
595-27	BGI/Upgrade (Limited Background Investigation to Background Investigation)	\$2,301	\$2,365	\$2,431	\$2,499	\$2,569
595-27	UGI/Upgrade (Background Investigation to SSBI)	\$2,251	\$2,314	\$2,379	\$2,446	\$2,514
595-27	UDI (Update Investigation)	\$2,403	\$2,471	\$2,540	\$2,611	\$2,684
595-27	UBI (Updated Background Investigation)	\$2,403	\$2,471	\$2,540	\$2,611	\$2,684
595-27	LDI (Limited Background Investigation)	\$2,403	\$2,471	\$2,540	\$2,611	\$2,684
595-27	BDI (Background Investigation Update)	\$2,403	\$2,471	\$2,540	\$2,611	\$2,684
595-27	SDI (Single Scope Background Investigation Update)	\$2,403	\$2,471	\$2,540	\$2,611	\$2,684
595-27	BI (Background Investigation)	\$2,788	\$2,866	\$2,946	\$3,029	\$3,113

SIN	Services - Tier 1 - Guaranteed Annual Minimum \$4 Million Per Customer	GSA Rate 2014	GSA Rate 2015	GSA Rate 2016	GSA Rate 2017	GSA Rate 2018
595-27	SSBI (Single Scope Background Investigation), 20-day turnaround (Expedited)	\$ 3,104	\$ 3,190	\$ 3,280	\$ 3,372	\$ 3,466
595-27	SSBI, 30-day turnaround	\$ 2,887	\$ 2,968	\$ 3,051	\$ 3,136	\$ 3,224
595-27	SSBI, 60-day turnaround	\$ 2,887	\$ 2,968	\$ 3,051	\$ 3,136	\$ 3,224
595-27	SSBI, 90-day turnaround	\$ 2,779	\$ 2,857	\$ 2,937	\$ 3,018	\$ 3,103
595-27	SSBI, Hourly (Additional or Varied)	\$ 78	\$ 81	\$ 82	\$ 84	\$ 87
595-27	SSBI-PR (Periodic Reinvestigation)	\$ 1,543	\$ 1,587	\$ 1,631	\$ 1,677	\$ 1,724
595-27	NACLC (National Agency Check with Local Agency Check and Credit Check)	\$ 467	\$ 480	\$ 493	\$ 507	\$ 522
595-27	LAC (Local Agency Check)	\$ 417	\$ 429	\$ 440	\$ 453	\$ 465
595-27	PPR (Phased Periodic Reinvestigation)	\$ 1,860	\$ 1,912	\$ 1,965	\$ 2,020	\$ 2,077
595-27	MBI (Minimum Background Investigation)	\$ 1,417	\$ 1,457	\$ 1,497	\$ 1,539	\$ 1,582
595-27	PRI (Periodic Reinvestigation)	\$ 1,051	\$ 1,081	\$ 1,111	\$ 1,142	\$ 1,174
595-27	BGI/Upgrade (Limited Background Investigation to Background Investigation)	\$ 2,232	\$ 2,294	\$ 2,358	\$ 2,424	\$ 2,492
595-27	UGI/Upgrade (Background Investigation to SSBI)	\$ 2,183	\$ 2,245	\$ 2,308	\$ 2,372	\$ 2,439
595-27	UDI (Update Investigation)	\$ 2,331	\$ 2,397	\$ 2,464	\$ 2,533	\$ 2,604
595-27	UBI (Updated Background Investigation)	\$ 2,331	\$ 2,397	\$ 2,464	\$ 2,533	\$ 2,604
595-27	LDI (Limited Background Investigation)	\$ 2,331	\$ 2,397	\$ 2,464	\$ 2,533	\$ 2,604
595-27	BDI (Background Investigation Update)	\$ 2,331	\$ 2,397	\$ 2,464	\$ 2,533	\$ 2,604
595-27	SDI (Single Scope Background Investigation Update)	\$ 2,331	\$ 2,397	\$ 2,464	\$ 2,533	\$ 2,604
595-27	BI (Background Investigation)	\$ 2,704	\$ 2,780	\$ 2,858	\$ 2,938	\$ 3,020

SIN	Services - Tier 2 -Guaranteed Annual Minimum \$4.1 - \$15 Million Per Customer	GSA Rate 2014	GSA Rate 2015	GSA Rate 2016	GSA Rate 2017	GSA Rate 2018
595-27	SSBI (Single Scope Background Investigation), 20-day turnaround (Expedited)	\$ 3,072	\$ 3,157	\$ 3,246	\$ 3,337	\$ 3,430
595-27	SSBI, 30-day turnaround	\$ 2,857	\$ 2,937	\$ 3,019	\$ 3,103	\$ 3,190
595-27	SSBI, 60-day turnaround	\$ 2,857	\$ 2,937	\$ 3,019	\$ 3,103	\$ 3,190
595-27	SSBI, 90-day turnaround	\$ 2,750	\$ 2,827	\$ 2,906	\$ 2,987	\$ 3,070
595-27	SSBI, Hourly (Additional or Varied)	\$ 77	\$ 80	\$ 81	\$ 84	\$ 86
595-27	SSBI-PR (Periodic Reinvestigation)	\$ 1,527	\$ 1,570	\$ 1,614	\$ 1,659	\$ 1,706
595-27	NACLC (National Agency Check with Local Agency Check and Credit Check)	\$ 462	\$ 475	\$ 488	\$ 502	\$ 517
595-27	LAC (Local Agency Check)	\$ 413	\$ 424	\$ 436	\$ 448	\$ 461
595-27	PPR (Phased Periodic Reinvestigation)	\$ 1,841	\$ 1,892	\$ 1,945	\$ 1,999	\$ 2,055
595-27	MBI (Minimum Background Investigation)	\$ 1,402	\$ 1,442	\$ 1,482	\$ 1,523	\$ 1,566
595-27	PRI (Periodic Reinvestigation)	\$ 1,040	\$ 1,069	\$ 1,099	\$ 1,130	\$ 1,162
595-27	BGI/Upgrade (Limited Background Investigation to Background Investigation)	\$ 2,209	\$ 2,270	\$ 2,334	\$ 2,399	\$ 2,466
595-27	UGI/Upgrade (Background Investigation to SSBI)	\$ 2,161	\$ 2,221	\$ 2,284	\$ 2,348	\$ 2,413
595-27	UDI (Update Investigation)	\$ 2,307	\$ 2,372	\$ 2,438	\$ 2,506	\$ 2,577
595-27	UBI (Updated Background Investigation)	\$ 2,307	\$ 2,372	\$ 2,438	\$ 2,506	\$ 2,577
595-27	LDI (Limited Background Investigation)	\$ 2,307	\$ 2,372	\$ 2,438	\$ 2,506	\$ 2,577
595-27	BDI (Background Investigation Update)	\$ 2,307	\$ 2,372	\$ 2,438	\$ 2,506	\$ 2,577
595-27	SDI (Single Scope Background Investigation Update)	\$ 2,307	\$ 2,372	\$ 2,438	\$ 2,506	\$ 2,577
595-27	BI (Background Investigation)	\$ 2,676	\$ 2,751	\$ 2,828	\$ 2,907	\$ 2,989

SIN	Services - Tier 3 -Guaranteed Annual Minimum \$15+ Million Per Customer	GSA Rate 2014	GSA Rate 2015	GSA Rate 2016	GSA Rate 2017	GSA Rate 2018
595-27	SSBI (Single Scope Background Investigation), 20-day turnaround (Expedited)	\$ 3,040	\$ 3,125	\$ 3,212	\$ 3,302	\$ 3,395
595-27	SSBI, 30-day turnaround	\$ 2,827	\$ 2,907	\$ 2,988	\$ 3,071	\$ 3,157
595-27	SSBI, 60-day turnaround	\$ 2,827	\$ 2,907	\$ 2,988	\$ 3,071	\$ 3,157
595-27	SSBI, 90-day turnaround	\$ 2,722	\$ 2,798	\$ 2,876	\$ 2,956	\$ 3,039
595-27	SSBI, Hourly (Additional or Varied)	\$ 76	\$ 79	\$ 81	\$ 83	\$ 85
595-27	SSBI-PR (Periodic Reinvestigation)	\$ 1,511	\$ 1,554	\$ 1,598	\$ 1,642	\$ 1,688
595-27	NACLC (National Agency Check with Local Agency Check and Credit Check)	\$ 457	\$ 470	\$ 483	\$ 497	\$ 511
595-27	LAC (Local Agency Check)	\$ 409	\$ 420	\$ 431	\$ 443	\$ 456
595-27	PPR (Phased Periodic Reinvestigation)	\$ 1,822	\$ 1,872	\$ 1,925	\$ 1,979	\$ 2,034
595-27	MBI (Minimum Background Investigation)	\$ 1,388	\$ 1,427	\$ 1,467	\$ 1,508	\$ 1,550
595-27	PRI (Periodic Reinvestigation)	\$ 1,029	\$ 1,058	\$ 1,088	\$ 1,118	\$ 1,150
595-27	BGI/Upgrade (Limited Background Investigation to Background Investigation)	\$ 2,186	\$ 2,247	\$ 2,310	\$ 2,374	\$ 2,441
595-27	UGI/Upgrade (Background Investigation to SSBI)	\$ 2,138	\$ 2,198	\$ 2,260	\$ 2,323	\$ 2,389
595-27	UDI (Update Investigation)	\$ 2,283	\$ 2,347	\$ 2,413	\$ 2,481	\$ 2,550
595-27	UBI (Updated Background Investigation)	\$ 2,283	\$ 2,347	\$ 2,413	\$ 2,481	\$ 2,550
595-27	LDI (Limited Background Investigation)	\$ 2,283	\$ 2,347	\$ 2,413	\$ 2,481	\$ 2,550
595-27	BDI (Background Investigation Update)	\$ 2,283	\$ 2,347	\$ 2,413	\$ 2,481	\$ 2,550
595-27	SDI (Single Scope Background Investigation Update)	\$ 2,283	\$ 2,347	\$ 2,413	\$ 2,481	\$ 2,550
595-27	BI (Background Investigation)	\$ 2,649	\$ 2,723	\$ 2,799	\$ 2,877	\$ 2,958

SIN	Labor Categories	Hourly	Hourly	Hourly	Hourly	Hourly
595-27	Administrative Assistant	\$59	\$61	\$63	\$64	\$66
595-27	Administrator	\$54	\$55	\$56	\$58	\$60
595-27	Case Analyst	\$71	\$73	\$76	\$78	\$80
595-27	Case Assigner	\$50	\$52	\$53	\$55	\$56
595-27	Case Reviewer/Case Manager	\$71	\$73	\$76	\$78	\$80
595-27	Field Investigator	\$78	\$80	\$83	\$85	\$87
595-27	Lead Investigator	\$84	\$86	\$89	\$91	\$94
595-27	Pre-Screener	\$76	\$78	\$80	\$83	\$85
595-27	Project/Program Manager	\$86	\$88	\$91	\$93	\$96
595-27	Quality Control Administrator	\$59	\$61	\$63	\$64	\$66
595-27	Senior Case Analyst	\$76	\$78	\$80	\$83	\$85