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

Online 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 on [GSAAdvantage.com](http://GSAAdvantage.com).

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>.

**HUMAN RESOURCES AND EEO SERVICES, SCHEDULE 738X**

Special Item Number (SIN): **595.27**

**Pre-Employment Background Investigations**

Contract Number: **GS-02F-0138W**

**Contract Period of Performance:**

March 12, 2010 through March 11, 2015

**Background Profiles, Inc.**

3478 Buskirk Avenue  
Suite 102  
Pleasant Hill, CA 94523

**Contract Administrator:** Steven James

**Marketing & Technical Point of Contact:** Scott Moran

**Phone:** (925) 974-1820

**Toll Free:** (800) 800-0197

**Fax:** (925) 974-1840

**Email:** [sales@backgroundprofiles.com](mailto:sales@backgroundprofiles.com)

<http://www.backgroundprofiles.com>

Business Size: **Small Business, Veteran Owned Small Business**

Duns: **013833541**

Cage: **1V5Ss**

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## 1. CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). **See Price List**
- 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. **See Price List**
- 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. **Not Applicable**
2. Maximum order. **\$1,000,000.00**
3. Minimum order. **\$100.00**
4. Geographic coverage (delivery area). **48 Contiguous, District of Columbia, Hawaii**
5. Point(s) of production (city, county, and State or foreign country) **Not Applicable**
6. Discount from list prices or statement of price **25%**
7. Quantity discounts. **Not Applicable**
8. Prompt payment terms. **Net 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micro- purchase threshold. **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Yes**
10. Foreign items (list items by country of origin). **Not Applicable**
- 11a. Time of delivery. **5 days**

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- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **3 days**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. Overnight is available **negotiated between Background Profiles Inc. and the ordering Agency.**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery. **Negotiated between Background Profiles, Inc. and the ordering Agency.**
12. F.O.B. point(s). **Background Profiles, Inc.  
3478 Buskirk Ave. Ste. 102  
Pleasant Hill, CA. 94523**
- 13a. Ordering address(es). **Same as # 12**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8
14. Payment address(es). **Background Profiles, Inc.  
3478 Buskirk Ave. Ste. 102  
Pleasant Hill, CA. 94523**
15. Warranty provision **Not Applicable**
16. Export packing charges, if applicable. **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **None**
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 service and distribution points (if applicable). **Not applicable**

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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:  
[www.Section508.gov/](http://www.Section508.gov/) [www.backgroundprofiles.com](http://www.backgroundprofiles.com)
  25. Data Universal Number System (DUNS) number. **013833541**
  26. Notification regarding registration in Central Contractor Registration (CCR) database.  
**Registration is current.**

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## ABOUT US

Background Profiles, Inc. (BPI) was founded in 1990 as a consumer reporting agency specializing in pre-employment screening and background investigative reports. Our corporation is Safe Harbor Certified through the U.S. Dept. of Commerce and is authorized to conduct background investigations throughout the United States and Worldwide. The Company provides its targeted customer base with products and services unmatched in quality. Our focus is to address and fulfill the unique needs of Human Resource departments throughout the nation with a strong commitment to personalized customer care.

BPI is a complete HR Solutions Provider with a multitude of products and services available for every size client. We offer solutions to cover every stage of the hiring process. From candidate attraction to assessments and background screening to on-boarding and employment, we provide employers with quality solutions to help them reduce the time and cost of talent acquisition. Whether you need quality, single-source solutions or fully integrated talent acquisition suites, Background Profiles will exceed your expectations!

We offer an Applicant Tracking System (ATS) to assist in managing your hiring process that includes a Career site, a fully customized application, electronic signature and a full on boarding functionality. The ATS is fully integrated to provide customized background checks, Assessment Testing, drug screening solutions and E-Verify (EVP) to validate right to work.

We are considered a medium sized provider of background screening services in this industry. We are large enough to service large, multi-site employers and provide the services and technology they require. At the same time, we are small enough to continue to provide our founding core values of excellent customer service and a consultative approach to partnering with each client. We have a flat management structure which allows us to respond quickly to the needs of each client, no matter how small the client, no matter how small the need. We pride ourselves on fast response to our client's technology needs often taking only days or weeks to build systems to meet demand.

Our Background Screening Program includes complete domestic and International background screening services combining state of the art electronic report order and retrieval, XML capabilities, and superior consultative customer service processes. Orders may be placed, and Reports retrieved, via our secure website 24/7/365. Email notification is provided when reports are completed. Reports are clear, concise and easy to read with an Executive Summary at the beginning of the report summarizing information contained in all report subsections. Our staff is experienced in all facets of the employment screening industry and provides you with training, tools, and resources to stay up-to-date on hiring practices at the local, state, and federal levels, and with industry legal compliance and regulations so you can manage your corporate liability. We are also compliant with other Federal and state laws pertaining to the production of Consumer Reports and Investigative Consumer Reports.

We are founding members of The National Association of Background Screeners (NAPBS) with other memberships that include SHRM, PRRN, ASIS International, and Better Business Bureau (BBB). We are accredited with BBB and maintain an A+ Rating.

Our management and staff have over 41 years experience in providing exceptional product and service to over 1000 clients nationwide. The Operations team is led by Steven James, COO and Co-Founder of Background Profiles. James is a licensed Private Investigator (NV #1451) and previously served on the Board of Directors for The National Association of Professional Background Screeners (NAPBS). He also served as the Chairman for the Best Practices and Compliance Committee. Lt Col James was a command pilot and squadron commander for the 129<sup>th</sup> Rescue Squadron, Moffett Federal Airfield, CA, and has held numerous command and staff positions in both the U.S. Army and USAF. Upon his departure from the USAF, he held a top security clearance from the DOD.

**Background Profiles current and previous commercial contracts:**

- ATK Composites Magna
- ATK Launch Systems, Inc.
- ATK Thiokol Propulsion
- Skywest Airlines
- United States Enrichment Corp
- Fluor Hanford, Inc.
- Mission Support Alliance, LLC
- Washington River Protection Solutions
- CH2MHill Plateau Remediation Company
- Lockheed Martin Services, Inc.
- MSA, LLC

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## 2. TERMS AND CONDITIONS

### 1) *Orders:*

- a) Agencies may use written orders, EDI orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. The purchase order shall specify the availability of funds and the period for which funds are available. For GSA reporting purposes only, an order should include the SIN(s) covered. BPI's task order proposal will reflect the applicable SIN(s).
- b) All task orders are subject to the terms and conditions of the contract. Ordering agencies may incorporate provisions in their task orders that are essential to their requirements (i.e., security clearances, hazardous substances, special handling, key personnel, etc.) These provisions, when required, will be included in individual task orders. Any cost necessary for BPI to comply with the provision(s) will be included in the task order proposal unless otherwise prohibited by law. In the event of conflict between a task order and the contract, the contract will take precedence.

### 2) *Performance of Services:*

- a) BPI shall commence performance of the services on the date agreed to by BPI and the ordering office.
- b) The ordering office should include the criteria for satisfactory completion of each task in the statement of work or task order. Services shall be completed in a good and workmanlike manner.
- c) Any contractor travel required in the performance of task orders must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established federal government per diem ceiling rates will apply to all contractor travel. Contractors cannot use GSA city pair contracts.
- d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided that the contractor shall not be required to make any deliveries under this contract after the end of the time specified in the task order.
- e) BPI shall comply with all laws, ordinances, and regulations (federal, state, city, or otherwise) covering work of this character.

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- 3) *Invoices*: BPI shall submit invoices upon completion of the work ordered. For firm-fixed price orders, partial payments are authorized and shall be based upon completion of defined milestones, interim products, and/or deliverables. Invoices shall be submitted monthly for recurring services performed during the preceding month for time and materials orders.
  - 4) *Payments*: For firm-fixed price orders, the Government shall pay Background Profiles, Inc., upon submission of proper invoices or vouchers, the price(s) stipulated in the order. Partial payments shall be made when authorized by the order. For time and materials orders, the clause Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies.
  - 5) *Incidental Support Items*: In accordance with Background Profiles, Inc.'s accounting practices, any item used in direct support of a contract may be charged directly to a task order. Typical ODCs include but are not limited to long-distance telephone, reproduction, hardware, software, microcomputer usage, miscellaneous supplies (e.g., diskettes and pagers), and local and long-distance travel with the appropriate indirect costs (no fee or profit). Travel required in the performance of task orders under this contract shall be reimbursed by the ordering agency to the extent that such costs are within funding limitations and are otherwise allowable in accordance with the FAR or applicable agency regulations. Travel will be in accordance with the Federal Travel Regulations or Joint Travel Regulations, as applicable.

The labor category rates included in the pricelist will apply to the work performed within the geographical scope of this contract. However, we recognize that work may be required that may result in markedly different costs than are normally incurred, for example, work performed in overseas locations (i.e., outside the 48 contiguous states). BPI would expect—in conjunction with the client—to examine these costs and negotiate appropriate pricing arrangements on a case-by-case basis.

- 6) *Liability Limitations*:
  - a) *Injury or Damages*—BPI shall not be liable for any injury to government personnel or damage to government property arising from the services provided unless such injury is due to the fault or negligence of Background Profiles, Inc...
  - b) *Consequential Damages*—BPI shall not be liable for any consequential damages, including strict liability, of any kind or nature, associated with any actual or alleged breach of the contract, tort or negligence, or otherwise caused. In no event shall Background Profiles be liable for costs or damages resulting from alleged breach of the contract even if, under applicable law, such costs or damages would not be considered consequential or special damages.
- 7) *Technical Data*: FAR clause 52.227-14, Rights in Data-General (Jun 1987)—Alternate II, will govern technical data under this contract.

### 3. PRICING

SIN 595.27	
Job Title/ Task/ Service	Unit Price*
Social Security # Verification	\$4.23
County Criminal Search (does not include court access fees)	\$9.87
County Civil Search does not include court access fees)	\$14.11
Federal Criminal Search	\$8.46
Federal Civil Search	\$8.46
Multi-state criminal search	\$8.46
Previous employment verif (does not include 3rd party fees)	\$8.46
Education Verification (does not include 3rd party fees)	\$8.46
FACIS® Report	\$7.05
Personal Reference Verif	\$10.58
Professional Reference Verif	\$10.58
Professional License Verif (does not include 3rd party fees)	\$10.58
Drug testing (urine) (in-network without MRO)	\$23.27
Drug testing (urine) (out of network without MRO)	\$34.56
Driver history (does not include state fee)	\$7.05
Credit report	\$10.58
Workers Compensation claims record (does not include 3rd party fees)	\$10.58
E-verify (EVP)	\$3.53
Electronic Form I-9	\$3.53
OFAC Search	\$7.05
Package 1 - Social Security Number Trace, Single Name, Single County	\$14.11
Package 2 - Social Security Number Trace, Single Name, up to 3 Counties	\$33.85
Package 3 - Social Security Number Trace, up to 3 Counties, Federal Criminal, Credit Report	\$41.61
Package 4 - Social Security Number Trace, Single Name, Single County, Multi-state criminal/Sex offender database search	\$22.57
Package 5 - Social Security Number Trace, Single Name, up to 3 Counties, Federal Criminal Record, Multi-state criminal/Sex offender database search	\$45.84
Package 6- Social Security Number Trace, Single Name, up to 3 Counties in Trace, All Fed Districts in Trace, Multi-state criminal/Sex offender database search, 3 Employment Verification, 1 Education Verification, Credit Report	\$86.75
Package 7 - Social Security Number Trace, 4 years county and Federal Criminal records, 3 years Employment, Highest Education, 3 Personal References	\$97.33

*Unit Pricing is net and includes basic GSA discount	
Volume Discounts - An additional discount of 5% is offered for task orders having an annual value of \$60,000 or more.	
3rd Party Fees - All 3rd party fees such as court access fees, and fees to obtain employment, education, and driver records, etc., will pass on to the government. BPI understands that 3rd party fees will be negotiated with the ordering agency prior to acceptance of the task order to assure acceptance of the order. BPI will present the ordering agency with receipts for the 3rd party fees in order to receive reimbursement.	
Payment terms - Net 30 days.	