



Professional's Detective Agency

1029 Lake Street, Suite 202
Oak Park, IL 60301

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**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: 738 X - HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES

FSC GROUP: R499

CONTRACT NUMBER: GS-02F-073BA

CONTRACT PERIOD: January 22, 2014 to January 21, 2019

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at www.gsa.gov

CONTRACTOR:

Professional's Detective Agency, Inc.
1029 Lake St Ste 2
Oak Park, IL 60301
Phone number: 708-948-7799
Fax number: 708-434-5280
www.prodetagency.com
golden@prodetagency.com

CONTRACTOR'S ADMINISTRATION SOURCE:

Golden Rueckert

BUSINESS SIZE: Small

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
595 27	HR Support: Pre-Employment Background Investigations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES:

SIN(s) PROPOSED	SERVICE PROPOSED	PRICE OFFERED TO GSA
595 27	Social Security Trace	\$3.78
595 27	Social Security Verification	\$3.78
595 27	County Criminal Search	\$6.80
595 27	Federal Criminal Search	\$7.56
595 27	Motor Vehicle Report/Driver History Report	\$3.40
595 27	Employment Verification	\$16.62
595 27	Education Verification	\$9.07
595 27	Professional License Verification	\$15.11
595 27	National Criminal Search	\$7.56
595 27	State Sex Offender Registry Search	\$2.64
595 27	National Sex Offender Search	\$2.64
595 27	Worker's Compensation History Search	\$7.56
595 27	Adverse Action Letter Service	\$7.56
595 27	Pre-Employment Drug Screening	\$34.01

<u>SCA Eligible Contract Labor Category</u>	<u>SCA Equivalent Code and Title</u>	<u>WD Number</u>
None Offered	None Offered	Not Applicable

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”

2. **MAXIMUM ORDER*:** \$1,000,000
3. **MINIMUM ORDER:** \$100
4. **GEOGRAPHIC COVERAGE:** 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.
5. **POINT(S) OF PRODUCTION:** 1029 Lake St Ste 2, Oak Park, IL 60301
6. **DISCOUNT FROM LIST PRICES:** 25% discount. Additional 8% on the 25% basic discount for a per order basis with 50+ reports.
7. **QUANTITY DISCOUNT(S):** None
8. **PROMPT PAYMENT TERMS:** None
- 9a. **Government Purchase Cards must be accepted at or below the micro-purchase threshold.**
- 9b. **Government Purchase Cards are accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** N/A
- 11a. **TIME OF DELIVERY:** Determined on task order level
- 11b. **EXPEDITED DELIVERY:** Contact contractor
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact contractor
- 11d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** 1029 Lake St Ste 2, Oak Park, IL 60301
- 13b. **ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3**
14. **PAYMENT ADDRESS:** 1029 Lake St Ste 2, Oak Park, IL 60301
15. **WARRANTY PROVISION:** None
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A**
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A**
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A**
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A**
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A**
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**
- 24b. Section 508 Compliance for EIT: N/A**
- 25. DUNS NUMBER: 024154621**
- 26. Contractor has an active registration in the SAM database.**

About Us

Professional's Detective Agency (PDA) was founded in 1976 by two Chicago Police sergeants wanting to bring some professionalism and expertise to the world of personal investigations. Though the nature of our business has changed since then, our commitment to professionalism within our core competency has not. Whether PDA is retained to service a random DOT mandated drug testing pool, screen potential tenants for an apartment high rise, or supply an employer with the most accurate, vetted, and timely background information on a potential new hire, PDA strives for professionalism every day. We are your advocate and we take that responsibility very seriously. We look forward to working with new clients to help them minimize risk, navigate due diligence, and contribute to a greater return on investment.

Service Descriptions

<p>Social Security Trace: This search identifies names, addresses, and dates associated with a provided social security number. Information returned will provide an address history associated with the provided social security number.</p>
<p>Social Security Verification: This search will verify that a specific social security number is valid and provide the date of issue and the state in which it was issued.</p>
<p>County Criminal: We have a national network of researchers who are able to search the public records from all of the county courthouses in the United States, providing both felony and misdemeanor information. PDA will search for these records at the source; this is the only way to ensure the most accurate, compliant, up-to-date information.</p>
<p>Pre-Employment Drug Testing: We work with Quest Diagnostics to run drug testing on employees/applicants and review the results with a medical review officer.</p>
<p>National Criminal Database Search: Applicant supplied identification information is entered into a database with county criminal records, department of corrections inmate records, sexual offender registries etc. to help determine what counties should be searched for misdemeanor/ felony offenses.</p>
<p>National Sex Offender Registry Searches: We will check a database of the participating states' sex offender registries and then verify any hits at the state level. This will ensure that any offenders prosecuted in a state outside of their residence is found.</p>
<p>State Sex Offender Registry Searches: We will check an individual state's sex offender registry to find if the applicant has been prosecuted in that state.</p>
<p>Professional License: We will verify that an applicant received a professional license or certification qualifying them for certain types of employment.</p>
<p>Motor Vehicle Report (MVR): We will access the driving record for the individual directly from the state where the driver's license was obtained. Certain states have additional fees for accessing the information, only those additional fees will be passed along to the client.</p>
<p>Employment Verification: This verification draws upon a previous employers knowledge of the applicant during the period of employment specified in the application. The information obtained by our in-house researcher includes, but is not limited to: dates of employment, job descriptions, character, salary, title, and performance.</p>
<p>Education Verification: Our in-house staff confirms the applicant's/subject's highest level of education. We will verify institutions, dates, major areas of study, degrees earned and transcript information</p>

Federal Criminal Search- We have a national network of researchers who are able to search the public records from all of the federal courthouses in the US providing both felony and misdemeanor information.

Workers Compensation History Search: conducts searches for an employee who may have filed a worker's compensation claim; will provide results showing any false statements, cause of the system, or allegedly became disabled as a result of being injured on the job.

Adverse Action Letter Service: creation and sending of adverse action notifications that are billed per report ordered. These letters will notify an applicant if information obtained is used, in whole or in part, in the decision to deny employment.