



Creative Services, Inc.

Not **ALL** background checks are created equal.
Screen smart. Hire with confidence. Get the advantage.



Employment Background Screening Solutions

Prepared For:
CONTRACTED SERVICE PROVIDER

APPENDIX A - STATEMENT OF WORK

Confidential & Proprietary
Date Issued: 02/13/2020



CSI Objective

To provide CONTRACTED SERVICE PROVIDER with a consistent, compliant and comprehensive background screening program that will minimize losses and maximize profits by helping you make informed decisions and manage the risks associated with the talent acquisition and retention process.

CSI Benefits

With an investment in the CSI background screening program, you can realize savings by identifying potential problem employees before hiring, thereby reducing costs associated with turnover, absenteeism, internal theft, workplace violence and liability claims. With our resources and expertise in assessing and evaluating hard-to-obtain and sensitive information, CSI's screening program frees your personnel from conducting time-consuming and complicated research while ensuring compliance with legal hiring requirements.

CSI Profile

Since 1976, CSI has been a trusted partner in the development, implementation and monitoring of comprehensive background screening services for thousands of clients. We are an Accredited and Founding Member of the Professional Background Screening Association (PBSA). We pride ourselves on being nimble and agile in our approach to business. We possess an entrepreneurial spirit and are always eager to work with our customers to design solutions that suit their specific needs.

CSI has no offshore call centers. We have three (3) U.S. based service centers in Mansfield, MA; Chapin, SC and Warrensville Heights, OH. CSI enjoys internationally recognized excellence servicing regulated industries with specialized needs, among them are those requiring compliance with strict guidelines set forth by the Drug Enforcement Administration (DEA), Health and Human Services (HHS), the Securities and Exchange Commission (SEC), the Federal Energy Regulatory Commission (FERC), the North American Electric Reliability Corporation (NERC), the Department of Transportation (DOT) and the Federal Deposit Insurance Corporation (FDIC).

CSI's success has been achieved through a commitment to maintaining a highly skilled management team and staff with diverse technical abilities and expertise, providing the flexibility to meet our clients changing and complex needs. Our screening professionals can interpret, and not merely report, sensitive information. We continue to emphasize the importance of interviewing and investigative skills while incorporating the best informational resources. It is this human element that characterizes the success of our performance as well as our client relationships. CSI delivers responsive, quality service at competitive prices.

CSI Client Success

Each client is assigned a dedicated Account Manager who ensures the timeliness and quality of the work product. While each background investigation is processed by a strategically structured team consisting of intake coordinators, compliance analysts, informational resource experts and verification specialists, the Account Manager acts as the focal point of customer service for each client, applying their knowledge of the client's business to enhance responsiveness.

CSI also provides a variety of Management Reports, generated at periodic intervals, to assist our clients in monitoring employee population, vendor performance and budget. These reports, which can be tailored to your specifications, include categories such as number of investigations and/or percentage of criminal records, turnaround time and monetary expenditures.

Background Screening Profiles:

The following is provided to CONTRACTED SERVICE PROVIDER for consideration based on current requirements. Additional profiles may be tailored drawing on CSI’s extensive menu of screening components.

Profile I *Refer to By-Item Pricing Menu*

- 7-Year Criminal History Search – County/Statewide*
- 7-Year Criminal History Search – Federal
- Social Security Trace
- GSA
- OIG

Additional Services:

- Credit History (requires initial site inspection and executed Credit Agreement Addendum) - \$15.00
- Motor Vehicle Driving Record - \$10.00*
- Drug and Alcohol Screening
 - 5-Panel.....\$40.00***
 - 10-Panel.....\$45.00***
 - DOT.....\$47.50***
 - Additional custom panels available upon request

The criminal searches listed in the Profile I above will be conducted on all names provided and developed.

Notes

*Plus County/Statewide Fees (if applicable)

*** Out-of-Network fees may apply

† See International Price List

To accept this proposal, an Agreement/Amendment must be signed and returned. Proposal is proprietary & confidential; prices are subject to change.

Criminal Reporting Guidelines

Consistency in reporting criminal records is essential to complying with all federal, state, and international laws. CSI’s criminal reporting guidelines generally are as follows:

- Unlimited Felony Convictions*
- Five-Year Misdemeanor Convictions*
- Pending Criminal Cases
- Deferred Adjudication Cases^
- Active Warrants

** Exceptions to CSI’s reporting guidelines exist in some states/countries that further restrict the reporting of criminal information.*

^ Deferred adjudication cases are reported when the adjudication on the case is pending a future court date.

Additional charges may be incurred for, but are not limited to, the following: court fees, verification fees, documents, records and additional research.

By-Item Services

Civil History Search - County \$15.00
Civil records will be researched in the applicable jurisdiction(s) to meet the search scope criteria. Civil suits at the county level encompass such matters as small claims disputes, breach of contract and real estate foreclosures.

Civil History Search - Federal \$12.50
Searches are performed through the Public Access to Court Electronic Records (PACER) system, which allows us to obtain case and docket information from federal appellate, district, and bankruptcy courts. Civils suits at this level include civil rights violations, torts, bankruptcy and civil cases filed at the federal courthouse.

Consent Based Social Security Number Verification (CBSV) \$13.50
This search will verify whether a name, date of birth and social security number (SSN) combination match the data in the Social Security Administration's (SSA) records. If applicable, we will report a death indicator when the search reflects that the SSN holder is deceased.

Credit History \$15.00
Credit reports will be obtained from one or more of the major credit bureaus. These reports identify trade accounts, credit limits, balances, payment history, collection accounts, bankruptcies and tax liens.

Criminal History Search - County/Statewide \$10.00*
A statewide criminal record search will be made in states where a central repository is accessible, and results are available within three (3) to five (5) business days. Alternately, a county criminal record search will be conducted and may be supplemented by an additional search of lower, district or municipal court records.

Criminal History Search - Federal \$10.00
Federal criminal record searches are performed through the Public Access to Court Electronic Records (PACER) system, which allows us to obtain case and docket information from federal appellate and district courts.

Criminal History Search - International Varied†
Criminal record history checks globally are generally performed at the national criminal register level, the district, city police or court levels based on the country and the availability of information.

Drug and Alcohol Screening Varied***
To meet your business needs, solutions range from 5 to 10 panel drug screening, random drug testing, DOT hiring programs, yearly testing, post-accident drug testing, physicals and a host of health screening services available at occupational health centers and clinics nationwide.

Education Verification \$15.00^
The applicable diploma(s)/degree(s) will be verified to meet the search scope criteria. We will confirm all information provided by educational institution or appropriate academic verification clearing house, typically diploma/degree received, major, date of graduation and dates of attendance.

Employment Verification \$15.00^
Employment listed on the applicant's employment application, resume and/or surfaced during the investigation will be verified through the respective employers. While most personnel departments will verify dates and position, we will attempt to obtain more detailed information, including eligibility for rehire and reason for leaving.

Fraud and Abuse Control Information System (FACIS) Level 3 Search \$10.00^
FACIS is a comprehensive database of individuals or entities sanctioned in the healthcare field. This search combines information from the GSA/SAM, OIG, FDA and sanctions/disciplinary action administered by additional federal agencies.

FCRA Administration \$40.00
CSI will manage the administrative functions of the FCRA process in accordance with the FCRA and state laws. CSI will direct a Pre-Adverse and Final Adverse Action letters as required.

<u>FINRA BrokerCheck</u>	\$10.00
FINRA BrokerCheck is derived from the Central Registration Depository (CRD®) the securities industry registration and licensing database. This search confirms whether a broker or investment advisor representative is licensed to conduct business and if any reported sanctions for investment related violations have been imposed.	
<u>FIRREA (Financial Institutions Reform Recovery and Enforcement Act) Restriction List</u>	\$7.50
Search will be made to determine if the applicant has a record of removal, suspension or prohibition from participating in the conduct of affairs with a depository institution insured by the FDIC.	
<u>General Services Administration (GSA) List of Parties Excluded from Federal Programs</u>	\$7.50
This list identifies parties excluded from receiving federal contracts or subcontracts as well as parties excluded from receiving certain types of federal financial and non-financial assistance or benefits.	
<u>Motor Vehicle Driving Record</u>	\$10.00*
This report will be obtained through the motor vehicle division of the state in which the applicant is licensed, and provides information relating to license class, restrictions, status and expiration date, violations, revocations, suspensions, accidents and insurance cancellations.	
<u>National Criminal Record Locator</u>	\$15.00**
Search that includes millions of criminal records across most U.S. states as well as numerous security watch lists including those from the GSA and OFAC for possible matches. This search also queries the National Sex Offender Registry repository.	
<u>National Sex Offender Registry</u>	\$15.00
This is a search of the highest risk registered sex offenders in the U.S. Individuals convicted of sex crimes and/or who have been found to be repetitive and compulsive by experts and the courts are required to register with their state authorities.	
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<u>Office of Inspector General (OIG) List of Excluded Individuals</u>	\$7.50
The Office of the Inspector General of the Department of Health and Human Services (DHHS) maintains a database of individuals and entities that are excluded from participation in Medicare, Medicaid and from all other Federal health care programs.	
<u>Professional Reference</u>	\$15.00
Each reference will be interviewed to determine the type and length of relationship to the applicant. CSI will use a series of open-ended questions, which are designed to elicit information about the applicant’s character, experience and reliability.	
<u>Restricted Parties List Search</u>	\$7.50
List of organizations, companies or individuals that various U.S. agencies and other foreign governments—have identified as parties that one can’t do business with.	
<u>Securities and Exchange Commission (SEC) Search</u>	\$10.00^
The Securities and Exchange Commission (SEC) is responsible for implementing a series of regulatory initiatives required under the Dodd-Frank Wall Street Reform and Consumer Protection Act. The SEC Search provides regulatory actions, enforcement and litigation.	

Sex Offender Registry Search \$7.50

Most states maintain a sex offender database that is available as a source of public record. Individuals convicted of sex offense crimes are required to register with their state authorities. Consistent with the scope of the criminal search, a search will be conducted in the applicant’s name, in the applicable jurisdiction(s), where permissible by law.

Social Media Search (FAMA) \$60.00

A search solution that provides a comprehensive idea of who you’re hiring, but never at the expense of their privacy. FCRA-certified analysts review and flag user-generated content in four primary categories: Racist, Sexist, or Discriminatory Behavior; Sexually Explicit Material; Threats or Acts of Violence; Potentially Illegal Activity. Protected class information is redacted, and your business doesn’t assume any discrimination or privacy risk when using this screening service.

Social Media Search (Social Intelligence) \$50.00

An artificial-intelligence based search solution that helps enterprises limit brand risk associated with problematic workplace behaviors like sexual harassment, bullying, and insider threats. By applying machine learning to public online content and internal HR data, this search helps ensure that critical red flags are not missed when it comes to your employees.

Social Security Trace..... \$10.00

Database compiled from hundreds of different sources including credit headers, U.S. Postal Service address forwarding, utility bill records and more. Search reveals names and addresses historically associated with the applicants provided number which is then used to determine the parameters of the background investigation.

WorldWatch Search \$100.00

Search consists of global regulatory authorities checks, global compliance checks, financial crime investigative database, politically exposed persons (PEP) database search, money laundering, corporate scandals and terrorist financing database search, stolen passport database search, foreign press search (translated into English).

Statewide Fee Schedule

State	MVR State Fee	Criminal Fee
Alabama	\$10.00	\$8.00
Alaska	\$10.00	N/A≠
Arizona	\$8.00	N/A≠
Arkansas	\$13.00	\$12.50
California	\$2.00	N/A≠
Colorado	\$2.20	\$5.25
Connecticut	\$18.00	\$0.00
Delaware	\$25.00	\$8.00
District of Columbia	\$13.00	N/A≠
Florida	\$8.02/\$10.02	\$25.00
Georgia	\$8.00	\$2.00*
Hawaii	\$23.00	\$5.00
Idaho	\$9.00	\$0.00
Illinois	\$12.00	N/A≠
Indiana	\$7.50	\$15.00
Iowa	\$8.50	\$0.00
Kansas	\$13.70	N/A≠
Kentucky	\$5.50	\$25.00
Louisiana	\$18.00	N/A≠
Maine	\$7.00	\$31.00
Maryland	\$12.00	\$0.00
Massachusetts	\$8.00	\$25.59^*
Michigan	\$11.00	\$10.00
Minnesota	\$5.00	N/A≠
Mississippi	\$14.00	N/A≠
Missouri	\$5.80	\$14.25
Montana	\$7.37	\$14.50
Nebraska	\$3.00	N/A≠
Nevada	\$8.00	N/A≠
New Hampshire	\$14.00	\$25.00**
New Jersey	\$12.00	\$3.00
New Mexico	\$6.50	\$0.00
New York	\$7.00	\$95.00
North Carolina	\$10.00	\$2.75
North Dakota	\$3.00	\$0.00
Ohio	\$5.00	N/A≠
Oklahoma	\$27.50	N/A≠
Oregon	\$11.80	N/A≠
Pennsylvania	\$13.00	\$22.00
Puerto Rico	\$32.00	\$23.50
Rhode Island	\$21.00	\$0.00
South Carolina	\$7.25	\$26.00
South Dakota	\$5.00	N/A≠
Tennessee	\$7.50	N/A≠
Texas	\$7.50	N/A≠
Utah	\$11.00	N/A≠
Vermont	\$18.00	\$30.00
Virginia	\$8.00	N/A≠
Washington	\$13.00	\$11.00
West Virginia	\$12.50	N/A≠
Wisconsin	\$7.00	\$0.00
Wyoming	\$5.00	N/A≠
10/21/2019 - Pricing Subject to Change		
^ Registration Required		
* State and/or Release Form Required		
**Notarized State Release Form Required		
≠ CSI Does Not Conduct Statewide Criminal Searches in these States. Please note, County Fees May Apply		
\$0.00+ Integrated Judicial Record Search. No Additional Fees Involved		
CSI Conducts an Integrated Judicial Record Searches at \$26.00. In addition, a SLED search may be required at \$25.00		