



**ATTACHMENT A  
TO  
CONTRACT VCCS-WIDE-19-0087  
BETWEEN  
VIRGINIA COMMUNITY COLLEGE SYSTEM  
AND  
APPLICANT INSIGHT, INC.**

**I. LISTING OF GOODS AND SERVICES**

All requirements as stated in RFP #VCCS-WIDE-19-0087, Section II entitled "Statement of Needs" and the Solution, including all goods, services, support, and training, as applicable and delineated in Contractor's proposal, submitted in response thereto, for the provision of HR Background Check Services for the Purchasing Agency and its twenty-three (23) community colleges, System Office, and Shared Services Center as needed, or as set forth in this Contract, or as otherwise stipulated in any Modification to this Contract.

**II. AVAILABLE HR BACKGROUND CHECK PACKAGES AND PRICING**

**1. VCCS Basic – No AKA's**

**(Basic Criminal + Address History Search without AKAs)**

Package Elements	Qty	Price	Notes
County Criminal	All counties for all addresses provided and developed from Address Insight for the past 7 years	\$20.00	Plus pass through fees for criminal searches, if applicable. National Criminal includes county follow up searches.
<u>Address Insight</u> (addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		

## VCCS Basic – with AKAs

### (Basic Criminal + Address History Search with AKAs)

Package Elements	Qty	Price	Notes
County Criminal	All counties for all addresses and names provided and developed from Address Insight for the past 7 years	\$25.00	Primary and Maiden/AKA Names included. Plus pass through fees for criminal searches, if applicable. National Criminal includes county follow up searches.
<u>Address Insight</u> (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		

## 2. VCCS Basic + Federal

### (Basic Criminal + Federal District Search + Address History Search with AKAs)

Package Elements	Qty	Price	Notes
County Criminal	All counties for all addresses and names provided and developed from Address Insight for the past 7 years	\$33.00	Primary and Maiden/AKA Names included. Plus pass through fees for criminal searches, if applicable. National Criminal includes county follow up searches.
<u>Address Insight</u> (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		
Federal Criminal- Direct search of federal level district court criminal record filings.	All districts for all names and addresses provided and developed from Address Insight for the past 7 years		

### 3. VCCS Extensive

(Basic Criminal + Federal District Search + Education and Employment Verification + Address History Search with AKAs)

Package Elements	Qty	Price	Notes
County Criminal	All counties for all names and addresses provided and developed from Address Insight for the past 7 years	\$52.00	Primary and Maiden/AKA Names included. Plus pass through fees for criminal searches, if applicable. National Criminal includes county follow up searches.
<u>Address Insight</u> (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		
Federal Criminal- Direct search of federal level district court criminal record filings.	All districts for all names addresses provided and developed from Address Insight for the past 7 years		
Education Verification- Highest obtained	1		
Employment Verification	Previous 7 years – up to 2		

### 4. VCCS Extensive + Federal Civil/Bankruptcy & Employment Credit Report

(Basic Criminal + Federal District Search + Education and Employment Verification + Federal Civil/Bankruptcy + Credit Report + Address History Search with AKAs)

Package Elements	Qty	Price	Notes
County Criminal	All counties for all names and addresses provided and developed from Address Insight for the past 7 years	\$63.50	Primary and Maiden/AKA Names included. Plus pass through fees for

Address Insight (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		criminal searches, if applicable. National Criminal includes county follow up searches.
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		
Federal Criminal- Direct search of federal level district court criminal record filings.	All districts for all names addresses provided and developed from Address Insight for the past 7 years		
Federal Civil Records - Direct search of federal level district court civil record filings.	All districts for all names addresses provided and developed from Address Insight for the past 7 years		
Federal Bankruptcy Records - Direct search of federal level district court bankruptcy record filings.	All districts for all names addresses provided and developed from Address Insight for the past 7 years		
Education Verification- Highest obtained	1		
Employment Verification	Previous 7 years – up to 2		
Employment Credit Report	1		

## 5. Clinical Package - Faculty

**(Basic Criminal + Federal District Search + Employment Verification + MedEx Complete + Address History Search with AKAs + 7 Panel Drug Test)**

Package Elements	Qty	Price	Notes
County Criminal	All counties for all names and addresses provided and developed from Address Insight for the past 7 years	\$73.00	Primary and Maiden/AKA Names included. Plus pass through fees for criminal searches, if applicable. Plus cost of collection and scheduling for drug testing if applicable. National Criminal includes county follow up searches.
<u>Address Insight</u> (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		
Federal Criminal- Direct search of federal level district court criminal record filings.	All districts for all names addresses provided and developed from Address Insight for the past 7 years		
Employment Verification	Previous 7 years – up to 2		
MedEx Complete – includes OIG, DEA, TRI-Care and SAM (EPLS) Exclusion + State Medicate Exclusion Data + State Board Actions	1		
7 Panel Drug Test - LabCorp	1		

## 6. Clinical Package - Students

**(Basic Criminal + Federal District Search + Employment Verification + MedEx Complete + Address History Search with AKAs)**

Package Elements	Qty	Price	Notes
County Criminal	All counties for all names and addresses provided and developed from Address Insight for the past 7 years	\$54.50	Primary and Maiden/AKA Names included. Plus pass through fees for criminal searches, if applicable*. National Criminal includes county follow up searches.
Address Insight (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		
Federal Criminal- Direct search of federal level district court criminal record filings.	All districts for all names addresses provided and developed from Address Insight for the past 7 years		
Employment Verification	Previous 7 years – up to 2		
MedEx Complete – includes OIG, DEA, TRI-Care and SAM (EPLS) Exclusion + State Medicate Exclusion Data + State Board Actions	1		
*Use of candidate self-pay. Pass-through fees to be billed to VCCS.			

## 7. COMMERCIAL DRIVER'S LICENSE (CDL)

(Basic Criminal + Federal District Search + Motor Vehicle Report /CDLIS + Address History Search with AKAs)

Package Elements	Qty	Price	Notes
County Criminal	All counties for all names and addresses provided and developed from Address Insight for the past 7 years	\$36.00	Primary and Maiden/AKA Names included. Plus pass through fees for criminal searches, if applicable. National Criminal includes county follow up searches.
<u>Address Insight</u> (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		
Federal Criminal- Direct search of federal level district court criminal record filings.	All districts for all names addresses provided and developed from Address Insight for the past 7 years		
Driving Record Report (MVR)	1		
Driving Record Report (CDLIS) – list of all CDLs for the driver	1		

## 8. CDL + FMCSA SPHRR

(Basic Criminal + Federal District Search + Motor Vehicle Report /CDLIS + Address History Search with AKAs)

Package Elements	Qty	Price	Notes
County Criminal	All counties for all names and addresses provided and developed from Address Insight for the past 7 years	\$64.00	Primary and Maiden/AKA Names included. Plus pass through fees for criminal searches, if applicable. National Criminal includes
Federal District	All districts for all names addresses provided and developed from Address Insight for the past 7 years		



Address Insight (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		county follow up searches.
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		
Driving Record Report (MVR)	1		
FMCSA SPHRR Verification	per driver regardless of number of previous eligible employers		
Driving Record Report (CDLIS) – list of all CDLs for the driver	1		

## 9. CDL + FMCSA SPHRR + PSP

**(Basic Criminal + Federal District Search + Motor Vehicle Report /CDLIS + Address History Search with AKAs)**

Package Elements	Qty	Price	Notes
County Criminal	All counties for all names and addresses provided and developed from Address Insight for the past 7 years	\$71.00	Primary and Maiden/AKA Names included. Plus pass through fees for criminal searches, if applicable. National Criminal includes county follow up searches.
Federal District	All districts for all names addresses provided and developed from Address Insight for the past 7 years		
Address Insight (names addresses for the past 7 years) + SSN Validity Check and issued before the DOB of consumer + Death Master Index	1		
National Criminal Insight Search (NCIS)- includes National Sex Offender Registry and multi-jurisdictional criminal data: OIG, GSA, OFAC, excluded and Denied Party List, SAM etc. (i.e. FACIS1) and many others	1		
Driving Record Report (MVR)	1		



FMCSA SPHRR Verification	per driver regardless of number of previous eligible employers		
Driving Record Report (CDLIS) – list of all CDLs for the driver	1		
PSP	1		

## 10. DSS and Fingerprint Package

### (DSS search and fingerprinting scheduling)

Package Elements	Qty	Price	Notes
DSS (\$7.00 as a line item)	1	\$12.50	Plus pass through fees
Fingerprinting Scheduling (\$6.00 as a line item)	1		

## Ala Carte Background Screening Fee Schedule

Item	Qty	Price	Notes
Address Insight	1	\$1.75	includes SSN validation
County Criminal	1	\$7.00	plus fees
Statewide Criminal	1	\$7.00	plus fees
Federal Criminal	1	\$4.50	plus fees
National Criminal Insight	1	\$4.00	plus fees + developed jurisdictions
International Criminal	1	\$7.00	plus pass through and acquisition fees
Education Verification	1	\$7.00	plus fees
Employment Verification	1	\$7.00	plus fees
License Verification	1	\$6.50	plus fees
Professional and Personal Reference	1	\$7.00	
MedEx Pro	1	\$6.00	OIG, DEA, TRI-Care and SAM (EPLS) Exclusion + State Medicate Exclusion Data
MedEx Complete	1	\$8.00	OIG, DEA, TRI-Care and SAM (EPLS) Exclusion + State Medicate Exclusion Data + State Board Actions
OFAC	1	\$2.50	
Credit	1	\$3.50	Experian credit report
MVR/CDL/CDLIS	1	\$1.50	plus fees
PSP	1	\$7.00	plus fees
FMCSA SPHRR Verification Option 1	All	\$30.00	per driver regardless of number of previous eligible employers
FMCSA SPHRR Verification Option 2	All	\$10.00	per previous employer
Adult Abuse Registry	1	\$7.00	plus fees
Consent Based SSN Verifications (CBSV)	1	\$7.00	Separate disclosure with "wet" signature required
Sex Offender Registry	1	\$2.50	National or State Sex Offender Registry

Letter	1	\$3.00 /\$1.50	per letter but not limited to copy of report, pre-adverse, adverse, state based notices, consumer notification, etc. (plus cost difference between regular and priority or overnight mail if chosen) / per letter if emailed
Data Entry	1	\$2.00	
Applicant Contact	1	\$4.50	Per order fee if Ai is asked to engage with applicant's directly for additional information regarding verification services and collect supporting collateral materials
Adjudication	1	\$0.00	Included in Package
I9 and E-Verify	1	\$5.00	Post Hire Service
MVR Monitoring	1	\$1.90	Per driver per month, plus fees as applicable
Scheduling Services (Drug Testing, Occupational Health Screening, Fingerprinting, etc.)	1	\$6.00	A single flat scheduling and/or monitoring administrative fee applied on every order (candidate), regardless of the number of services requested. This fee covers scheduling as requested (Ai will communicate directly with candidate/employee to schedule time and location for all services to be performed) and/or results monitoring/tracking and follow-up on all results until the process is complete and results or another outcome is received.

A. **County Court Fees:** 4% of counties in the country may charge a court fee. This fee is in addition to Ai's above listed search fee. A county search is not available in certain jurisdictions in NY and is a statewide search. The NY Statewide access fee is \$95.00 A complete list of courts that charge such a fee can be requested and is available on our website in our client resource center:  
[http://www.applicantinsight.com/documents/County\\_Court\\_Fees.pdf](http://www.applicantinsight.com/documents/County_Court_Fees.pdf)

B. **State Repository Fees – State Criminal:** This fee is in addition to Ai's above listed search fee. A complete list of states that charge such a fee can be requested and is available on our website in our client resource center:  
[http://www.applicantinsight.com/documents/Statewide\\_Fees.pdf](http://www.applicantinsight.com/documents/Statewide_Fees.pdf)

C. **Driving Record Fee list** can be viewed at the following link: <http://www.applicantinsight.com/documents/mvr.pdf>

## Other Services

<b>Authorization &amp; Disclosure eForm w/ Branding</b>	Electronic Authorization and Consent web form which can also capture required candidate data for the background screening process, if applicable. Logo branding is also available.	No Charge	
<b>Integrations</b>	With HRIS/ATS or "home-grown" systems	No Charge	
<b>Implementation</b>	Buildout of account. Includes unlimited number of users, locations and job packages	No Charge	

<b>Customer Support</b>	Initial Training and Ongoing Support/Training – U.S. Based	No Charge	
<b>Tech Support</b>	For both client-facing and applicant facing tech support – U.S. Based	No Charge	

## Drug Test and Clinical Service Fee Schedule

### Drug Testing (Urine 5, 7 and 9 Panel, DOT Panel and DOT Look-A-Like)

Lab	Clinic Average (collection pass through)*	AI Fee	Total
LabCorp	\$ 5.50	\$ 18.50	\$ 24.00
Quest	\$ 8.75	\$ 18.50	\$ 27.25
Alere	\$ 21.25	\$ 18.50	\$ 39.75
CRL	\$ 21.25	\$ 18.50	\$ 39.75

\*LabCorp and Quest collection fee is based on the use of their respective patient service centers (PSC). Quest Preferred Collection fee is \$13.15.

### Drug Testing (Urine 5 and 9 Panel + exp opiates )

Lab	Clinic Average (collection pass through)*	AI Fee	Total
LabCorp	\$ 5.50	\$ 24.00	\$ 29.50
Quest	\$ 8.75	\$ 24.00	\$ 32.75
Alere	\$ 21.25	\$ 24.00	\$ 45.25
CRL	\$ 21.25	\$ 24.00	\$ 45.25

\*LabCorp and Quest collection fee is based on the use of their respective patient service centers (PSC).

Note: Quest can coordinate searches in Mexico for an additional \$135

### Drug Testing (Hair Analysis)

Clinic Average (collection pass through)	AI Fee	Total
\$ 23.69	\$ 45.56	\$ 69.25

Note: Applicant Insight works with over 12000 collection clinics in addition to the above

Note: Other tests are available like oral fluids, instant swabs, etc.

### Scheduling

Service	AI Fee	Total
Paper COC scheduling plus follow-up	\$ 6.00	\$ 6.00
ECCF scheduling plus follow-up	\$ 6.00	\$ 6.00
ECCF scheduling by Email	\$ 3.00	\$ 3.00

### Chain of Custody Forms

Service	AI Fee	Total
Paper COC Forms	\$ 0.30	\$ 0.30
ECCF	\$ -	\$ -

## Occupational Health/Clinical Services

Service	Clinic Average (collection pass through)	Scheduling Fee**	AI Fee	Total Cost
Physical	\$ 53.21	\$ 6.00	\$ 6.00	\$ 65.21
Breath and Alcohol (BAT)	\$ 32.00	\$ 6.00	\$ 6.00	\$ 44.00
TB PPD	\$ 26.70	\$ 6.00	\$ 6.00	\$ 38.70
MMR Titer	\$ 88.19	\$ 6.00	\$ 6.00	\$ 100.19
MMR Vaccine	\$ 87.53	\$ 6.00	\$ 6.00	\$ 99.53
Hep B Core AB IGM	\$ 44.40	\$ 6.00	\$ 6.00	\$ 56.40
Hep B Core AG IGM	\$ 42.50	\$ 6.00	\$ 6.00	\$ 54.50
Hep B Surface AB	\$ 55.85	\$ 6.00	\$ 6.00	\$ 67.85
Hep B Surface AG	\$ 35.90	\$ 6.00	\$ 6.00	\$ 47.90
Hep B Titer	\$ 75.42	\$ 6.00	\$ 6.00	\$ 87.42
Chest x-ray	\$ 71.43	\$ 6.00	\$ 6.00	\$ 83.43
Chest x-ray B-Reader	\$ 109.38	\$ 6.00	\$ 6.00	\$ 121.38
Varicella Vaccine	\$ 126.92	\$ 6.00	\$ 6.00	\$ 138.92
TDAP Vaccination	\$ 73.39	\$ 6.00	\$ 6.00	\$ 85.39
Color Vision Exam (Ishihara)	\$ 17.68	\$ 6.00	\$ 6.00	\$ 29.68

\*\*The scheduling fee is per candidate (i.e. 6 elements would only be charged one \$5 fee per candidate)