

# West Virginia

All State Agencies

# Bid Proposal



PO Box 9296  
South Charleston, WV 25309  
304-556-4839  
FEIN: 55-077-8747

**RFQ Number:**  
HRDEV11

[www.echmt.com](http://www.echmt.com)

RECEIVED  
2011 DEC 20 PM 12:12  
WV PURCHASING  
DIVISION



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
HRDEV11

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 42 304-558-8802

\*201144332 304-556-4839  
 EPIPHANY CONSULTING LLC  
 PO BOX 9296  
 SOUTH CHARLESTON WV 25309

VENDOR

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/12/2011				

BID OPENING DATE: 12/21/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		961-20-00-100		
<p>HUMAN RESOURCE DEVELOPMENT</p> <p>REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT</p> <p>THE WEST VIRGINIA STATE PURCHASING IS SOLICITING BIDS FOR AN OPEN END STATEWIDE CONTRACT TO PROVIDE INTERNET BASED HUMAN RESOURCE RELATED PERSONNEL ASSESSMENT TOOLS AND RELATED SERVICES FOR MANAGERS WITHIN VARIOUS STATE AGENCIES AS DESCRIBED PER THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Kathleen Richardy</i>	TELEPHONE 304-556-4839	DATE 12/19/2011
TITLE Co-owner	FEIN 55-0778747	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Kathy R. Richardy</i>	TELEPHONE 304-556-4839	DATE 12/19/2011
TITLE <i>Co-owner</i>	FEIN 55-0778747	ADDRESS CHANGES TO BE NOTED ABOVE

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SHIP TO
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<p>MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Kathleen C. Richard</i>	TELEPHONE 304-556-4839	DATE 12/19/2011
TITLE Co-owner	FEIN 55-0778747	ADDRESS CHANGES TO BE NOTED ABOVE

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BUYER: ALAN CUMMINGS RFQ. NO.: HRDEV11 BID OPENING DATE: 12/21/2011 BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: --- 304-556-4839 / email-kathie@chmt.com ---  CONTACT PERSON (PLEASE PRINT CLEARLY): --- Kathi R. Richards ---   ***** THIS IS THE END OF RFQ      HRDEV11 ***** TOTAL: <u>see cost sheet</u>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Kathi R. Richards</i>	TELEPHONE 304-556-4839	DATE 12/19/2011
TITLE Co-owner	FEIN 55-0778747	ADDRESS CHANGES TO BE NOTED ABOVE

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# HRDEV11

## Scope of Work

The West Virginia Purchasing Division is soliciting quotes from vendors to provide internet based human resource related personnel assessment tools and related services for managers within various State agencies as described below.

### General Description

These assessment tools will assist managers with various aspects of managing, hiring and training their employees as well as improving the guiding of employee career paths. More specifically, the assessment tools will provide human resource assistance in the following areas:

- New employee selection
- Employee placement
- Career development and coaching
- Succession planning
- Promotions
- Self-improvement
- Job description development
- Leadership development
- Team development
- Customer service excellence

### Assessment Tools and General Description

1. Profile XT or equal: A multipurpose assessment tool used for selection, development, training, promotion, self-improvement, job description development and succession planning, satisfying all requirements of the EEOC, ADA, DOL, and the Civil Rights Act.

Shall have the ability to produce the following information reports:

- Individual - providing guidance for self-understanding
- Placement – ability to put the right people in the right positions.
- Multi-Job Match – succession planning tool
- Multi-Candidate Match – ability to compare the attributes of candidates to the specific job requirements.
- Job Analysis – job requirements and job description, definition
- Summary – overview of essential information about the employee and candidates.
- Graphing – visual presentation of data results.

2. Step One Survey II or equal: A structured interview process and attitude assessment that evaluates a job applicant's integrity and attitudes towards substance abuse, reliability and work ethic.

3. Customer Service Profile or equal: An assessment of the attitudes and customer service proficiency of employees and job candidates.
4. Profiles Performance Indicator or equal: A leader's guide for managers, the tool shall measure key behavior factors and their impact on business success, providing managers with information to make each employee more valuable and productive.
5. Profiles Team Analysis or equal: An assessment which will outline team members' characteristics compared to the team leader, and give the team leader insight into the role he or she must play to keep team members focused and to achieve team objectives.
6. Profiles Managerial Fit or equal: A tool which will measure and compare working characteristics between the manager and the employee while providing guidance on how these characteristics impact their working relationships.
7. Skills Test or equal: Shall be a comprehensive list of tests to measure essential knowledge and skills of an employee or for employee promotion consideration. Shall utilize performance-based testing, which will simulate software products to ensure accurate, reliable, measurement of the knowledge, skills and abilities, customizable questions.
8. 360 degree Management System or equal: Shall provide the ability to evaluate the effectiveness of employee and manager. Shall have the ability to combine feedback from reports, peers and supervisors for developing specific leadership skills based on feedback.
9. Employee Background Check or equal: Shall be a comprehensive employee background check. Shall provide the ability to select from verification of social security number to a detailed account of the potential employee's history and acquaintances, including : Consumer Credit Reports, Criminal History Record, Drivers History Report (DMV), Education Verification, Employment History Verification, Foreign National Terrorist Sanctions Search (OFAC, CLFST, and OSFI), Identify Verification Search, Incarceration Record Search, Military Service Verification, Cursory Nationwide Criminal Index Database Search (CNID), and others.
10. Workplace Engagement Survey or equal: Will measure the degree to which employees connect with their work and feel committed to the organization and its goals. Will provide management teams a detailed view of what influences engagement across workforce segments and how employees compare statistically to the overall working population.
11. Loyalty Pro or equal: Shall be a customer loyalty survey tool designed to insure longevity and future growth of the relationship for retention and growth of existing client base. Shall provide key indicators to predict the staying power of the overall account relationship such as Emotional Dependence, Structural Dependence, Business Dependence, Satisfaction, Performance, Economic Value to company and Alignment/Fit.
12. Applicant Tracking System: Shall be Talent Xpress or equal to be used to attract, source, screen and hire qualified personnel. This application will provide the following features: Online

Career Center, Central Resume Storage House, Candidate view, EEO Compliance, On-Boarding New Hires, and Outlook Integration.

13. Employee Performance Management or equal: Shall be an automated system of performance management which will align organizational goals with staff goals, and enables continuous feedback between employees and their manager to help further employee development. This application will promote the following features: appraisal format flexibility, custom workflows, competency builder, flexible scale and ease of administration.

#### Assessment Tool Requirements

The assessment must provide applicant and employee information on the following:

- Attitudes regarding integrity, work ethic, reliability and probability of substance abuse
- Cognitive ability and learning capacity
- Occupational interests
- Behavioral traits, interpersonal sensitivity, management style, productivity, quality of work, initiative, teamwork, problem solving, and adapting to change.
- Team compatibility and balance, looking at overall strengths and weaknesses and quality of teams.
- Customer service behavioral characteristics, providing easy comparison of an individual's behavior traits, proficiencies, and perspective on customer service.

The assessment suite must be administered via the internet, allowing access to employees and job candidates anywhere there is available internet access. Paper and pencil must be optional and available upon request. Results must be available immediately and should be easily shared with decision makers within the agency.

- Assessments may not be timed.
- Assessments should not require any proctoring / administration.
- Must have the ability for 24/7 access to an account where assessments and data are stored. Data storage and access should be redundant and based on state-of-the-art infrastructure, with a seamless all-in-one delivery system.
- Must have the ability to supply an assessment account that is user name and password protected.
- Must be able to incorporate current Profiles assessment data stored in both the Profiles on the Web and Profiles Assessment Center in the event of a change in Vendor.
- Must be able to produce technical manuals supporting reliability and validity.
- Must have documentation available to support securing of data satisfactory to the end-user.
- Must have a full range of assessments for pre and post hire use, including normative, "ipsative" type assessments and integrity assessments.
- The software must be available to customize by division, manager, position, geography, or any combination of these factors.
- Must not require certification and/or interpretation for use; must also have a user's guide and reference guides available for employee use in understanding the assessment output. Should



demonstrate full customer service capability and ability to train on the use and application of assessment.

- Assessments should be easy to understand, and reports should be pleasing to the eye as well as intuitively navigated. Reports should be available, where appropriate, for individuals, groups and the entire department. Each assessment must be scientifically constructed, thoroughly tested, and rigorously validated.
- Must meet all requirements of the EEOA, the ADA and the Civil Rights Act. Each must also meet or exceed applicable requirements as noted by the U.S. Department of Labor on the use of assessment in the workplace.
- The site must allow multi-user clients with defined access for each user. Multiple users shall be able to view information, schedule assessments, build benchmarks/job patterns and print assessment results.
- Job specific patterns on all positions must be available.
- The assessments should allow for the easy development of benchmarks/job patterns for specific jobs and allow for manual adjustments of patterns created from one or more from a variety of options (other employee assessments, supervisor questionnaires, an assessment library provided by the vendor).
- Patterns should be easy to understand and clearly relevant to the job.
- Patterns must show a high correlation to on the job performance and success.

### COST - Worksheet

- Quoted pricing must be inclusive of all travel.
- Cost items numbered one (1) through five (5) below correspond to the bid scenario below.

1. Assessments Pricing: Price for all assessment tools listed above. **Cost is per employee, per month.**

2. Web-site fees: Virtual assessment center internet delivery system to each department and/or agency in its entirety.

3. Managing by assessment workshops: Facilitation of meetings/sessions with focus on the understanding, gaining experience with, planning the use of and receiving education on the assessment suite.

**Cost for a half day (four hour) session is listed below. Please also provide the cost for a full day (eight hour) session: \$ 2,000.<sup>00</sup> full day session.**

4. Certification of agency trainers to conduct managing by assessment workshops: Training the trainer and materials that allow the end user to use in house trainers to conduct workshops on the suite of assessments. **Cost is per trainer, per workshop module.**

5. Additional Consulting Services: Implementation support including but not limited to project management, administrative support, process design and implementation, problem solving, needs assessment, website and administrative training, conflict resolution, stakeholder understanding and acceptance and best practice usage of the assessment suite. For consulting of less than one hour, the fee will be prorated.

Vendors will submit Test manuals complete with standard error measurement (SEM) results as well as test validity information upon request.

		Cost		Estimated Qty.	Extension
1	Assessments (per employee/mnth.)	\$ 4.00	X	5,000 each	\$ 20,000. <sup>00</sup>
2	Web Site (per site per year)	\$ 695. <sup>00</sup>	X	50 sites = 150 users	\$ 34,750. <sup>00</sup>
3	Workshops (half day)	\$ 1,000. <sup>00</sup>	X	10 half days	\$ 10,000. <sup>00</sup>
4	Certification of Agency Trainers	\$ 1,000. <sup>00</sup>	X	5 each	\$ 5,000. <sup>00</sup>
5	Additional Consulting (per hour)	\$ 150. <sup>00</sup>	X	30 hours	\$ 4,500. <sup>00</sup>
				Total:	\$ 74,250. <sup>00</sup>

Quantities listed in this RFQ are approximations only. It is understood and agreed that the contract shall cover the quantities actually ordered for delivery during the term of the contract, whether more or less than the quantities shown. Award will be based on lowest total cost.

Vendor: Epiphany Consulting, LLC

Vendor signature: Kathy C. Feeney

Rev. 09/08

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1.  **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2.  **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3.  **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4.  **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.  **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6.  **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Epiphany Consulting, LLC Signed: Kathy Richards  
 Date: 12/19/2011 Title: Co-Owner

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. HRDEVII

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Epiphany Consulting

Authorized Signature: [Signature] Date: 12/19/2011

State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 19<sup>th</sup> day of December, 2011.

My Commission expires June 15, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



# HRDEV11

## SCOPE OF WORK

This contract between the State of West Virginia and Epiphany Consulting requires Epiphany to provide internet based human resource related personnel assessment tools and related services for managers within various state agencies as described below.

### **General Description**

Our assessment tools assist managers with various aspects of managing, hiring and training of their employees. More specifically, the assessment tools provide human resource aide in the following areas:

- New employee selection
- Employee placement
- Career development and coaching
- Succession planning
- Promotions
- Self-improvement
- Job description development
- Leadership development
- Team development
- Customer service excellence

# HRDEV11

## SCOPE OF WORK

### **Assessment Tools and General Description**

#### **1. ProfileXT**

The ProfileXT is a multipurpose “Total Person” assessment used for selection, development, training, promotion, self -improvement, job description development and succession planning. Researched and developed to be job related and provide insights for effective human capital resolutions.

The Profile XT has the ability to produce the following information reports:

- Individual – Provides guidance for self-understanding
- Performance Model Comparison- ability to put the right people in the right positions.
- Strategic Workforce Planning – Succession planning tool
- Candidate Matching- ability to compare the attributes of candidates to the specific job requirements
- Comparison Summary- job requirements and job description, definition
- Summary Graph- overview of essential information about the employee and candidates.
- Graphing- visual presentation of data results

#### **2. Step One Survey II**

Provides a structured interview process and attitude assessment that evaluates job applicants’ integrity and attitudes towards substance abuse, reliability and work ethic.

#### **3. Customer Service Profile**

Assesses the attitudes and customer service proficiency of employees and job candidates.

# HRDEV11

## SCOPE OF WORK

### **4. Profile Managerial Fit**

Provides valuable insight into workplace compatibility information between a Manager (executive director, supervisor, team leader) and their employees. It measures and compares seven working characteristics between the manager and employee and provides guidance on how these characteristics impact their working relationship. Specific recommendations based on these comparisons are recommended to improve employee/manager communication and reduce conflict and increase productivity.

### **5. Profiles Performance Indicator**

A leader's guide for all managers, the Profiles Performance Indicator measures key behavioral factors and their impact on business success, providing managers with information that makes each employee more valuable and productive.

### **6. Profiles Team Analysis**

The Profile Team Analysis outlines team members' characteristics compared to the team leader. This gives the team leader insight into the role he or she must play to keep team members focused and to achieve team objectives.

### **7. Skills Test**

We have a comprehensive list of test that measures essential knowledge and skills of an employee or for employee promotion consideration. We utilize performance-based testing, which will simulate software products to ensure accurate, reliable, measurement of the knowledge, skills and abilities, customizable questions.

### **8. Checkpoint Management System**

Provides the ability to evaluate the effectiveness of employee and manager, as well as the ability to combine feedback from direct reports, peers and supervisors for developing specific leadership skills based on feedback.

# HRDEV11

## SCOPE OF WORK

### **9. Employee Background Check**

Provides a comprehensive employee background check. Has the ability to select from verification of social security number to a detailed account of the potential employee's history and acquaintances, including: Consumer Credit Reports, Criminal History Record, Drivers History Report (DMV), Education Verification, Employment History Verification Search, Incarceration Record Search, Military Service Verification, Cursory Nationwide Criminal Index Database Search (CNID), and others.

### **10. Workplace Engagement Survey**

Measures the degree to which employees connect with their work and feel committed to the organization and its goals. Will provide management teams a detailed view of what influences engagement across workforce segments and how employees compare statistically to the overall working population.

### **11. Loyalty Pro**

Is a customer loyalty survey tool designed to insure longevity and future growth of the relationship for retention and growth of existing client base. That provides key indicators to predict the staying power of the overall account relationship such as Performance, Economic Value to company and Alignment/Fit.

### **12. Applicant Tracking System**

Is talent express to attract, source, screen and hire qualified personnel. This application will provide the following features: Online career center, central resume storage house, candidate view, EEO complainant, On-boarding new hires, and Outlook integration.

### **13. Employee Performance Management**

Provides an Automated system of performance management which will align organizational goals with staff goals, and enables continuous feedback between employee and their manager to help further employee development. This application will promote the following features: appraisal format flexibility, custom workflows, competency builder, flexible scale and ease of administration.



# HRDEV11

## SCOPE OF WORK

### **Assessment Tool Requirements**

Our assessments provide applicant and employee information on the following:

- Attitudes regarding integrity, work ethic, reliability and probability of substance abuse
- Cognitive ability and learning capacity
- Occupational interests
- Behavioral traits, interpersonal sensitivity, management style, productivity, quality of work, initiative, teamwork, problem solving, and adapting to change.
- Team compatibility and balance, looking at overall strengths and weaknesses and quality of teams.
- Customer service behavioral characteristics, providing easy comparison of an individual's behavior traits, proficiencies, and perspective on customer service.

Our assessments are conveniently administered on the internet, allowing access to employees and job candidates anywhere there is available internet access. Paper and pencil is optional and available upon request. Results are available immediately and should be easily shared with decision makers within the agency.

- Assessments are not timed.
- Assessments do not require any proctoring/administration.
- We have the ability for 24/7 access to an account where assessments and data are stored. Data storage and access are redundant and based on state-of-the-art infrastructure, with a seamless all-in-one delivery system.
- We have the ability to supply an assessment account that is user name and password protected.
- We have the able to produce technical manuals supporting reliability and validity.
- We have documentation to support securing of data satisfactory end-user.
- We have a full range of assessments for pre and post hire use, including normative and ipsative type assessments; integrity assessments.

## HRDEV11

### SCOPE OF WORK

- Our assessments are available to customize by division, manager, position, geography, or any combination of these factors.
- Does not require certification and/or interpretation for use; user's guide and reference guides are available for employee use in understanding the assessment output. We demonstrate full customer service capability and ability to train on the use and application of assessment.
- The assessments are easy to understand, and reports are pleasing to the eye as well as intuitively navigated. Reports are available, where appropriate, for individuals, groups and the entire department. Each assessment must be scientifically constructed, thoroughly tested, and rigorously validated.
- Assessments meet all requirements of the EEOA, the ADA and the Civil Rights Act, each meet or exceed applicable requirements as noted by the U.S. Department of Labor on the use of assessment in the workplace.
- The site allows multi-user clients with defined access for each user. Multiple users can view information, schedule assessments, build benchmark/job patterns and print assessment results.
- Job specific patterns on all positions are available.
- The assessments allow easy development of benchmarks/job patterns for specific jobs and allow for manual adjustments of patterns created from one or more from a variety of options (other employee assessments, supervisor questionnaires, an assessment library provided by the vendor).
- Patterns are easy to understand and clearly relevant to the job.
- Patterns are in high correlation to on the job performance and success.

# HRDEV11

## SCOPE OF WORK

### COSTS

#### 1. Assessment Pricing

Epiphany Consulting will provide the suite of six (6) Profiles International human resource assessments tools to each department and or agency in its entirety. The suite of unlimited assessment usage consists of:

1. Profile XT
2. SOSII
3. Customer Service Profile
4. Profile Performance Indicator
5. Profile Team Analysis
6. Profile Managerial Fit

\$48.00 per employee per year

#### Following assessments priced per unit price:

7. Skill Test: \$20.00 per unit
8. 360 Degree Management System: \$195.00 per unit
9. Employee Back Ground Check: price sheet attached
10. Workplace Engagement: \$4.00 per employee participant
11. Loyalty Pro: License Fee - \$7,990.00  
Hosting - \$5,640.00  
Set-Up & Implementation- \$2,350.00
12. Applicant Tracking System : 2-User Annual Fee- \$2,400.00  
Additional User - \$1,200.00  
Set Up Fee \$300.00

\*As well as, have the ability to implement into a statewide/enterprise wide solution for 1000 plus users, additional customization and pricing available upon request.

# HRDEV11

## SCOPE OF WORK

### 13. Employee Performance Management: Minimum of 50 users

	<u>Contract Length</u>		
	1 year	2 years	3 years
<b>Set up Fee</b>	\$1,000.00	\$750.00	\$500.00
<b>Monthly Fee</b> Per month- per user/Employee	\$5.00	\$4.25	\$3.75

#### **Portal fee:**

Profiles International will provide a virtual assessment center, internet delivery system to each department and or agency with access to three users, a rate of:

**\$695.00 per year, per portal**

#### **MBA (managing by assessment) work shops:**

Facilitate sessions and or meetings focused on understanding, gaining experience with, planning the use of and receiving education on the assessment suite.

**\$1,000.00 per half-day session**

#### **Certify agency trainers to conduct MBA work shops:**

This will include: training the trainer, and materials that will allow the end-user to use in house trainers to conduct workshops on the suite of assessments.

**\$1,000.00 per trainer, per assessment module**

# HRDEV11

## SCOPE OF WORK

### Any additional consulting services:

Implementation support including project management, administrative support, process design and implementation, problem solving, needs assessment, website and administrative training, conflict resolution, stakeholder understanding and acceptance, and best practice usage of the assessment suite.

**\$150.00 per hour**

### Travel per diem:

Overnight travel at the request of the purchasing department/agency:

**\$125.00 per night**

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**INSTANT DATABASE SERVICES**

<b>National (Nationwide Criminal)</b>	<b>\$ 12.50</b>
<p>With one search, you can explore more than 300 million criminal records from counties, Department of Corrections (DOC), Administration of the Court (AOC) and state sex offender registries covering 49 states and Washington, DC, Guam, and Puerto Rico. Also included are national and international terrorism sources, more than 3.1 million photos and our proprietary database of previously completed reports. Full source description available upon request.</p> <p>*Average turnaround time: Instant</p>	
<b>National with Alias (National with SSN Trace and Alias)</b>	<b>\$ 17.50</b>
<p>National with Alias is a multi-faceted search that combines National search with the known aliases provided from a SSN trace. With a name, date of birth and SSN, we report the state and the approximate date of issue of the SSN. We then run the SSN through the Death Master Index. Next, we run a SSN trace to obtain a list of alias names, including maiden names. We then use this information to make a final pass through our National criminal database.</p> <p>*Average turnaround time: Instant</p>	
<b>State (Statewide Criminal)</b>	<b>\$ 10.00</b>
<p>This search contains criminal record information from various reporting agencies throughout a single state. All 50 states (plus Washington, D.C.) are available. Examples of sources that may contribute data are Department of Corrections (DOC), Administration of Courts (AOC), county courts and sex offender registries within a state.</p> <p>*Average turnaround time: Instant</p>	
<b>State with Alias (Statewide Criminal with Alias)</b>	<b>\$ 12.50</b>
<p>State with Alias combines a State service with the known aliases provided from a Social Security trace. All 50 states (plus Washington, D.C.) are available.</p> <p>*Average turnaround time: Instant</p>	
<b>SOR (Sex Offender Registry)</b>	<b>\$ 6.00</b>
<p>With Sex Offender Registry search you will get information from 49 states (plus Washington, D.C.), Guam, and Puerto Rico all with photos.</p> <p>*Average turnaround time: Instant</p>	

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<b>Watch List (Global Criminal)</b>		<b>\$ 6.00</b>
<p>This service provides an instant database search of 27 national and international lists such as the Office of the Inspector General Health and Human Services Exclusions List, Office of Foreign Assets Control Specially Designated Nationals List, Interpol Fugitives List and FBI Most Wanted List. These lists include individuals involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations and fugitives from justice.</p> <p>*Average turnaround time: Instant</p>		
<b>SSN (Social Security Trace)</b>		<b>\$ 5.00</b>
<p>The SSN Trace provides the state and year of Social Security Number issuance, even when the number does not match the applicant information provided, and an expanded address history. When "no match" results are returned on the SSN a message that relays "no matching results were found" along with some common reasons for this error will be included on the report and the service will be flagged.</p> <p>*Average turnaround time: Instant</p>		
<b>OIG LEIE Database (Medical Exclusion List)</b>		<b>\$ 6.00</b>
<p>Office of Inspector General's List of Excluded Individuals/Entities lists include individuals and businesses excluded from participating in federally-funded health care program. Must use for any health-care business that participates in Medi-Care or other federally funded health program. Data updated monthly. Results may include name, address, DOB, professional classification, profession specialty, exclusion type, exclusion date, and reinstatement date. Search based on name match.</p> <p>*Average turnaround time: Instant</p>		
<b>OIG Plus</b>		<b>\$ 7.00</b>
<p>In addition to the above, the OIG Plus includes additional sanction lists from GSA EPLS, FDA Disqualified or Restricted List, FDA Debarment List, DEA List 1 Chemical, DEA CSA &amp; Retired Registrant List, TriCare Sanction List, and PHS Administrative Actions Listing.</p> <p>*Average turnaround time: Instant</p>		
<b>OIG Plus One State License Search</b>		<b>\$ 9.00</b>
<p>In addition to the OIG Plus, a search is performed for disciplinary-action and sanction listings available within the selected state.</p> <p>*Average turnaround time: Instant</p>		

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**OIG Plus All States License Search** **\$ 12.00**  
 In addition to the OIG Plus, a search is performed for disciplinary-action and sanction listings available for all 50 states consisting of over 900 available regulatory and certification agencies.  
 \*Average turnaround time: Instant

**CRIMINAL RECORD SERVICES**

**County Felony/Misdemeanor** **\$ 15.00**  
**Plus Fees**  
 A search of the local county Superior and Municipal court records provide the latest, most up-to-date records and disposition available. Searches are available throughout the US. Searches are performed based on first and last name, DOB and county.  
 \*Average turnaround time: 1-3 business days  
 \*\*Court fees are applied

**Federal Criminal District** **\$ 15.00**  
 A search of one of the 94 Federal Judicial District Court based on the county ordered for crimes involving federal laws. Searches are performed based on first and last name, DOB, SSN, and County.  
 \*Average turnaround time: 1-3 business days

**STATEWIDE CRIMINAL**

**Statewide – AL – AOC** **\$ 25.00**  
 A search of the Alabama Administrative Office of the Courts. Records contains trial court information for all state, civil, criminal, and traffic courts, and includes active and disposed cases.  
 \*Average turnaround time: 24 hours or less

**Statewide – CO – CO Courts** **\$ 20.00**  
 CO Judicial Branch. The Colorado Courts Database contains millions of up-to-the minute court records in criminal and traffic cases going back as far as 1960. Misdemeanor and Felony information available in all counties except misdemeanor information in Denver County is not available. District or Felony Court; reports all felony convictions in Denver County.  
 \*Average turnaround time: 24 hours or less



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**Statewide – FL – FDLE** **\$ 35.00**

A criminal history search conducted through the Florida Department of Law Enforcement provides the most up-to-date information as available directly from the State. Results returned will contain felony and misdemeanor as well as indications if the subject has records outside of FL.

\*Average turnaround time: 24 hours or less

**Statewide – GA – GCIC** **\$ 20.00**

A criminal history search conducted through the Georgia Crime Information Center (GCIC) of over 2.6 million people provides the most up-to-date information available directly from the State. Access to this service requires a faxed signed release from the subject. Results returned will contain felony and misdemeanor records as well as indications if the subject has warrants outside of GA.

\*Average turnaround time: 1-3 business days

\*\*Signed release must be submitted prior to processing.

**Statewide – IN – STATE POLICE** **\$ 35.00**

A criminal history search conducted through the Indiana State Police. Contains only felonies and class A misdemeanor convictions and arrests within the state of IN.

\*Average turnaround time: 24 hours or less

**Statewide – KY – AOC** **\$ 35.00**

A criminal search conducted through the Administrative Office of the Courts. Includes Circuit & District Courts with felony and misdemeanor cases for all 120 counties within KY.

\*Average turnaround time: 1-3 business days

**Statewide – MI – STATE POLICE** **\$ 30.00**

This criminal search is conducted through the Michigan State Police. Includes felonies and misdemeanors reported to the state repository by law enforcement, prosecutors & courts in all 83 MI counties; (All counties are required to report all felonies and any misdemeanors that are punishable by a sentence of over 93 days.

\*Average turnaround time: 24 hours or less

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<p><b>Statewide – MO – STATE POLICE</b></p> <p>A criminal search conducted through the Missouri State Police. Contains misdemeanor and felony convictions; arrest information is included when less than 30 days old; pending cases that are awaiting final disposition from court are also available.</p> <p>*Average turnaround time: 24 hours or less</p>	<p><b>\$ 35.00</b></p>
<p><b>Statewide – NY – AOC</b></p> <p>This search is conducted through the New York Administrative Office of the Courts. Felonies, misdemeanors, violations, infractions in all NY counties are included.</p> <p>*Average turnaround time: 24 hours or less</p>	<p><b>\$ 79.00</b></p>
<p><b>Statewide – NC – AOC</b></p> <p>A search conducted through the North Carolina Administrative Office of the Courts. Includes felonies, misdemeanors, violations, and traffic from all NC district and circuit courts.</p> <p>*Average turnaround time: 24 hours or less</p>	<p><b>\$ 12.00</b></p>
<p><b>Statewide – OK – OSBI</b></p> <p>A search conducted through the Oklahoma Bureau of Investigation. Includes all felony and misdemeanor convictions reported to the state repository by all OK counties.</p> <p>*Average turnaround time: 1-3 business days</p>	<p><b>\$ 35.00</b></p>
<p><b>Statewide – OR – AOC</b></p> <p>This search is conducted through the Oregon Administrative office of the courts and includes statewide felony and state level misdemeanor dispositions submitted to the state by courts from each county and other criminal justice agencies.</p> <p>*Average turnaround time: 24 hours or less</p>	<p><b>\$ 30.00</b></p>
<p><b>Statewide – SC – SLED</b></p> <p>This search is conducted through the South Carolina Law Enforcement Division. The search includes all felonies and misdemeanors reported by all SC counties to the state repository.</p> <p>*Average turnaround time: 24 hours or less</p>	<p><b>\$ 35.00</b></p>



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**Statewide – TN – AOC** **\$ 50.00**

This search is conducted through the Tennessee Administrative Office of the Courts and includes felonies and misdemeanors from TN District and Circuit Courts.

\*Average turnaround time: 24 hours or less

**Statewide – TX – DPS** **\$ 25.00**

A criminal search conducted through the Texas Department of Public Safety. Includes felony and misdemeanor convictions including deferred cases, reported by Texas counties to the State repository. Only conviction information is reported, no arrest or pending information available.

\*Average turnaround time: 24 hours or less

**Statewide – UT – AOC** **\$ 25.00**

This search is conducted through the Utah Administrative Office of the Courts. Records include felony and misdemeanor case adjudicated guilty from all UT district courts.

\*Average turnaround time: 24 hours or less

**Statewide – WA – AOC** **\$ 25.00**

A criminal search conducted through the Washington Administrative Office of the Courts. Contains records of felony and misdemeanor cases reported by all district and circuit courts within the State of WA.

\*Average turnaround time: 24 hours or less

**Statewide – WI – AOC** **\$ 20.00**

This criminal search is conducted through the Wisconsin Administrative Office of the Courts. Records include all felony, misdemeanor, and traffic case reported by all district and circuit courts within the state of WI.

\*Average turnaround time: 24 hours or less

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**CIVIL RECORD SERVICES**

**County Civil – Upper Court (County Civil - Upper) \$ 19.00**  
**Plus Fees**

County Civil Search examines the county civil courts' index for civil lawsuits, liens, and judgments (not divorces). By searching the court of general jurisdiction, it can be determined whether the individual or business has been the defendant in a civil lawsuit and the outcome of the case. The report includes: Plaintiff, Complaint, Civil Case Type, and Judgment.

\*Average turnaround time: 1-3 business days

\*\* Court fees are applied

**Federal Bankruptcy District \$ 19.00**

A search of one of the 94 Federal Judicial District court based on the county ordered for bankruptcy records. Searches are performed based on first and last name, DOB, SSN.

\*Average turnaround time: 1-3 business days

**Federal Civil District \$ 19.00**

**Plus Fees**

A search of one of the 94 Federal Judicial District Courts based on the county ordered for civil records. Searches are performed based on first and last name, DOB, SSN, and County.

\*Average turnaround time: 1-3 business days

**DRIVING RECORDS SERVICES**

**Commercial Driving License Information System (CDLIS) \$ 13.00**

Commercial Driver's License Information search for any prior licenses, current CDL and up to three prior licenses held by said individual. Provides user with: Present Jurisdictional State and Driver's License Number, Name, DOB, Social Security Number Match, Up to Three Previously held CDL Numbers, AKA Information. Complies with FMCSA requirements (§ 391.21-391.27). Mandated by the Commercial Motor Vehicle Safety Act (CMVSA) of 1986, CDLIS supports the issuance of commercial driver licenses (CDLs) by the jurisdictions, and assists jurisdictions in meeting the goals of the basic tenet "that each driver, nationwide, have only one driver license and one record through the cooperative exchange of commercial driver information between jurisdictions.

\*Average turnaround time: Instant

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**Motor Vehicle Records (MVR)** **\$ 13.00**  
**Plus Fees**  
 Driving Records available in 50 states. These reports can include records of: minor traffic violations up to felony and DUI's. Unless otherwise specified and an additional fee is paid, records are only searched back 3 years. Some states require additional fees that may apply.  
 \*Average turnaround time: Instant  
 \*\* 3rd party fees are applied and may be billed separately  
 \*\*\* Signed release required  
 \*\*\*\*PA requires PA State release to be notarized and sent by mail

**VERIFICATION SERVICES**

**Verification – Education** **\$ 12.00**  
**Plus Fees**  
 Our specialists will verify an applicant's educational background, confirming dates of attendance and highest degree completed. Certain Institutions require signed releases from the applicant in order to verify these searches.  
 \*Average turnaround time: 1-3 business days  
 \*\*3rd party fees are applied and may be billed separately

**Verification – Employment** **\$ 12.00**  
**Plus Fees**  
 Our specialists will contact the applicant's prior employer and conduct a phone interview to verify the applicant's previous or current employment: start date, end date, title, salary and eligibility for rehire.  
 \* 3rd party fees are applied and may be billed separately

**Verification – Professional License Verification** **\$ 12.00**  
**Plus Fees**  
 We'll verify licenses held licensure status, expiration date and other information as provided by the licensing agency.  
 \*Average turnaround time: 1-3 business days  
 \*\*3rd party fees are applied and may be billed separately

**Verification – Personal/Professional Reference** **\$ 16.00**  
**Plus Fees**  
 Our specialist are trained verify all information submitted as well as ask pertinent questions to identify any hidden issues.  
 \*Average turnaround time: 1-3 business days  
 \*\*3rd party fees are applied and may be billed separately

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**Verification – DOT Employment Verification** **\$ 16.00**

This service verifies the applicant's previous or current Department of Transportation (DOT) related employment; start date, end date, title, salary, eligibility for rehire, and reason for leaving in addition to six standard DOT follow-up questions.

**Plus Fees**

\*Average turnaround time: 1-3 business days

**DRUG SCREENING SERVICES**

**5 -Panel Urinalysis** **\$ 39.00**

Amphetamines, Cocaine, Opiates, PCP and Marijuana. Includes collection, initial screen, confirmation GC/MS screen if needed, and MRO.

\*Average turnaround time: 1-3 business days after applicant submits sample

\*\* 3rd party collection site fees are applied and may be billed separately as needed.

**8 -Panel Urinalysis** **\$ 40.00**

Amphetamines, Cocaine, Opiates, PCP, Marijuana, Barbiturates, Benzodiazepines and Methadone. Includes collection, initial screen, confirmation GC/MS screen if needed, and MRO.

\*Average turnaround time: 1-3 business days after applicant submits sample

\*\* 3rd party collection site fees are applied and may be billed separately as needed.

**10- Panel Urinalysis** **\$ 42.00**

Amphetamines, Cocaine, Opiates, PCP, Marijuana, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, and Methaqualone. All positive results are automatically confirmed through Gas Chromatography/ Mass Spectrometry. A MRO (Medical Review Officer who is a medical doctor and an expert in the substance abuse field) will review any screenings with positive results.

\*Average turnaround time: 1-3 business days after applicant submits sample

\*\* 3rd party collection site fees are applied and may be billed separately as needed.

**10-Panel Urinalysis with Expanded Opiates** **\$ 42.00**

Amphetamines, Cocaine, Opiates, PCP, Marijuana, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Methaqualone and Oxycodone. Includes collection, initial screen, confirmation GC/MS screen if needed, and MRO.

If a 3rd party collection site is needed it may result in an additional fee.

\*Average turnaround time: 1-3 business days after applicant submits sample

\*\* 3rd party collection site fees are applied and may be billed separately as needed.

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**5-Panel Saliva \$ 39.00**

Amphetamines, Cocaine, Opiates, PCP and Marijuana. Includes overnight shipping to lab, initial screen, confirmation GC/MS screen if needed and MRO. This device is self collected and uses a \$4.00 collection kit, sold separately.

\*Average turnaround time: 1-3 business days after applicant submits sample

**CREDIT BUREAU SERVICES - TRANS UNION**

**Credit – Employment (Employment Credit Report) \$ 13.00**

The Employment Credit Report provides address and employment history, social security fraud and public records search, along with a financial summary. Public records can include bankruptcies, liens, judgments and collections. Available in text layout. This credit report of the applicant is for employment purpose only and complies with FCRA.

\*Average turnaround time: Instant

\*\* Separate signed agreement required

\*\*\* Signed release required

**POST EMPLOYMENT VERIFICATION SERVICE**

**Worker's Compensation \$ 16.00  
 Plus Fees**

This post employment search will help identify applicants that may pose a safety threat to employers as well as the safety of other employees. Reports include date of accident, case number, type of injury, how injury was incurred, and how long employee was absent from work. Some states require additional fees that may apply.

\*Average turnaround time: 1-3 business days

\*\* Not available in all states

\*\*\* State fees apply

\*\*\*\* Signed release required