



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
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The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header @ 1

List View

**General Information** [Contact](#) [Default Values](#) [Discount](#) [Document Information](#)

Procurement Folder: 241632

Procurement Type: Central Master Agreement

Vendor ID: VS0000012259

Legal Name: PRE-EMPLOY COM INC

Alias/DBA:

Total Bid: \$17,100.00

Response Date: 05/25/2017

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SO Dept: 0511

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Status: Closed

Solicitation Description: Addendum #3 - Drug and Alcohol Testing Services

Total of Header Attachments: 1

Total of All Attachments: 1



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 241632  
**Solicitation Description :** Addendum #3 - Drug and Alcohol Testing Services  
**Proc Type :** Central Master Agreement

| Date issued | Solicitation Closes    | Solicitation Response        | Version |
|-------------|------------------------|------------------------------|---------|
|             | 2017-06-07<br>13:30:00 | SR 0511 ESR05251700000005837 | 1       |

| VENDOR                             |
|------------------------------------|
| VS0000012259<br>PRE-EMPLOY COM INC |

**Solicitation Number:** CRFQ 0511 BCF1700000005

**Total Bid :** \$17,100.00      **Response Date:** 2017-05-25      **Response Time:** 12:43:47

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 April Battle  
 (304) 558-0067  
 april.e.battle@wv.gov

|                          |               |             |
|--------------------------|---------------|-------------|
| <b>Signature on File</b> | <b>FEIN #</b> | <b>DATE</b> |
|--------------------------|---------------|-------------|

All offers subject to all terms and conditions contained in this solicitation

| Line | Comm Ln Desc                                   | Qty        | Unit Issue | Unit Price  | Ln Total Or Contract Amount |
|------|--|------------|------------|-------------|-----------------------------|
| 1    | This line item has been removed from the CRFQ. | 6000.00000 | TEST       | \$46.950000 | \$281,700.00                |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85121810  |              |               |         |

|                               |  |
|-------------------------------|--|
| <b>Extended Description :</b> | 4.1 Selected TANF clients Drug and Alcohol Testing |
|-------------------------------|--|

**Comments:** 10 panel, plus expanded Opiates and MDMA.

| Line | Comm Ln Desc                                   | Qty         | Unit Issue | Unit Price  | Ln Total Or Contract Amount |
|------|--|-------------|------------|-------------|-----------------------------|
| 2    | This line item has been removed from the CRFQ. | 40000.00000 | TEST       | \$46.950000 | \$1,878,000.00              |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85121810  |              |               |         |

|                               |   |
|-------------------------------|---|
| <b>Extended Description :</b> | 4.1 Selected Other clients Drug and Alcohol Testing |
|-------------------------------|---|

**Comments:** 10 panel, plus expanded Opiates and MDMA.

| Line | Comm Ln Desc                        | Qty      | Unit Issue | Unit Price   | Ln Total Or Contract Amount |
|------|-------------------------------------|----------|------------|--------------|-----------------------------|
| 3    | Collection Expert Witness Testimony | 10.00000 | HOUR       | \$285.000000 | \$2,850.00                  |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85121810  |              |               |         |

|                               |  |
|-------------------------------|--|
| <b>Extended Description :</b> | 4.1.19.1 Collection Expert Witness Testimony |
|-------------------------------|--|

**Comments:** Per hour.

| Line | Comm Ln Desc                        | Qty      | Unit Issue | Unit Price   | Ln Total Or Contract Amount |
|------|-------------------------------------|----------|------------|--------------|-----------------------------|
| 4    | Laboratory Expert Witness Testimony | 10.00000 | HOUR       | \$285.000000 | \$2,850.00                  |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85121810  |              |               |         |

|                               |  |
|-------------------------------|--|
| <b>Extended Description :</b> | 4.1.19.2 Laboratory Expert Witness Testimony |
|-------------------------------|--|

**Comments:** Per hour.

| Line | Comm Ln Desc                 | Qty      | Unit Issue | Unit Price   | Ln Total Or Contract Amount |
|------|------------------------------|----------|------------|--------------|-----------------------------|
| 5    | MRO Expert Witness Testimony | 10.00000 | HOUR       | \$285.000000 | \$2,850.00                  |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85121810  |              |               |         |

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>Extended Description :</b> | 4.1.19.3 MRO Expert Witness Testimony |
|-------------------------------|---------------------------------------|

**Comments:** Per hour.

| Line | Comm Ln Desc                                      | Qty      | Unit Issue | Unit Price   | Ln Total Or Contract Amount |
|------|---|----------|------------|--------------|-----------------------------|
| 6    | Collection Expert Witness Testimony at Deposition | 10.00000 | HOUR       | \$285.000000 | \$2,850.00                  |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85121810  |              |               |         |

|                               |  |
|-------------------------------|--|
| <b>Extended Description :</b> | 4.1.19.4 Collection Expert Witness Testimony at Deposition |
|-------------------------------|--|

**Comments:** Per hour.

| Line | Comm Ln Desc                                      | Qty      | Unit Issue | Unit Price   | Ln Total Or Contract Amount |
|------|---|----------|------------|--------------|-----------------------------|
| 7    | Laboratory Expert Witness Testimony at Deposition | 10.00000 | HOUR       | \$285.000000 | \$2,850.00                  |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85121810  |              |               |         |

|                               |  |
|-------------------------------|--|
| <b>Extended Description :</b> | 4.1.19.5 Laboratory Expert Witness Testimony at Deposition |
|-------------------------------|--|

**Comments:** Per hour.

| Line | Comm Ln Desc                               | Qty      | Unit Issue | Unit Price   | Ln Total Or Contract Amount |
|------|--|----------|------------|--------------|-----------------------------|
| 8    | MRO Expert Witness Testimony at Deposition | 10.00000 | HOUR       | \$285.000000 | \$2,850.00                  |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85121810  |              |               |         |

|                               |   |
|-------------------------------|---|
| <b>Extended Description :</b> | 4.1.19.6 MRO Expert Witness Testimony at Deposition |
|-------------------------------|---|

**Comments:** Per hour.



**employ**

**EMPLOYMENT SCREENING SERVICES  
PROPOSAL**

Prepared Exclusively for:

**The State of West Virginia**

April Battle

RFP• Pre-employment Background Screening  
CRFQ #0511 BCF1700000005

Submitted by:  
**JAMES GLENN**  
Vice President of Sales  
530-730-5815  
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## Attachments

Addendum Acknowledgement Form  
Liability Insurance



5/22/17

Dear Ms. Battle,

Pre-employ welcomes the opportunity to be a participant in the State of West Virginia's search for a partner in conducting Drug & Alcohol Testing services. This RFP will demonstrate our capacity to perform these services with our powerful combination of industry experience, experienced management leadership, and skilled account management personnel to serve the needs of the State of West Virginia.

For 23 years we have been serving governmental clients like the State of West Virginia with a variety of pre-employment screening services. A sampling of these clients includes; City of Kansas City Missouri, The City of San Antonio, and the County of Kern.

These relationships help give us the understanding and the expertise necessary to deliver timely and accurate drug testing results. Pre-employ is proud to offer these services along with award-winning, 100% U.S. based customer service to your organization at prices that are cost effective and competitive.

We are as equally proud of our reputation as one of the most innovative workforce solutions companies in the nation. Having been recognized #1 in the nation by Business News Daily in both 2015 and 2016, Pre-employ utilizes state of the art technology and processes to ensure a positive experience for the State of West Virginia and its candidates.

We understand that this is a formal process, but we encourage you to call us at any time if you need clarification on anything we have written here regarding our methodologies, initiatives, or pricing flexibility. We have made every attempt to convey our qualifications in this response, and we look forward to being invited to speak to you personally about the overall programs and the differentiators that benefit organizations like yours.

Robert Mather,

CEO, Pre-employ.com

## Mandatory Requirements

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- **4.1.1 Vendor must provide all forms, collection kits, and miscellaneous supplies for the collection, transportation, and analyses of urine specimens.**

Pre-employ agrees to provide all forms, collection kits, and miscellaneous supplies for the collection, transportation, and analyses of urine specimens.

- **4.1.2 Vendor must comply with all applicable medical standards; federal, state and local government safety codes, laws and regulations relating to drug and alcohol testing available at <http://www.samhsa.gov/workplace/drug-testing>.**

Pre-employ agrees to only utilize laboratories that comply with all applicable medical standards; federal, state and local government safety codes, laws and regulations relating to drug and alcohol testing.

- **4.1.3 Vendor must follow the US Department of Transportation collection protocols provided in 49 CFR Part 40.**

Pre-employ agrees to follow the US Department of Transportation collection protocols provided in 49 CFR Part 40.

- **4.1.4 Vendor must provide for the collection of specimens to meet the requirements of 49 CFR Part 40 with respect to conducting workplace drug and alcohol testing, for collecting and storing urine specimens, testing for drugs and alcohol, and ensuring confidentiality. The vendor may use a mobile collection vehicle, or off-site collection facilities, provided all conditions of privacy, confidentiality, and chain of custody are met for all collection locations.**

Pre-employ agrees to provide for the collection of specimens to meet the requirements of 49 CFR Part 40 with respect to conducting workplace drug and alcohol testing, for collecting and storing urine specimens, testing for drugs and alcohol, and ensuring confidentiality.

- **4.1.5 Vendor must provide scheduled service Monday through Friday, between 7:00 am EST and 5:00 pm EST, excluding West Virginia State Holidays.**

Scheduled service will be available Monday through Friday, 7 am to 5 pm EST, excluding West Virginia State Holidays.

- **4.1.6 Vendor must ensure that collection site personnel will be trained in compliance with 49 CFR Part 40 which and shall be engaged in the business of providing the required controlled substances and alcohol testing.**

Pre-employ ensures that collection site personnel will be trained in compliance with 49 CFR Part 40 which and shall be engaged in the business of providing the required controlled substances and alcohol testing.

- **4.1.7 Vendor must provide for transportation for all specimens to the testing laboratory in accordance with 49 CFR Part 40.**

Pre-employ agrees to provide for transportation for all specimens to the testing laboratory in accordance with 49 CFR Part 40.

- **4.1.8 Vendor must provide for testing of urine in compliance with 49 CFR Part 40. This includes necessary collection and identification supplies and transportation costs from the collection site to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. The split sample method of collection, handling, and storage is to be utilized. The split sample method is a collection in which the urine collected is divided into two separate specimen bottles, the primary specimen and the split specimen.**

Pre-employ agrees to provide for testing of urine in compliance with 49 CFR Part 40. The split sample method will be utilized.

- **4.1.9 Vendor must utilize a laboratory that is certified by DHHS/SAMHSA. The laboratory shall test and store specimens (primary and split specimens) and have in place equipment that meets applicable regulations. Additionally, the laboratory shall have a quality control program in place that complies with 49 CFR Part 40.**

Pre-employ only utilizes laboratories that are certified by SAMHSA. We utilize three of the biggest drug testing laboratories and can set up partner locations with many labs requested by the State of West Virginia. The laboratory shall test and store specimens (primary and split specimens) and have in place equipment that meets applicable regulations. Additionally, the laboratory shall have a quality control program in place that complies with 49 CFR Part 40, as requested.

To ensure the accuracy of testing results and guarantee accuracy and performance, our laboratory partners undergo the most stringent quality assurance programs in the industry. Pre-employ monitors and evaluates every aspect of the testing process. Our Quality Control Program exceeds the requirements of the Health and Human Services certification program and includes open and blind controls, the internal Superblind® program, and external proficiency testing.

- **4.1.10 Vendor must perform chemical analyses of urine specimens to determine whether the person from whom the specimen was taken has been using any of the drugs listed:**
  - **Amphetamines (amphetamine and methamphetamine)**
  - **Cocaine**
  - **Marijuana**
  - **Opiates (codeine and morphine)**
  - **Phencyclidines (PCP)**
  - **Barbiturates**
  - **Benzodiazepines**
  - **Methadone**
  - **Propoxyphene**
  - **Expanded Opiates (oxycodone, hydromorphone, hydrocodone, oxymorphone)**

Pre-employ can set up a custom drug test package for the State of West Virginia that includes screening for the drugs listed above.

- **4.1.11 Vendor must submit blind performance test specimens to the laboratory as mentioned in 4.1.9 in accordance with 49 CFR Part 40.**

Pre-employ holds their network of laboratories responsible for levels of compliance and client service that exceed our clients' expectations. We randomly select clinic partners to receive a specimen collection with certified blind sample and provide instructions for a specific protocol. Throughout the blind sample trial, the site is monitored to ensure that the operator selected to administer the test has properly executed the test case.

- **4.1.12 Vendor must provide for alcohol testing that is to be conducted using equipment approved by the US Department Transportation and found on its Conforming Products List using the collection protocols found in 49 CFR Part 40.**

Pre-employ will provide alcohol testing as well as drug testing services. The equipment used will comply with the protocol found in 49 CFR Part 40.

- **4.1.13 Vendor must provide, as part of its services, a Certified Medical Review Officer (MRO). The MRO shall be a West Virginia Medical licensed physician with knowledge of substance abuse disorders and have the appropriate medical training necessary to interpret and evaluate controlled substances test results. The MRO shall be certified in accordance with 49 CFR Part 40.**

A Certified MRO (Medical Review Officer) will be utilized as part of the drug and alcohol screening process. The MRO will be a West Virginia Medical licensed physician with knowledge of substance abuse disorders and have the appropriate medical training necessary to interpret and evaluate controlled substances test results. The MRO shall be certified in accordance with 49 CFR Part 40. Pre-employ's drug testing service features a Medical Review Officer module with an electronic interview template to ensure that the review process and documentation are consistent across all donors. Upon completion of the interview, the Medical Review Officer will determine whether a medically legitimate explanation exists for the presence of drugs and release the final disposition based on the findings. This determination posts in real time to the online account. The result is also included in the comprehensive summary report, along with the background screening results.

- **4.1.14 Vendor must provide confirmed test results, of both negative results and positive test results for nonprescription drugs, are made available, in writing, to DHHR's Bureau Community Service Manager or his/her designee via confidential means, immediately upon confirmation by the MRO, but not later than 72 hours after the receipt of the specimen by the laboratory. The vendor must inform the state agency contact if turnaround time for positive test result confirmation will exceed 72 hours.**

Pre-employ agrees to provide confirmed test results in writing within 72 hours of receipt of the specimen by the laboratory. In the event of this process exceeding 72 hours, the appropriate State of West Virginia end-user will be contacted by their Account Management Team to be notified of the delay.

- **4.1.15 Vendor must ensure that all laboratory records are maintained for the appropriate period of time to comply with 49 CFR Part 40 and that those records are provided, in written report format, to the DHHR upon written request within 120 hours.**

Pre-employ complies with all State, Federal, and local laws regarding the maintenance of records. When the DHHR requests records, they will be provided within 120 hours.

- **4.1.16 Vendor must provide for an account manager (or designee) to be available during normal business hours (Monday through Friday between 7:00 am EST and 5:00 pm EST excluding State Holidays) to answer questions and resolve problems.**

Pre-employ will provide an Account Management Team to the State of West Virginia that will be available from 7:00 am EST and 9:00 pm EST.

- **4.1.17 Vendor must provide each Facility/Bureau/Office (as appropriate) with a written recapitulation of the testing program activity on a monthly basis and provide by US mail a comprehensive listing with ten (10) calendar days to each respective thirty (30) Community Services Managers.**

A written recapitulation of the testing program activity on a monthly basis will be provided to the DHHR on a monthly basis. Our client portal also features easy-to-use reporting, so end-users can check recaps at any given time. If requested, our in-house IT Team can also build custom reports so the DHHR can view the statistics that matter most to them.

- **4.1.18 Vendor must, upon written request, prepare a litigation package within 120 hours of the request. The litigation package will be provided to the DHHR's Bureau Community Service Manager or his/her designee via confidential means and will include copies of all chain of custody documents, batch specimen review sheets, data review files (graphic charts), resumes and credentials of all technicians involved in testing of specimens, laboratory testing reports to include the initial immunoassay screen and the confirmation gas chromatography/mass spectrometry test.**

When requested, a litigation package will be prepared within 120 hours. The litigation package will be provided to the DHHR's Bureau Community Service Manager or his/her designee via confidential means and will include copies of all chain of custody documents, batch specimen review sheets, data review files (graphic charts), resumes and credentials of all technicians involved in testing of specimens, laboratory testing reports to include the initial immunoassay screen and the confirmation gas chromatography/mass spectrometry test.

- **4.1.19 Vendor must provide within seven (7) calendar days, upon request, expert witness testimony regarding the accuracy of specific client/applicant testing should the results and subsequent actions be challenged by client/applicant.**
  - **4.1.19.1 Expert witness testimony includes a collection expert to testify in court to the procedures followed in collecting the client/applicant's specimen(s).**

- **4.1.19.2 Expert witness testimony includes a laboratory expert to testify in court to the procedures followed in collecting the client/applicant's specimen(s).**
- **4.1.19.3 Expert witness testimony includes MRO expert to testify in court to the procedures followed in collecting the client/applicant's specimen(s).**
- **4.1.19.4 Expert witness testimony includes that provided by a collection expert at deposition in person.**
- **4.1.19.5 Expert testimony includes that provided by a laboratory expert at deposition in person.**
- **4.1.19.6 Expert testimony includes that provided by a MRO at deposition in person.**

All required expert witness testimony procedures listed above will be followed. When requested, the expert witness testimony will be provided within seven (7) calendar days.

- **4.1.20 Vendor must maintain records, documents and other files directly related to the performance of work under this agreement in accordance with 49 CFR Part 40 and accepted professional practice and appropriate accounting procedures.**
  - **4.1.20.1 Vendor shall maintain records pertaining to the contract for five (5) years following the end of the contract period. Should there be any litigation or issues related to the contract vendor shall maintain the records for five (5) years following the termination of any litigation that has not terminated within the above five (5) year period.**

Pre-employ will maintain records, documents and other files directly related to the performance of work under this agreement in accordance with 49 CFR Part 40 and accepted professional practice and appropriate accounting procedures. This includes maintaining records pertaining to the contract for five (5) years following the end of the contract period, and for five (5) years following the termination of any possible litigation.

- **4.1.21 Vendor must provide any or all records produced or held in execution of this agreement within 10 calendar days of written notice by DHHR's Bureau Community Service Manager or his/her designee.**

Pre-employ agrees to provide any or all records produced or held in execution of this agreement within 10 calendar days of written notice by DHHR's Bureau Community Service Manager or his/her designee.

## DHHR Mandatory Requirements

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- **4.2.1 Upon contract award, DHHR's Bureau Community Service Manager will provide a comprehensive list of individuals from each Facility/Bureau/Office authorized to request testing and receive results.**

Once the list of authorized users is received by Pre-employ, the Account Management Team will set up each end-user with their own secure portal login to request testing and review results.

- **4.2.2 DHHR will not reimburse the vendor for initial setup fee or for any renewal fees if the contract is renewed.**

Pre-employ does not charge a setup fee or contract renewal fees.

- **4.2.3 DHHR will not reimburse the vendor for specimen adulteration assays.**

Pre-employ understands that the State of West Virginia will not reimburse for specimen adulteration assays.

- **4.2.4 DHHR will not reimburse the vendor for the handling of rejected specimens or those otherwise unfit for testing.**

Pre-employ understands that the State of West Virginia will not reimburse for the handling of rejected specimens or those otherwise unfit for testing.

- **4.2.5 DHHR will not reimburse the vendor for collection time. A collection is complete only after every client/applicant has met his/her testing obligations.**

Pre-employ understands that the State of West Virginia will not reimburse for collection time.

- **4.2.6 DHHR will reimburse the vendor a "no show" fee of the amount equal to the scheduled procedure in the event that vendor is called to a location for a scheduled collection/testing procedure and the client/applicant fails to appear for the collection/testing procedure after a reasonable waiting period of at least forty-five (45) minutes, provided that Vendor acquires written documentation from the authorized individual at the location or his/her designee.**

Pre-employ understands that the State of West Virginia will reimburse for a "no show" fee procedure in the event that vendor is called to a location for a scheduled collection/testing procedure and the client/applicant fails to appear for the collection/testing procedure after a reasonable waiting period of at least forty-five (45) minutes, provided that Vendor



acquires written documentation from the authorized individual at the location or his/her designee.

## Pre-employ Experience & Capabilities

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Pre-employ was one of the first companies in the nation to provide online outsourced employment screening services, including drug and alcohol testing. We offer a powerful combination of corporate experience, management approach, skilled account management personnel, and a commitment to award-winning customer service initiatives. This enables us to provide clients like the State of West Virginia with an exceptional experience.

Pre-employ provides instant onsite drug testing, offsite 5, 7 and 10-panel drug testing, instant oral alcohol testing, DOT compliant drug testing and questionnaires, and post-accident or reasonable suspicion drug testing.

We can provide a comprehensive list of drug testing sites within a 25-mile radius, or set up partner locations with your preferred laboratories. Our paperless chain-of-custody process increases the speed and efficiency of candidate and employee drug testing programs. Our simple-to-use ordering and reporting system saves you time. Our commitment to our client-focused benefits has positioned Pre-employ as a nationwide leader in the background and drug screening industry with extremely high client retention rates.

Negative results are received within 24 hours of testing. Positive test results are returned within 48 to 72 hours after confirmation and Medical Review Officer review.

### The drug and alcohol testing process:

Once a sample is collected, it is sent to a SAMHSA-certified laboratory.

**Chain of Custody:** A chain-of-custody form is used to document the handling and storage of a sample from the time it is collected until the time it is disposed of. It links the sample to the donor and documents the handling of the specimen while at the collection site and the laboratory.

**Initial Screen:** The first analysis of a sample is an initial screen. This test is not always accurate or reliable. There is the possibility of a false-positive. If the initial screen is positive, the lab performs a second confirmatory test.

**Confirmation Test:** A second, confirmation test (by gas chromatography/mass spectrometry) is highly accurate and provides specificity to help rule out any false positives from the initial screen. For a test result to be reported as positive, the initial screen and confirmation test results must agree.

**Split Sample:** A split sample is created when an initial urine sample is evenly split. One sample is used for the initial screen and, if positive, the second sample is tested for confirmation. If the initial test is positive, the donor may request that the confirmation is performed at a different laboratory. The Department of Transportation's alcohol and drug-testing regulations require that tests are performed using a “split sample” collection process.

**MRO:** If the initial screen and confirmation test are both positive, a Medical Review Officer (MRO), a licensed medical doctor who has substance abuse training, reviews the results, makes sure the chain-of-custody procedures were followed, and contacts the donor to make sure there are no medical or other reasons for the result. Some medications can cause a positive result. If the result is the result of prescription medications and the employee used the medication according to the prescription instructions, the test is reported as negative. If there is no explanation for the positive result, the MRO sends it to the employer.



Figure 1: False Positive Risk Reduction Process

## Pre-employ Project Manager & Project Personnel

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### *Background of Proposed Project Manager – Drug and Alcohol Screening Services*

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#### **Jamee Dawson**

Senior Account Manager Jamee Dawson has been with Pre-employ for 6 years, has a vast knowledge of Pre-employ's services, and will quickly learn the State of West Virginia's processes and standards. Jamee will take the lead in communicating with the State of West Virginia's End-Users, Human Resources, Recruiters, and IT Team. Pre-employ's management team (Director of Client Relations Jennifer Abbott and IT Manager Tara Noble) becomes involved for process documentation of any account or process changes that the State of West Virginia wishes to implement. Jamee also oversees the drug testing program for the University of Texas Health Science Center at Houston and The Retail Outsource.

### *Proposed Account Management Team*

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Pre-employ provides a dedicated Account Management Team with real-world, hands-on experience in implementing, training and providing our client accounts with world-class, professional customer service. These individuals are exceptionally well-qualified and experienced in:

- Facilitating the collaborative process with our customers to understand needs and requirements in order to establish performance targets and expectations
- Managing time, workload, and personnel resources to ensure the highest quality of service delivery
- Monitoring turnaround times and results in order to meet the needs of the State of West Virginia

The dedicated Account Management Team will monitor the State of West Virginia's account on a daily basis and inform end-users of the State of West Virginia of the status of drug and alcohol tests. If delays occur, they will take the appropriate course of action to eliminate the reason for

the delay and move the search to completion. This includes reaching out to applicants to obtain clarification or documentation needed to complete the search.

In addition to your dedicated Account Management Team, you will also have a Senior Account Manager assigned to your account. The Senior Account Manager is there to assist your Account Management Team. They will work with your Account Management Team to make sure that all processes are completed in a timely manner and ensure that all the needs and wants of the State of West Virginia are being taken care of. Pre-employ also provides a fully trained and staffed Client Services Team.

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### *Executive Management Team*

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#### **Robert Mather**

Pre-employ was founded in 1994 by Robert Mather. The company is still privately owned by Mr. Mather and was one of the first online outsourced pre-employment screening companies in the nation. Since then, the company has served Fortune 1000 companies, retail clients, healthcare organizations, education, volunteer organizations, as well as assorted businesses worldwide.

#### **Jennifer Abbott**

Jennifer Abbott is the Director of Client Relations at Pre-employ. Her primary focus is on unparalleled customer service, accuracy, and FCRA compliance. She is FCRA Certified and oversees the talented Client Relations Team, which is comprised of Account Management, Implementation, and Client Services. Jennifer works closely with the Executive Team to implement “best practice” processes and procedures in order to maintain steady flows and efficient internal procedures. She has a fantastic management team with open lines of communication and real-time reporting metrics. This enables Jennifer to be certain that the best possible customer experience is being attained daily. Her ideal day would consist of advancement of opportunities, smooth implementation, successful integrations, and happy clients.

#### **James Glenn**

James Glenn is the Vice-President of Sales. He retired honorably after 21 years of active duty Army military service and has helped in the growth of Pre-employ. He manages Pre-employ.com Small Business, oversees MyBackgroundCheck.com, the RFP Process, and all of our Sales Representatives across the nation.

## Pre-employ Core Services Overview

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### *Drug Screenings •*

An effective drug testing program is an important initiative for maintaining a safe and healthy workplace. Other benefits of maintaining a drug-free workplace include: upholding compliance with legislative and industry requirements, reducing insurance-related costs, preventing accidents or injuries, mitigating absenteeism or productivity losses, and supporting workers who do not abuse alcohol or drugs. These benefits help support employer decisions to incorporate drug testing into their employment screening program and to protect your organization from potential risks among your workforce.

Although workplace substance abuse is an issue potentially affecting all organizations, incorporating a drug testing component to your background screening program can successfully mitigate problems. Pre-employ provides everything needed to start or expand a drug testing program that complies with regulatory requirements and protects your organization's applicant experience. While accuracy is a vital component of drug testing programs, candidate experience uniquely influences whether donors appear for collections or continue participating in your screening process. Our emphasis on superior customer support and excellent applicant experiences helps you to ensure a focus toward successful outcomes.

Pre-employ has many options available for our drug testing services. We utilize three of the biggest SAMHSA-certified drug testing laboratories available nationwide and have the ability to conduct testing in even the most remote locations. As with our background screening services, the State of West Virginia can customize the process to integrate with their current hiring and employee retention programs. We have the capability to offer services ranging from multiple types of drug testing panels to testing facility locations.

### *Background Screenings •*

Employment screening programs are common among employers of all sizes and industries. Background check turnaround time is essential; we have an industry leading turnaround time of 1.69 business days. At Pre-employ, we also understand that poorly executed background checks coupled with ineffective customer support creates an unpleasant applicant experience, often resulting in lost candidates and employees. Pre-employ strives to protect your organization's employment brand and reputation, ensuring the best possible applicant experience.

Our background check program is backed by Pre-employ's 100% U.S. based customer service and support staff. Pre-employ uniquely focuses on achieving consistently increasing levels of customer service and excellent candidate experiences. To achieve this, we assign an Account Management Team to proactively eliminate potential issues and continuously monitor our

client background screening programs. Pre-employ protects applicant privacy by refusing to resell the information to other organizations and keeping all information within the U.S. for maximum security. Since the sources of background information are the same industry-wide, customer service and applicant experience are what matter most to Pre-employ.

We can offer a comprehensive background solution for the State of West Virginia that includes a simple to use and fully integrated online Client Portal, the most accurate and current information available from proven industry standard sources, and a strategic and quality-centric approach that enables us to deliver fast background check results. In this process, we validate and verify the information from your applicants, candidates, and employees to provide the State of West Virginia with FCRA- compliant processes and quality controlled results to facilitate the best possible hiring and employment decisions. This includes the ability for the State of West Virginia to initiate, manage, and track the entire background screening process online, and view results from the Pre-employ.com Client Portal, Applicant Tracking Systems (ATS), Human Resource Information Systems (HRIS), or Talent Management Systems (TMS).

### *I-9 Compliance •*

I-9 Compliance is available as an integral part of a Pre-employ solution including background checking or as a standalone option for organizations that prefer to manage employment eligibility separately. In either case, I-9 Compliance is a comprehensive solution featuring the Pre-employ Client Portal, support of the e-Verify system, seamless integration with Applicant Tracking Systems (ATS), Human Resource Information Systems (HRIS), Talent Management Systems (TMS), electronic I-9 forms, supporting documents, as well an automated process that complies with Federal, State and Local requirements.

## **Pre-employ Implementation**

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The Implementation Team ensures that every user experiences a smooth transition to Pre-employ. Pre-employ understands that each client has specific needs and requirements and that the implementation of those items is critical to our clients' success. Your implementation team will review each item within our workflow template to ensure a thorough understanding of your needs.

Upon notification of contract award, Pre-employ will schedule, coordinate, and provide the agenda for a project Kick-off Meeting, where our Executive Leadership and the dedicated Account Manager will meet with the State of West Virginia. The objective of this meeting is to gain a clear understanding of the overall program, define target results, and set the goals and objectives that are required in order to achieve those results. Additionally, this forum will provide an opportunity to discuss technical, management, risk mitigation, security issues, and

administration procedures which are specific to the contract. After kick-off, we take a three-phase approach to account activation as follows:

➤ **Phase I: Account Setup**

Following the project Kick-off Meeting, we will begin the account setup process. Steps in the process include: identifying the authorized users, developing department codes for billing to identify charges, and creating the account in our system.

➤ **Phase II: Orientation and Training**

Pre-employ has a very flexible orientation and training process, which can be tailored to accommodate a variety of training scenarios, learning objectives, and audiences. Training is usually completed via a GoTo Meeting webinar and the session lasts approximately one hour. The session will include training on how to order, view results and access reports. Follow-up training is provided at the client's request. Pre-employ maintains a library of knowledge based articles that can be accessed from our Client Portal. Pre-employ maintains a blog with announcements of changes in regulations and news of events that have effects on pre-employment screening. We also offer webinars on different subjects, such as EEOC, to keep clients informed of changes.

➤ **Phase III: Account Activation**

Pre-employ has developed a detailed Project Work Plan which will allow for full contract services to begin within thirty (30) days of contract award.

## **Pre-employ Integration**

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Pre-employ has extensive experience with integration in the industry and we consider our integration capabilities to be the core competencies of our organization. Pre-employ recognizes the need for integrated workflows and seamless data transfer in the recruiting process, and as such, has invested extensive time in creating productized integrations (e.g. pre-built and easily and quickly configurable) with many leading Human Resource Management Systems (HRMS) and Applicant Tracking Systems (ATS).

The pre-built integrations with our ATS partners include integrated workflows and seamless data transfer. The integration is superior to simple “back end” integrations since the candidate

information is sent directly from the ATS to the Pre-employ system and all results are delivered real time through the same interface.

Pre-employ can accept HR-XML as a fully filled out data push triggering a complete background check with no interaction from the applicant or client, provided all disclosure and authorization forms are complete. Another option is to accept a partially filled out HR-XML data push, contact the applicant for any missing information, and capture electronic signatures. We can also take a partial HR-XML data push and have the recruiter fill in any missing information. Total time spent on integration depends on the clients' current ATS/HRIS system. More information is available upon request.



## Pre-employ Ancillary Fees

|  | Price                                       |
|--|---|
| <p><b>Account Setup Fee</b></p> <p>Includes processing of the credit application, verification of business license, required third party on- site location verification, and administration of account implementation and system training. Price per client.</p> | <p>\$150.00<br/>(Waived)</p>                |
| <p><b>Data Entry Fee</b></p> <p>Includes manually keying faxed or emailed requests into IA, A-Check's request processing system. Price per file.</p>   | <p>\$ 9.95<br/>(Waived)</p>                 |
| <p><b>Adjudication Fee</b></p> <p>Includes comparing results of an investigation to client business rules to determine if an applicant meets client requirements. Price per file component.</p>  | <p>\$5.00<br/>(Waived)</p>                  |
| <p><b>FCRA Letters – Pre-Adverse/Adverse Notifications</b></p> <p>Includes processing, printing and mailing of pre-adverse or adverse notifications. Price per letter.</p>   | <p>\$1.00<br/>Per Letter<br/>(Included)</p> |
| <p><b>Report Mail Out Fee</b></p> <p>Includes Pre-employ providing a copy of final report to the applicant. Price per report.</p>  | <p>\$2.00<br/>(Included)</p>                |
| <p><b>Additional Request Research Fee</b></p> <p>Covers additional research requested by the client. Price per file.</p>   | <p>\$10.00<br/>(Included)</p>               |
| <p><b>Priority Fees</b></p> <p>Available for individual reports. Includes moving a file to the front of the job queue and close monitoring throughout the screening process with hourly monitoring. Price per file, per client.</p>                              | <p>\$15.00<br/>(Included)</p>               |
| <p><b>Quick Invite - Web-based Employment Application</b></p> <p>Invite applicants electronically to fill out an application for you to submit as a request per client.</p>  | <p>\$1.00<br/>(Included)</p>                |

## Pre-employ Value Added Services

|   | Estimated Value                     | Price    |
|---|-------------------------------------|----------|
| <b>Customer Service</b><br>Dedicated single point of contact service model: Primary Account Administrator with backup support. 5 AM - 7 PM PST. Telephone, e-mail and in-system support.  | Value Depends on Account Complexity | Included |
| <b>Pre-employ Assurance</b><br>Daily verification attempts – Employment / Education / References  |                                     |          |
| <b>Account Implementation</b><br>Customized account implementation  | \$125 - \$1000                      | Included |
| <b>Best Practices</b><br>Review of current screening program with best practices recommendations  | \$450                               | Included |
| <b>Adjudication matrix consultation and assistance</b>  | \$100 - \$450                       |          |
| <b>Legal updates and developments affecting employment screening</b>  |                                     |          |
| <b>Training</b><br>Web-based system training for new users and system upgrade training  | \$450-\$700                         | Included |
| <b>Pre-employ Portal</b><br>Secure 24-7 online account management, report ordering and retrieval  | \$275                               | Included |
| <b>Automated report status notifications</b>  |                                     |          |
| <b>Unlimited system users, tiered privilege/access levels and customized packages</b>   |                                     |          |
| <b>Real-time report notes, researcher updates and management reports</b>  |                                     |          |
| <b>Duplicate report alert</b>   |                                     |          |
| <b>Online interactive compliance resource guide and required forms</b>  |                                     |          |
| <b>Single click adverse/pre-adverse letter process</b>  |                                     |          |
| <b>Quality Control &amp; Compliance</b><br>Review of each report by our dedicated Quality Control and Compliance Department for accuracy and compliance per FCRA requirements, individual state requirements and client business rules. | \$10 per report                     | Included |

## Why Pre-employ?

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**Accessibility and Reporting** - Pre-employ's Client Portal is web-based. It can be accessed from nearly any device that has access to the internet. Our paperless and fully electronic platform can be accessed through any browser. We designed our systems so that our clients are empowered with the flexibility to tailor our services to their needs.

Pre-employ will be able to accommodate the State of West Virginia by having 24/7/365 service support for both probable cause and random drug testing. We utilize the three largest drug testing laboratories in the nation and provide an electronic chain of custody as well as a custom dashboard that will be made for the State of West Virginia for both background and drug screening services.

Status reports on drug and alcohol screenings are available online 24-hours-a-day, 7-days-a-week. We can also provide executive summary reports that graphically show hit ratio and type of hits. These reports were developed to provide a single point of consolidated information. Additionally, we provide an online dashboard with detailed information tailored to each client. There are also several management reports available online, including turnaround time average and account summary by date. We are also able to provide customized data and reports upon request.

Pre-employ provides monthly summary invoices that include a detail of searches requested the previous month. Pre-employ can customize invoices to best meet your needs. We can provide invoices to a central location or per department/location showing all the tests that were completed, or we can separate the invoices to give each location an individual bill.

Pre-employ's electronic registration process allows you to find a conveniently located drug test collection site. Simply choose the appropriate drug test from a drop-down box and choose a collection site either in proximity to your location or the applicant's home. Our integrated system notifies the collection site and sends the applicant a confirmation email with instructions.

**Security of Site / Handling of PII** - Pre-employ's primary production system is certified as compliant with some of the most rigorous, industry-accepted security, privacy and reliability standards. Our production platform is certified and audited to standards as a service provider with the ISO/IEC 27001:2005 standard (including ISO 27001, SAS 70 Type II (now SSAE No.16), SysTrust, and EU-US and Swiss-US Safe Harbor Frameworks).

Pre-employ is continually investing in and developing the most cutting-edge technology available in our industry, enabling us to provide the world's most secure and flexible online platform in the background screening industry. Pre-employ is proud to report that in our 20+ years in business, we have never suffered a security breach. Our standard uptime is 99.7% (only down for scheduled maintenance), assuring our ability to maintain our client's confidentiality. Pre-employ monitors and collects turnaround time data in real-time to ensure that we are providing consistent results within our stringent time limits.

Pre-employ finds record-keeping to be one of the most crucial components in the background and drug screening process for our clients. Data is available to the State of West Virginia online for 90 days and is available upon request from client services representatives when the desired data is older than 90 days. The storage of data files is dependent upon the source and purpose of collection. Pre-employ complies with federal and state regulations (California SB1386 and California Civil Code Sections 1798.29 and 1798.82 to 1798.84 guidelines), governing privacy and security. We adhere to industry standards for storage and archiving. This includes the collection of the minimum amount of personal information necessary to accomplish the business purpose, and retention only for the minimum time necessary, or as agreed upon.

**Cost of Services** – Pre-employ offers competitive pricing on drug and alcohol screening services. We can create multiple accounts to ensure separation of data, and will only grant access to the end-users that the State of West Virginia authorizes.

**Ease of Use** - Pre-employ understands that the State of West Virginia is requesting a complete turn-key drug and alcohol screening solution that will transition smoothly to Pre-employ. Pre-employ can offer the direct interface with any ATS, as well as all the services that the State of West Virginia is requesting. Pre-employ can also offer a Client Portal that can handle an unlimited number of users without interruption. The State of West Virginia will also be receiving their very own Account Management Team that will notify End-Users via email when the screenings are complete.

## **In Conclusion**

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Pre-employ would like to thank the State of West Virginia for the opportunity to participate in your request for proposal. As the nation's leader in providing drug and alcohol screening services, we look forward to partnering with the State of West Virginia and establishing a long-lasting relationship.

## Attachments

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ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: CRFQ 0511 BCF170000005

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:  
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Pre-employ.com  
Company

[Signature]  
Authorized Signature

5-25-17  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/28/2015

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

|   |  |
|---|--|
| <b>PRODUCER</b><br>Clinton Polley Insurance Group, Inc.<br>12150 Tributary Point Dr #200<br>Gold River CA 95670 | <b>CONTACT NAME:</b><br>PHONE (A/C No, Ext): 916-984-3000      FAX (A/C, No): 916-984-3100<br>E-MAIL ADDRESS: certificates@clintonpolley.com   |
| <b>INSURER(S) AFFORDING COVERAGE</b>  |  |
| <b>INSURED</b><br>Pre-Employ.com, Inc.<br>PO Box 491570<br>Redding CA 96049                                     | INSURER A : Hartford Casualty Ins Co      NAIC # 22357<br>INSURER B : Security National Ins Company<br>INSURER C : Landmark American Insurance Co<br>INSURER D :<br>INSURER E :<br>INSURER F : |

**COVERAGES**

**CERTIFICATE NUMBER: 54465920**

**REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | 57UUNKM0165   | 10/30/2015              | 10/30/2016              | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000<br>MED EXP (Any one person) \$10,000<br>PERSONAL & ADV INJURY \$Excl<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COM/OP AGG \$2,000,000<br>\$ |
| A        | <input type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS                           |           |          | 57UUNKM0165   | 10/30/2015              | 10/30/2016              | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$5,000   |           |          | 57RHUJO9722   | 10/30/2015              | 10/30/2016              | EACH OCCURRENCE \$10,000,000<br>AGGREGATE \$10,000,000<br>\$  |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      | SWC1065177    | 1/1/2015                | 1/1/2016                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$1,000,000<br>E.L. DISEASE - POLICY LIMIT \$1,000,000                              |
| C        | Professional Liability  |           |          | LCY827910     | 10/30/2015              | 10/30/2016              | \$1,000,000<br>\$3,000,000      Ea Claim Aggregate  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br><br>Robert V. Mather<br>2301 Balls Ferry Rd.<br>Anderson CA 96007 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--|--|

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ 0511 BCF1700000005**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

06/06/17 09:44:36  
MIJ Purchasing Division

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

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Pre-employ.com

Company



Authorized Signature

6/2/17

Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.