

Purchase Order



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

PURCHASE ORDER NO:
 HRDEV11

PAGE
 1

BLANKET RELEASE
 00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

AGENCY COPY

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

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

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/04/2012		NET 30		550778747			
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
000	12/31/2012	EA	961-20-00-100		.00000		
HUMAN RESOURCE DEVELOPMENT							
BLANKET OPEN-END STATEWIDE CONTRACT							
THE VENDOR, EPIPHANY CONSULTING LLC, AGREES TO ENTER INTO AN OPEN-END STATEWIDE CONTRACT TO PROVIDE INTERNET BASED HUMAN RESOURCE RELATED PERSONNEL ASSESSMENT TOOLS AND RELATED SERVICES FOR MANAGERS WITH VARIOUS STATE AGENCIES PER THE SPECIFICATIONS, TERMS & CONDITIONS, BID REQUIREMENTS, AND THE VENDORS BID DATED 12/19/2011 INCORPORATED HEREIN BY REFERENCE AND MADE A PART OF HERE OF.							
ATTACHMENT - HRDEV11 - COST SHEET (S)							
EXHIBIT 3							
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON JANUARY 1, 2012 AND EXTENDS FOR A PERIOD OF ONE							
						PURCHASING DIVISION CERTIFIED ENCUMBERED JAN 18 2012 <i>Beverly Toler</i>	
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input checked="" type="checkbox"/> <i>1/4/2012</i>						OPEN END	
APPROVED FOR ONE FISCAL YEAR <i>Dwayne Wayfield</i>						TOTAL	

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY *Shelley Munday*
 PURCHASING DIVISION AUTHORIZED SIGNATURE

GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:
{a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.

Purchase Order



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

PURCHASE ORDER NO.
 HRDEV11

PAGE
 2

BLANKET RELEASE
 00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

NOTICE

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

VENDOR

*201144332 304-556-4839
 EPIPHANY CONSULTING LLC
 PO BOX 9296

 SOUTH CHARLESTON WV 25309

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/04/2012		NET 30		550778747			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
	(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. 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. 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. CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN. OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY						
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE

Purchase Order



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

PURCHASE ORDER NO.
 HRDEV11

PAGE
 3

BLANKET RELEASE
 00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

REQUISITION

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

VENDOR

*201144332 304-556-4839
 EPIPHANY CONSULTING LLC
 PO BOX 9296

 SOUTH CHARLESTON WV 25309

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/04/2012		NET 30		550778747			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
<p>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 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>							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL



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

Purchase Order

PURCHASE ORDER NO.
 HRDEV11

PAGE
 4

BLANKET RELEASE
 00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

INVOICE TO

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

VENDOR

*201144332 304-556-4839
 EPIPHANY CONSULTING LLC
 PO BOX 9296

 SOUTH CHARLESTON WV 25309

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/04/2012		NET 30		550778747			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
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.							
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

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
Set up Fee	\$1,000.00	\$750.00	\$500.00
Monthly Fee 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



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

INSTANT DATABASE SERVICES

National (Nationwide Criminal)

\$ 12.50

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.

*Average turnaround time: Instant

National with Alias (National with SSN Trace and Alias)

\$ 17.50

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.

*Average turnaround time: Instant

State (Statewide Criminal)

\$ 10.00

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.

*Average turnaround time: Instant

State with Alias (Statewide Criminal with Alias)

\$ 12.50

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.

*Average turnaround time: Instant

SOR (Sex Offender Registry)

\$ 6.00

With Sex Offender Registry search you will get information from 49 states (plus Washington, D.C.), Guam, and Puerto Rico all with photos.

*Average turnaround time: Instant



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

Watch List (Global Criminal)

\$ 6.00

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.

*Average turnaround time: Instant

SSN (Social Security Trace)

\$ 5.00

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.

*Average turnaround time: Instant

OIG LEIE Database (Medical Exclusion List)

\$ 6.00

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.

*Average turnaround time: Instant

OIG Plus

\$ 7.00

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 & Retired Registrant List, TriCare Sanction List, and PHS Administrative Actions Listing.

*Average turnaround time: Instant

OIG Plus One State License Search

\$ 9.00

In addition to the OIG Plus, a search is performed for disciplinary-action and sanction listings available within the selected state.

*Average turnaround time: Instant



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

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



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

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



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

Statewide – MO – STATE POLICE \$ 35.00

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.

*Average turnaround time: 24 hours or less

Statewide – NY – AOC \$ 79.00

This search is conducted through the New York Administrative Office of the Courts. Felonies, misdemeanors, violations, infractions in all NY counties are included.

*Average turnaround time: 24 hours or less

Statewide – NC – AOC \$ 12.00

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.

*Average turnaround time: 24 hours or less

Statewide – OK – OSBI \$ 35.00

A search conducted through the Oklahoma Bureau of Investigation. Includes all felony and misdemeanor convictions reported to the state repository by all OK counties.

*Average turnaround time: 1-3 business days

Statewide – OR – AOC \$ 30.00

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.

*Average turnaround time: 24 hours or less

Statewide – SC – SLED \$ 35.00

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.

*Average turnaround time: 24 hours or less



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

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



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

CIVIL RECORD SERVICES

County Civil – Upper Court (County Civil - Upper) \$ 19.00

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.

Plus Fees

*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

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.

Plus Fees

*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



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

Motor Vehicle Records (MVR) \$ 13.00

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.

Plus Fees

*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

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.

Plus Fees

*Average turnaround time: 1-3 business days

**3rd party fees are applied and may be billed separately

Verification – Employment \$ 12.00

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.

Plus Fees

* 3rd party fees are applied and may be billed separately

Verification – Professional License Verification \$ 12.00

We'll verify licenses held licensure status, expiration date and other information as provided by the licensing agency.

Plus Fees

*Average turnaround time: 1-3 business days

**3rd party fees are applied and may be billed separately

Verification – Personal/Professional Reference \$ 16.00

Our specialist are trained verify all information submitted as well as ask pertinent questions to identify any hidden issues.

Plus Fees

*Average turnaround time: 1-3 business days

**3rd party fees are applied and may be billed separately



ClearStar Logistics Service Descriptions and Pricing for Profiles International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

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

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.

*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.



ClearStar Logistics Service Descriptions and Pricing for Profiles-International
Services and Pricing Effective April 1, 2010

All ClearStar Logistics, Inc. pricing, additional fees, service offerings, and service availability are subject to change without notice. Client is responsible for all associated fees and will be invoiced when incurred by any service.

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

Cummings, Alan W

From: Kathi Richards [kathi@echmt.com]
Sent: Wednesday, January 04, 2012 10:51 AM
To: Cummings, Alan W
Cc: 'Kathleen Walker'
Subject: HRDEV11

Alan,

This is to clarify page nine of our RFQ per diem pricing of \$125.00 is to cover lodging, not travel.
Hope this clarifies any confusion.

Thank you,
Kathi

Epiphany Consulting
South Charleston, WV 25309
304-556-4839
304-541-8711 cell
www.echmt.com

