



# Statewide Contract Information Sheet

Statewide Contract Number	90801	NIGP Code	96130,94636
Name of Contract	Background Investigative Reports		
Effective Date	March 1, 2012	Expiration Date	February 28, 2014
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Contract Information for Supplier			Page Number
<a href="#">Rodger Rehorn</a> <a href="#">770-760-1866</a> <a href="mailto:rrehorn@rehorngroup.com">rrehorn@rehorngroup.com</a>			2
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# Supplier Information Sheet

Contract Information	
Statewide Contract Number	90801
PeopleSoft Supplier Number	0000451010
Supplier Name & Address	
<p>Database Systems International, Inc.  3525 Highway 138 S.W.  Stockbridge, Georgia 30281  <a href="http://www.hrtrucheck.com">www.hrtrucheck.com</a>  TIN: 582228380</p>	
Contract Administrator	
<p>Rodger Rehorn  <a href="mailto:rrehorn@rehorngroup.com">rrehorn@rehorngroup.com</a>  770-760-1866</p>	
Contact Details	
Ordering Information	Orders to be entered online. APO/CUPO to define security access in setup process.
Remitting Information	1. Purchasing Card 2. Payments to be mailed to <b>3525 Highway 138 SW,  Stockbridge, GA30281</b>
Delivery Days	Orders provided within timeframes specified online (Normally within 48 hours)
Discounts	Based on cumulative usage to be monitored by SPD
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Supplier will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.



# Item Schedule

## STATE OF GEORGIA PRICING FOR BACKGROUND INVESTIGATIVE REPORTS

<u>SERVICE PROVIDED</u>	<u>COST</u>	<u>TYPE</u>
EMPLOYMENT VERIFICATION	\$6.00	PER APPLICANT/PER EMPLOYER
EDUCATION VERIFICATION	\$6.00	PER APPLICANT/PER INSTITUTION
FEDERAL DISTRICT CRIMINAL RECORD SEARCH	\$5.00	PER APPLICANT/PER SEARCH/PER NAME
NATIONAL CRIMINAL RECORD SEARCH	\$4.00	PER APPLICANT/PER SEARCH/PER NAME
STATE CRIMINAL RECORD SEARCH	\$5.00	PER APPLICANT/PER SEARCH/PER NAME
COUNTY CRIMINAL RECORD SEARCH	\$5.00	PER APPLICANT/PER SEARCH/PER NAME
MOTOR VEHICLE RECORD (MVR) SEARCH	\$1.00	PER DL#/PER STATE
CITIZENSHIP RIGHT TO WORK (I-9)	\$5.00	PER APPLICANT/PER SEARCH
SEXUAL PREDATOR SEARCH (NATIONWIDE)	\$2.50	PER APPLICANT/PER SEARCH
CREDIT REPORT	\$2.50	PER APPLICANT/PER BUREAU
PROFESSIONAL LICENSURE/CERTIFICATION	\$5.00	PER APPLICANT/PER LICENSE or CERTIFICATION
SOCIAL SECURITY TRACE/VERIFICATION	\$1.00	PER APPLICANT/PER SEARCH
ADDRESS HISTORY	\$3.50	PER APPLICANT/PER SEARCH
PERSONAL/PROFESSIONAL REFERENCES	\$7.50	PER APPLICANT/PER REFERENCE

*All prices exclude out of pocket expenses such as registry fees, school transcripts, court fees, state fees, 900# fees to verify employment or education and any applicable taxes. DSI relies on 3rd party resources and the information is based on agency request.*



As part of DSI's contract with Cogent (<http://www.ga.cogentid.com/index.htm>), Database Systems International purchased a mobile finger printing unit to accommodate customers who may have numerous employees/applicants needing finger printing. This service is provided anywhere in the state.

The cost for in-house and/or mobile finger printing via Cogent is set by the Legislators. Under the Cogent contract, DSI is allowed to charge various fees to travel to a customer's location, set-up and perform this service. DSI fees varies depended on the travel and the number of finger printings. These fees are paid directly to DSI. DSI Fees are as follow;

\$50 Per-Hour with a 3 Hour minimum.  
\$00.55 per-mile

Plesae use one of Cogent's local sites with a few to be finger printed.  
([http://www.ga.cogentid.com/GA\\_regions\\_html/GA\\_Regions\\_Main.htm](http://www.ga.cogentid.com/GA_regions_html/GA_Regions_Main.htm))



## Georgia Price List

Search Name	Search Description	DSI Fee	3rd Party Fee
Employment Verification (Per Applicant/Per Employer)	DSI will verify current or previous employment including job titles and dates of employment. An employment confirmation verifies information on resume and/or application, and is an indicator of trustworthiness of the applicant. 24-48 hour turnaround. Turn around time may vary depending on response time from previous employer. If an outsourcing company is used it is an instant turnaround	\$6.00	13.30*
Motor Vehicle Record (MVR) Search (Per DL#/Per State)	Driving records show individuals who are habitually irresponsible in their driving habits. Driving records contain violations such as driving under the influence, driving on a suspended or revoked license, and reckless driving. Most states have instant access to driving records. . Instant search less than 24 hour turnaround time	\$1.00	SEE BELOW *
		AL	\$7.80



## Georgia Price List

Search Name	Search Description	DSI Fee	3rd Party Fee
		AK	\$10.80
		AZ	\$5.05
		AR	\$9.30
		CA	\$2.80
		CO	\$3.00
		CT	\$15.80
		DE	\$15.80
		DC	\$13.80
		FL	\$3.95
		GA	\$8.80
		HI	\$10.80
		ID	\$6.80
		IN	\$8.30
		IA	\$9.30
		KS	\$7.30
		KY	\$5.80
		LA	\$6.80
		ME	\$7.80
		MD	\$9.80
		MA	\$6.80
		MI	\$7.80
		MN	\$5.80
		MS	\$11.80
		MO	\$6.60
		MT	\$8.05
		NE	\$3.80
		NV	\$7.80
		NH	\$8.80
		NJ	\$10.80
		NM	\$3.30
		NY	\$7.80
		NC	\$8.80
		ND	\$3.80
		OH	\$5.80
		OK	\$13.30
		OR	\$3.80
		PA	\$5.80



## Georgia Price List

Search Name	Search Description	DSI Fee	3rd Party Fee
		RI	\$20.30
		SC	\$8.05
		SD	\$5.80
		TN	\$7.80
		TX	\$7.30
		UT	\$9.30
		VT	\$14.80
		VA	\$7.30
		WA	\$10.80
		WV	\$8.80
		WI	\$5.80
		WY	\$3.80
County Criminal Record Search (Per Applicant/Per Search/Per Name)	The County Search is the most accurate search. It will include arrests, convictions and dispositions.	\$5.00	\$7.00*
State Criminal Record Search (Per Applicant/Per Search/Per Name)	Includes Counties in the following States: AL,AK,AZ,CO,GA,HI,IA,KY,MD,MI,MN,MO,NM,NY,OK,PA,RI,TN,TX,WA,WI. This is the most comprehensive search. For all other States a Per County Search is recommended.	\$5.00	SEE BELOW *
		AL	\$10.00
		CO	\$7.00
		GA	\$3.00
		KY	\$15.00
		NY	\$55.00
		PA	\$5.00
		TN	\$29.00
		TX	\$5.00
Citizenship Right To Work (I-9) (Per Applicant/Per Search)	DSI is registered as a designated agent for the Department of Homeland Security "Basic Pilot Program". After a hiring decision is made, this program allows approved employers to submit I9 information to determine the work eligibility of all new employees. DSI will store all information in our secured database system	\$5.00	\$0.00



## Georgia Price List

Search Name	Search Description	DSI Fee	3rd Party Fee
Sexual Predator Search (Nationwide) (Per Applicant/Per Search)	This is a search of statewide databases of registered sexual offenders. . Instant search less than 24 hour turnaround time	\$2.50	\$0.00
Credit Report (Per Applicant/Per Bureau)	Credit reports are provided by TransUnion. The report list all past dues accounts, collections, bankruptcies, Public records, History of Negative trades and occurrences, number of trades, revolving accounts and mortgages. Credit histories show levels of responsibility and character that may require placement of such individuals in sensitive positions. Credit histories may also provide information regarding employment, true identity and residency. Instant search less than 24 hour turnaround time	\$2.50	\$0.00
Professional License/Certification (Per Applicant/Per License or Certification)	DSI will verify professional licenses. This will ensure that the applicant has earned the certifications that they claim. This may include medical, technical and computer industries. 24-48 hours turnaround time	\$5.00	\$0.00
Social Security Trace/Verification (Per Applicant/Per Search)	DSI can provide a Social Security Trace to verify the identity and addresses of an applicant. This information is obtained based on credit transactions. The Social Security trace can provide the year the SSN was issued, any alias names, and previous addresses. Instant search less than 24 hour turnaround time	\$1.00	\$0.00
Address History (Per Applicant/Per Search)	DSI will verify previous addresses as well as addresses that were not reported by the Applicant	\$3.50	\$0.00
Personal/Professional References (Per Applicant/Per Reference)	Personal references can measure the reliability, responsibility and the integrity of a person. DSI will report information in an unbiased manner. Turn around time may vary depending on response time from references	\$7.50	\$0.00



## Georgia Price List

Search Name	Search Description	DSI Fee	3rd Party Fee
National Criminal Record Search (Per Applicant/Per Search/Per Name)	This search is not as comprehensive as the per State search. It provides a very broad scope of Criminal records and does not necessarily pick up all County records. This search covers all but LA, DE and MA so for these States a County Search is recommended.	\$4.00	\$0.00
Education Verification (Per Applicant/Per Institution)	DSI will verify the highest level of Education including dates of graduation and level of diploma. Turn around time may vary depending on response time from the institution. If an outsourcing company is used it is an instant turnaround	\$6.00	\$5.00*
Federal District Criminal Record Search (Per Applicant/Per Search/Per Name)	Federal criminal records search directly accesses the Federal crime repository to identify criminal convictions at the Federal level. Federal criminal charges are usually for more serious offenses and can include but is not limited to, securities and tax law violations, immigration and weapons violations, interstate drug crimes, terrorism, civil rights violations, crimes on federal property and violations of federal laws.	\$5.00	\$0.00
Electronic Fingerprinting	Fingerprinting Services using the COGENT System.	State Pricing per GAPS/ Cogent	\$12.90 - \$32.15





# Ordering Instructions

## New Users: What to do First

You must have an account to login to [my.HRTruCheck.com](http://my.HRTruCheck.com).

*If you do not have a login yet here are the steps below to get you started.*

1. **Download & Print** the following two forms: [Point of Contact Form](#) & [End User Authorization Form](#)
2. Complete both forms and have the **APO/UPO** sign them
3. **Fax the Signed** Point of Contact and End User forms to DSI at 770-760-1878 or email to [sales@dsiinc.net](mailto:sales@dsiinc.net)
4. Once the two documents are received and verified by DSI, we will create your secure login
5. You will receive an email with your login information so that you can access [my.HRTruCheck.com](http://my.HRTruCheck.com)
6. [Click Here](#) to download a slide show on how to login and get started using [my.HRTruCheck.com](http://my.HRTruCheck.com)



# **Renewals/Extensions/Changes**

**SWC 90801**

**Background Investigative Reports**

**Initial Effective Date: March 12, 2009**

**Expiration Date: March 1, 2010**

**1. Amendment #1:**

**This amendment is for pricing modification**

**a. Effective Date of this Change: June 24, 2009**

**2. Amendment #2:**

**This amendment is for International Background Check Pricing**

**b. Effective Date of this Change: October 19, 2009**

**2. Renewal #1**

**a. Effective Date of this Change Notice: March 1, 2010**

**b. Initial Effective Date of this Contract: March 12, 2009**

**c. Expiration Date: February 28, 2011**

**This contract has been renewed for an additional year at the same prices, terms and conditions with the same vendor. The cover page of this contract has been updated to reflect the new expiration date. This was the first of four (4) renewals.**

**3. Renewal #2**

**March 1, 2011 – February 29, 2012**

**4. Renewal #3**

**March 1, 2012 – February 28, 2013**

**5. Renewal #4**

**March 1, 2013 - February 28, 2014**



## DOAS Contact Information

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**Note:** For product and ordering information see Supplier Information Sheet and <http://www.hrtrucheck.com/resources/state-of-georgia/>