



Request for Proposal Response

For background screening services RFP #R10-1119

Prepared for:

Region 10 and Equalis Group GPO

Prepared by:

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July 1, 2021

Dear Region 10 and Equalis Group RFP Evaluation Team,

Thank you for the opportunity to earn your business. We are excited about the possibility of working with Region 10 and Equalis Group. HireRight recognizes that you need a background screening partner that understands what is required for hiring within the public sector environment through your GPO, and we are committed to partnering with you to create a background screening program that meets your needs, and those of your members, today as well as in the future.

In addition, HireRight is the leader in providing pre-employment background and drug screening services to the education marketplace. Because the education marketplace is a very strategic market for HireRight and we already have a large installed client base, we are an outstanding fit for Region 10 and Equalis Group. We understand the needs of the education industry and your public sector clients; and know that the key concerns are fast turnaround times, protecting sensitive personal data and making the most informed hiring decisions possible. Our technology delivers background screening services with an emphasis on security, automation and cost efficiency. Aside from the intrinsic benefits received from partnering with the industry leader in providing solutions to your clients, working with HireRight for Region 10 and Equalis Group to provide pre-negotiated pricing for your member institutions, the direct price for background screening services becomes less costly for all institutions through your GPO.

Following is a brief summary of how HireRight is prepared to meet the specific requirements of Region 10 and Equalis Group, while creating a positive first impression for your candidates:

- **Superior Candidate Experience.** HireRight's Applicant Center—available in 25 languages and dialects—enables your candidates to create their own profile with HireRight, access their screening information in real time, view important messages regarding their employment applications or background verifications, and upload required documents. We have designed Applicant Center for a completely mobile experience. Candidates are able to complete all tasks on either a desktop or any mobile device of their choosing and have access to candidate resources such as videos, our chat function, and FAQs. In addition, **Applicant Center is ADA Chapter 5, Addendum Title II and WCAG 2.1 AA, as well as WCAG 2.1AAA compliant.** Applicant Center provides candidates with greater transparency through our patented turnaround prediction technology and the ability to access their screening information in real time, allowing them to view important messages regarding their employment applications or background verifications and upload required documents. Should Region 10 and Equalis Group members' candidates have any questions, our Candidate Customer Service Team focuses solely on all candidate-related support and is available 7 days a week via phone, email or live chat. Ultimately, HireRight's solutions, processes and support create an environment where candidates are provided with the proper resources and information needed to complete their pre-employment screening process with ease.
- **Single Source Provider.** By selecting HireRight, human resources professionals worldwide gain the peace of mind associated with partnering with the industry leader and enjoy the convenience of working with a single screening service provider. We offer a comprehensive set of background screening services including criminal, motor vehicle and other public records searches, employment, education and professional license verifications, drug and health screening and I-9 services. We provide a wide range of products and services in approximately 200 countries worldwide.
- **Commitment to Innovation and Configurability for your GPO.** Since our inception, HireRight has stood out in the background screening industry based on our history of innovation. We look at the market for trends and emerging industry needs and present solutions to meet those needs. As proof of

our originality in innovation, various aspects of our technology have been patented, including our integration technology. Recent improvements include our next-generation Applicant Center, built for a completely mobile experience. We will continue this history of innovation with the intention of continually improving the efficiency, thoroughness, usefulness and timeliness of the information we provide to our clients through process and technology enhancements. Our web-based solution is designed for configurability and flexibility and enables Region 10 and Equalis Group to configure your GPO account for your members and user levels, user interface, flags, flexible reference fields and much more. Your organization can create an account structure for your members and they can determine permission levels for individual users of the pre-employment screening offering, including: services a user can order, whether a user can view results, access to international ordering and more.

- **Superior Customer Service.** Our goal is to exceed our customers' expectations by delivering superb customer service at all times. You will be offered a variety of avenues for servicing your account, including our Account Management team dedicated to quickly responding to your questions regardless of the issue; Customer Service Specialists available 24/5 via phone, live chat and email; and access to the industry's only self-governed User Group. In addition, HireRight uses a third-party firm to conduct customer satisfaction surveys to ensure that we are achieving these goals. HireRight responds to customer and candidate issues with the same speed that sets us apart in the background verification area.
- **Emphasis on Quality.** HireRight has extremely detailed policies and procedures in place that cover both external vendor relationships and internal staff. For example, we test our field-based and online researchers with known hits on a random basis each day; we utilize extensive performance tracking across all functions of our organization, and benchmark our performance to external measures wherever possible; we utilize audits extensively across many areas of our business, including security audits of our systems by outside experts; and we track all data accuracy errors that are revealed. Immediate action is taken if an error is found. ***Our dedication to quality provides us with a verified rate for employment and education checks at 94%.***

At HireRight, we pride ourselves on our advanced technology and our consultative approach to working with our clients. We listen and respond to our client's specific needs and requirements. Our standing in the industry as a leader and innovator gives HireRight the unrivalled ability to provide you with the best possible screening program and solutions.

Your main point of contact for clarifications or additional information regarding this proposal is Rob Klott, GPO Alliance Manager. Contact information is as follows:

Rob Klott, GPO Alliance Manager
Phone: (224) 634-8232 [m] | E-mail: rob.klott@hireright.com

If you have any additional questions, including negotiation questions, please contact me directly. I look forward to the prospect of developing a mutually beneficial partnership to facilitate a safe, productive and compliant workplace for Region 10 and Equalis Group.



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HireRight Response to Region 10 and Equalis Group RFP

PROPOSAL PRICING

PROPOSAL FORM 1: ATTACHMENT B – PRICING

Pricing should be entered in the attachment B Excel form provided in this RFP packet. Please reference Section 1, Part B, Instructions to Proposers, for more information on how to complete pricing.

Please find our HireRight Response to the Equalis Group RFP Pricing Matrix attached separately in **Attachment B – HireRight Price List for ESC10 Equalis GPO RFP Pricing**.

PERFORMANCE CAPABILITY

PROPOSAL FORM 2: QUESTIONNAIRE Company profile

1. What is your company's official registered name?

HireRight, LLC

2. Provide a link to your company's website.

www.hireright.com

3. What is/are your corporate office location(s)?

HireRight, LLC Headquarters Address: 100 Centerview Drive, Suite 300, Nashville, TN 37214

The HireRight group of companies has 18 locations in 13 countries. Headquartered in Nashville, Tennessee, we have additional offices in North America in Irvine, CA; Chapin, South Carolina; Dallas, Texas; Tulsa, Oklahoma; Toronto, Ontario, Canada; and Mexico City, Mexico. In EMEA we have offices in London, England; Tallinn, Estonia; Katowice, Poland; and Dubai, United Arab Emirates. And in APAC we have offices in Hong Kong; Mumbai, India; Bengaluru, India; Pasig City, Philippines; Singapore; Newcastle, Australia; and Tokyo, Japan.

4. Please provide a brief history of your company, including the year it was established.

HireRight is the premier global background screening and workforce solutions provider. We bring clarity and confidence to vetting and hiring decisions through integrated, tailored solutions, driving a higher standard of accuracy in everything we do. Combining in-house talent, personalized services, and proprietary technology, we ensure the best candidate experience possible. PBSA (formerly NAPBS) accredited and headquartered in Nashville, TN, we offer expertise from our regional centers across 200 countries and territories in the Americas, Europe, Asia, and the Middle East. Our commitment to get it right every time, everywhere, makes us the trusted partner of businesses and organizations worldwide.

Our mission at HireRight
is: Get it right every time,
everywhere.

Founded in 1966, HireRight has led the screening industry for 55 years, offering our customers a unique blend of distinctive screening solutions recognized for innovation, deep expertise and award-winning service. Today, HireRight delivers fast, accurate information to more than 55,000 organizations, including nearly one-third of the Fortune 500. We have transformed the hiring process through the development of pre-integrated employment screening solutions with industry leaders such as Oracle (Taleo), Workday, IBM (Kenexa), and many more. To help meet the needs of employers around the globe, we operate leveraging the talents of approximately 2,500 employees across 18 locations in 13 countries. Over the last year, HireRight conducted background and drug screens on more than 20 million people, with more than 75 million transactions executed.

5. Who is your competition in the marketplace?

At HireRight, we believe we are the best in the industry. Our goal is to help Region 10 and Equalis Group create the most effective screening model for your GPO and member organizations with the greatest program return on investment. As such, we commit to providing you with better solutions, greater efficiency and faster results than any other screening provider. We share the market with a variety of companies including First Advantage, Sterling and Cision aka (Precheck). Of these companies, HireRight is the only one that is 100% dedicated to background screening. We stand by our commitment to Region 10 and Equalis Group and hope that you will give us the opportunity to show you how our commitment translates into your overall program return on investment.

6. What was your annual sales volume over last three (3) years?

As a privately owned company, HireRight does not disclose detailed financial information. We are pleased to provide summary financial information (pro-forma revenue only) upon completion of a mutual Non-Disclosure Agreement (NDA).

7. What are your overall public sector sales, excluding Federal Government, for last three (3) years?

As a privately owned company, HireRight does not disclose detailed financial information. We are pleased to provide summary financial information (pro-forma revenue only) upon completion of a mutual Non-Disclosure Agreement (NDA).

HireRight provides services to companies in a wide variety of industries, including public sector organizations.

8. What is your strategy to increase market share in the public sector?

HireRight's primary focus is to deliver employment screening solutions that provide an unrivaled customer experience and outstanding customer satisfaction for our clients in the public sector and related industries. We understand that we serve as an extension of our customers' employment efforts and strive to partner with our clients to deliver value through innovative solutions, fast and high quality information, as well as excellent customer support, including marketing and promotional initiatives to help our GPO clients grow their offerings to their members.

We understand the needs of the public sector market and know that the key concerns are fast turnaround times, streamlined processes, protecting sensitive personal information and complying with all relevant regulations to make the most informed hiring decisions possible.

HireRight has bolstered our presence across product lines and can now offer additional innovative solutions to our customers. As we expand our platform, customer service will continue to be our competitive differentiator. We look forward to using our increased scale to deepen our relationships with customers and we absolutely remain dedicated to providing the highest quality of service in the industry.

Over the long term, we intend to leverage our foundation of innovative thinking, technology prowess, process excellence and customer-focused orientation to deliver even more value to our growing customer base. In addition, we plan to continue to leverage our scale to reinvest in innovation and capabilities to better serve customer needs around the globe.

More specifically, we are currently focusing on solution enhancement efforts in the following key areas:

- Continue to extend our differentiated capabilities in terms of delivering best-in-class transactional speed, quality, efficiency, and solution flexibility
- Deliver outstanding user experience for all users of our solutions, including recruiters, administrators, security manager, applicants and hiring managers
- Continuously improve our core services in the areas of criminal, verifications and drug screening services, adding new products as needs and opportunities arise and enhancing the value of existing offerings
- Continue to grow and enhance our industry-leading integrated solutions
- Extend and deepen our screening coverage depth and capability with new information options and enhanced global capabilities
- Ensure the very best deployment of compliance, information security and data protection practices and solutions

In refining and executing on our strategy, we will continue to rely heavily on our customers to influence and help drive our strategic direction and innovation. We will do so through many formal programs such as our customer user group, customer advisory council, customer satisfaction surveys and customer “day in the life” visits, as well as through many informal interactions with our customers.

9. What differentiates your company from competitors in the public sector?

We truly believe that we offer Region 10 and Equalis Group a better overall solution that leverages technology and creates value for your organization. We believe our standing against our competitors is superior, based on our core focus of providing end-to-end employment screening services using the highest level of technology and automation possible. Following is a brief summary of how HireRight is prepared to meet and exceed Region 10 and Equalis Group’s specific needs:

Technology Expertise. Since our inception, HireRight has stood out in the background screening industry based on our history of innovation and focus on driving change in the industry through innovation. We look at the market for trends and emerging industry needs and present solutions to meet those needs, including:

- **HireRight Global.** HireRight has created the industry’s first truly global background screening resource —HireRight Global, enabling Region 10 and Equalis Group to easily screen your candidates on a single, consistent solution, tailored to reflect local employment laws, cultures and languages. HireRight Global brings all of your screening tasks and tools together in one location and includes tabbed working environments, roll-over summaries, flexible navigation and icons, notifications to help users prioritize, integrated customer support, and much more. HireRight Global provides our users innovative tools using Web 2.0 technologies that are designed to manage the complex screening needs of large organizations, or those with many sub-sets of members or business units, with fewer clicks and the greatest time efficiency. HireRight Global goes above and beyond the standard disparate screening applications to provide recruiters with a streamlined process that facilitates collaboration and communication across organizations globally.

- **Mobile First Solutions.** HireRight's award-winning Applicant Center is a user-friendly and mobile-first web application that empowers candidates to submit information, manage their account and track the status of their background screen. Applicant Center uses a responsible web design, enabling candidates to conduct the entire screening process on any mobile device and at any location with Internet access. We also offer text message alerts for candidates.
- **Industry Leading Integration Expertise.** HireRight has the most experience with systems integration in the industry and we consider our integration capability to be a core competency. *We have implemented more than 8,000 integrated screening solutions for our customers*—far more than any other company in our industry.
- **TAT Prediction Technology.** HireRight's proprietary turnaround time prediction technology provides customers with further visibility into the status of your candidates' background screen, proactively answering the most frequently asked candidate question: "How long will my background screen take to process?" Our TAT prediction technology is configurable, and features can be turned on or off according to your needs.
- **Change Tracker.** This innovative feature detects when a candidate edits any information that originally pre-populated from an ATS integration to HireRight on the online background form, allowing customers to determine whether these changes are significant in the hiring process. The Change Tracker feature will generate an automatic email to the requestor whenever the candidate edits any information. Additionally, it will create a Change Tracker report that is appended to the detailed background report, showing side-by-side the information received from the ATS next to the information provided by the candidate before the background check was submitted.

Superior Customer Support. HireRight has a uniquely customer-centric environment. We offer Region 10 and Equalis Group and its members the most complete customer support system available in the industry in addition to an environment that welcomes customer feedback. We firmly believe that to ensure customer satisfaction and develop relevant products and services that address customer needs, we need to work in a highly collaborative fashion with our customers. To that end, we offer:

- Customer service available 7 days a week via phone, email and live chat for both users and applicants
- Approximately 80% first call resolution rate for customer service issues
- Designated Account Manager
- Customer Satisfaction Program
- Customer Advisory Board
- Online training tools

Superior User Experience. Our web-based software applications enable our customers to efficiently and effectively manage the complexities inherent in employment screening programs. Our solutions enhance our customers' execution of their screening programs by eliminating duplicative steps in the process, seamlessly integrating with our customers' recruiting software applications, utilizing an intuitive, user-friendly interface and providing consolidated reports.

- **Screening Manager.** For maximum program visibility and user efficiency, Screening Manager aggregates all relevant information into a single page and provides dynamic graphical and table-based summaries for important screening factors, including: screening history, alerts, open tasks, announcements and more. Leveraging Web 2.0 technologies, additional details and actions are delivered with a simple rollover.
- **Compliance Central.** Compliance Central aggregates important compliance intelligence and analysis on issues and regulation affecting employment screening in a central location on our Global solution. Features include: compliance news and content provided by Littler Mendelson, one of the country's

leading labor law firms; access to our fully searchable Compliance Document Library; Rich Site Summary (RSS) feeds available for subscription; and the ability to contact the law firm of Littler Mendelson for further information and guidance.

- **Real Time Notes and Email Notifications.** HireRight provides real time notes and email notifications to keep your users informed throughout the screening process. Our solution displays a “complete” or “in-progress” status message along with the percent completion noted, enabling users to quickly view the summary status of applicants at any time. We also offer more than two dozen optional email notifications including complete report notices and automated delay notices.
- **Candidate Contact.** HireRight will contact the candidate on your behalf to collect additional information to complete a background check. HireRight will partner with you to set up detailed customer guidelines that specify how and when to contact your candidates.
- **Consolidated Reports.** With HireRight, not only can you order drug tests and health services when requesting a background check on a given candidate, but results are provided in a single report.

Superior Candidate Experience. HireRight has tailored our solution to provide a superior candidate experience. We create a positive candidate experience by using automated solutions that simplify the screening process and protect your brand. Through dynamic form creation and an intelligent information submission process, HireRight Global provides candidates with a simple and intuitive experience, asking only for information required to complete the background check.

- **Applicant Center.** HireRight’s Applicant Center enables your candidates to create their own profile with HireRight, access their screening information in real time (optional), view important messages regarding their employment applications or background verifications, and upload required documents. We understand that many people complete their daily actions on their mobile devices and have designed Applicant Center for a complete mobile experience. Candidates are able to complete all tasks on either a desktop or any mobile device of their choosing and have access to candidate resources such as videos, our chat function, and FAQs. Applicant Center provides candidates with greater transparency through our patented turnaround prediction technology.
- **Applicant Survey.** HireRight conducts candidate surveys to monitor the candidate experience and gather information that we use to improve the overall candidate experience.
- **Informative Website for Candidates.** HireRight provides an informative website designed specifically for your candidates to help them through the background screening process: <http://www.hireright.com/background-check-faq/>
- **Candidate Customer Service.** HireRight offers a Candidate Customer Service Team that will function as a candidate concierge, managing complex issues and solely focusing on all candidate related support. We provide technical and customer support directly to your candidates 7 days a week via phone, email or live chat. Candidates can ask questions whenever there is confusion. Guidelines and directions are provided throughout our online form to ensure the candidates understand what is being asked of them.

Reduction in Program Administration. HireRight provides a range of tools and services to create a positive user experience for Region 10 and Equalis Group and your members, and to save all recruiters’ administrative time, including the following:

- **Simplified Ordering.** To reduce program administration, we offer simplified ordering on HireRight Global with the opportunity for the recruiter to enter the applicant’s name and email, and then offload the data entry process to the applicant via our Applicant Center. Note that multiple applicant invites can be sent at the same time. In addition, once our client implements an ATS provider, applicant information will automatically pass from the recruiting system into our background screening

application, reducing the time to order. Background and drug screens can be ordered at the same time, in a pre-configured package saving you time and coordination.

- **Consolidated Reports.** With HireRight, not only can you order drug tests and health services when requesting a background check on a given candidate, but results for an applicant can be consolidated onto one easy to read report, thereby eliminating the task of entering drug screen results in a spreadsheet. Combining pre-employment background checking with drug screening ultimately saves you time and money since the tasks of placing an order and reviewing the results of a candidate's background check and drug test can be performed together, in one place, at the same time.
- **Configurable Flex Fields for Invoicing and Management Reports.** HireRight offers a "Flex Field" functionality that allows accounts to be configured to include numerous data input fields that are named and defined by Region 10 and Equalis Group and individual members to help track any kind of data element for invoicing and reporting (e.g., cost center), eliminating manual and time-consuming spreadsheet processes. Unique identifiers can also flow to management reports so you can track turnaround time and compliance with your program.
- **Adjudication.** HireRight offers self-adjudication tools and adjudication services to help simplify our clients' decision making process for each background report. Our system memorializes adjudication status and date and time stamps results for easy tracking and reporting.

10. Diversity program - Do you currently have a diversity program or any diversity partners that you do business with?

☒ Yes
☐ No

HireRight has a Vendor Partner Participation Plan in place that includes participation goals for small and diverse businesses, agencies, and institutions.

a. If the answer is yes, do you plan to offer your program or partnership through Equalis Group?

☒ Yes
☐ No

11. Provide your safety record, safety rating, EMR and worker's compensation rate where available.

HireRight is committed to ensuring a safe and healthy environment for our employees. We have therefore developed specific policies and guidelines that address, in part, the following topics: office emergency preparedness, material storage, stress-related illness, reducing risk factors and preventing ergonomic disorders. We have a Drug and Alcohol-Free Workplace Policy, a Family Care and Medical Leave Policy, a Clean Air Policy, a Workplace Conduct Policy, and a Workplace Safety Policy. We encourage our employees to practice a variety of stress management techniques including taking vacations, seeking innovative approaches to goal attainment, and maintaining a positive perspective and approach toward life events. We offer our employees annual flu shots at no cost and regularly scheduled health fairs. Additionally, our employees receive discounts at 24 Hour Fitness.

Please note that HireRight provides software as a service and does not manufacture material goods.

PRICING/PRODUCTS/SERVICES OFFERED

- 12.** Please outline your products and services being offered, including the features and benefits and how they address the scope being requested herein. Please be specific; your answer to this question, along with products/services provided in your pricing file will be used to evaluate your offering.

Guide to Services

HireRight offers more than 150 distinct products and services and is continually expanding these offerings to meet our clients' needs. A variety of methods is used in order to collect the most accurate information in the fastest amount of time possible. All of the information HireRight provides is the most current available information and must pass our rigorous quality control standards. HireRight operates under strict compliance with the Fair Credit Reporting Act (FCRA). The following paragraphs provide summary information. We are pleased to provide additional detail upon request.

Core Services

Criminal Felony and Misdemeanor Search

HireRight provides 7-year, 10-year or unlimited/variable searches of criminal records by going directly to the source—county courthouses and state courts or agencies. The Variable Criminal search manages all of the state search and reporting rules to provide the most in-depth coverage available in each location that is searched. The timeframe searched will vary dependent on the state and the court. In general, HireRight will provide information as far back as is legally permissible. As a normal part of our search process, we use sources that provide results from multiple counties in a single search whenever available, including state law enforcement agencies, Administrative Offices of the Courts and similar state agencies. We automatically retrieve and investigate all records revealed by these sources. We will report all hits found that meet FCRA, state, customer and HireRight reporting guidelines. This helps ensure that Region 10 and Equalis Group members receives as much information as possible about your candidates, which in turn helps reduce hiring risks.

Federal Court Record Searches

HireRight offers 7-year, 10-year or variable Federal Court Record Searches and Federal National Court Record Searches. Federal Court Record Searches are conducted by district and nationwide to determine whether or not a party is or has been involved in federal litigation. Federal Court Record Searches locate federal criminal litigation dockets and records on an individual or a business name by searching federal districts for crimes that occurred on federal property and/or violate federal laws (such as tax evasion, fraud and embezzlement, mail and wire fraud, drug trafficking, immigration law violations, postal offenses and other offenses that are prosecuted federally).

Widescreen Plus

HireRight's Widescreen Plus is a perfected database search performed by accessing the largest aggregated U.S. criminal database available, covering all 50 states. This search includes hundreds of millions of records and increases daily as new records and counties are added by multiple providers. To help ensure that records returned by this database are accurate, current and complete (an FCRA requirement), HireRight automatically performs follow-up record searches at the applicable source courthouse(s). ***Only records that are validated by the original source are reported.***

Statewide Criminal Search

Statewide searches cast a wider net in states where a person has resided. Unlike a felony or misdemeanor

search that is performed at the court house, statewide searches are run through the state police department or through a database that provides records throughout the state. As such, requirements for Statewide Criminal Searches vary by state. HireRight will use the most up-to-date information available for this search. Available search depths are 7 and 10 years and variable. Statewide searches are not available in select states, and some states may have additional requirements, including fingerprinting. HireRight maintains a list of states with known delays. We can provide additional information as required.

Social Security Number Trace

Recommended for all candidates, this trace acts as an identifier. It verifies that a candidate's Social Security Number (SSN) exists at the credit bureau, reveals names associated with an SSN, and reveals past and present addresses (essential elements in researching criminal history).

Social Security Number Validation

HireRight checks SSNs to identify any anomalies that may exist with the SSN provided by the candidate. We confirm the validity of the SSN, identify the year and state of issuance and check the SSN against the SSA Death Index database.

Motor Vehicle Records

HireRight offers Motor Vehicle Record (MVR) checks for all 50 states and the District of Columbia. In some states, convictions for driving under the influence of alcohol or drugs are not on the criminal court record and can only be revealed through a DMV check. Our report reveals motor vehicle violations, suspensions and revocations, and it indicates the type of license granted and restrictions on use. HireRight typically orders a 3-year MVR check although each state determines the history they provide. We will provide 3 to 7 years of driving history, depending upon the state.

Education and Credential Verification

Education history is the most commonly falsified information on resumes and job applications. HireRight verifies the degree or credential received, the awarding institution, the major area of study and the date awarded. Our in-house research department verifies all applications by contacting the institution via fax, telephone or e-mail or by using an authorized automated verification service. HireRight will first use our proprietary database to see if we have previously verified the source and method used. Our process ensures that we have the highest verified rates in the industry. As a standard, we make a minimum of one attempt per day over a five-day period for US verifications.

Employment History Verification

Many candidates falsify employment information. HireRight verifies the employer, dates of employment (start date and end date), position and title by going directly to previous employers. Our in-house research department verifies all applications by contacting the employer via fax, telephone or e-mail or by using the employer's designated automated verification service. HireRight will first use our proprietary database to see if we have previously verified the source and method used. We will confirm as many employers as needed within predefined parameters and will document the name and title of the person who supplied the employment information. Our process ensures that we have the highest verified rates in the industry. As a standard, we make a minimum of one attempt per day over a five-day period for US verifications.

Current Employer Verification

When the candidate is entering information regarding their current employer in the online application, they are asked whether or not their employer is contactable. HireRight will abide by whatever choice the candidate selects. Additionally, HireRight offers a service that enables us to verify employment without contacting the current employer. With this service, our researchers verify employment through

documentation received directly from the candidate (such as pay stubs, W2 forms, etc.). This allows us to maintain the utmost confidentiality for Region 10 and Equalis Group members' candidates.

Credit History Examination

A credit report conducted on an individual. This report includes summary and detail for: accounts in collections; negative accounts paid or charged off; active accounts including open loans and revolving credit; satisfactory accounts paid according to terms, and; inquiries made by third parties on the individual account. This check is particularly recommended for candidates slated for financial positions.

Professional Reference Check

Our well-trained interviewers contact colleagues and coworkers listed on the candidate's resume or job application to obtain an assessment of the candidate's capabilities and work record. HireRight can use a standard set of questions for this check, or Region 10 and Equalis Group can develop a custom list of questions. As a standard, we make a minimum of one attempt per day over a five-day period.

Prohibited Parties

HireRight's Prohibited Parties search will reveal, but is not limited to, terrorists, designated nationals, narcotics traffickers, blocked persons and vessels and parties subject to various economic sanctioned programs. Databases searched include the OFAC Specially Designated Nationals List, The Office of Defense Trade Control Debarred Parties List, The Bureau of Industry and Security Denied Persons List and the Export Administration's Entity List.

Global Sanctions and Enforcement Check

Checking key US financial governing programs like the Federal Reserve List of Enforcement Actions, National Credit Union Administration, Office of the Comptroller of the Currency, and the Office of Thrift Supervision, HireRight's Global Sanctions and Enforcement Check (GSEC) provides a comprehensive review of all parties restricted to act in a financial capacity within the US. This search encompasses information from more than 4,000 US and international legal and regulatory enforcement organizations for restricted, sanctioned and prohibited parties. Some key examples include FBI, Interpol, Bank of England, European Union, United Nations Security Council Committee and many more. This check helps organizations maintain Patriot Act, FDIA and SOX compliance. HireRight has enhanced our searches for second identifiers to help ensure the records reported apply to the individual you are screening and to reduce the number of records reported as name only matches.

Social Media Search

HireRight's Social Media Search identifies problematic behaviors for potential hires and current employees by analyzing publicly available online information. The search leverages a proprietary combination of both automation and human analysis. Technology is used to ensure that a robust and exhaustive search is conducted with a quick turnaround time. A team of analysts then review any results found to ensure a high degree of accuracy. Standard and advanced content flag options are available depending on Region 10 and Equalis Group members' level of risk tolerance. The standard configuration flags content related to the following categories: intolerance, crime, harassment, sexism and violence. The advanced configuration (ideal for healthcare and transportation) includes the above categories plus drug and alcohol references. We offer both a Social Media Search, which checks publicly available social media profiles such as Twitter, Facebook or Instagram, and a more comprehensive News and Web Search. We can provide additional detail upon request.

Workers' Compensation History

Workers' compensation searches uncover any claims for workers' compensation filed by the candidate in the state being searched. In using these searches, Region 10 and Equalis Group members must comply with the Americans with Disabilities Act (ADA).

HireRight's I-9 Electronic Forms and E-Verify Management Solution

HireRight offers a fully functional electronic I-9 forms management solution that allows Region 10 and Equalis Group to create, view, download, print and e-mail I-9 forms through our Web-based system. HireRight was one of the earliest designated agents authorized by the Department of Homeland Security to perform I-9 and E-Verify employment authorization checks on behalf of clients. Through this check, we conduct an instant E-Verify employment authorization check directly with the Department of Homeland Security's E-Verify Program and the Social Security Administration to confirm a new employee's eligibility to work in the US. The E-Verify Check validates the SSN and/or alien identification numbers (if applicable) and then verifies the employee's legal right to work in the United States.

Other Background Screening Services**Concealed Weapon Permit Check**

HireRight checks with the local or state law enforcement agency to verify issue and expiration date of a concealed weapon permit (in available states).

County Civil Courts Records Search– Upper and Lower

HireRight conducts a county court search to determine if a civil court record exists for the past 7 years. A Civil Upper and Lower search is a county level search of both the Upper and Lower civil court. The results will include: suits, liens and judgments (not divorce) that are found on the county courts general civil index. Each state has a threshold in the dollar amount that determines if it is handled by the Upper or Lower court.

Federal Civil Court Record Search

HireRight searches federal court records to determine if a civil court record exists for the past five, seven or ten years (i.e., liens, lawsuits, etc.).

Federal Bankruptcy Search

HireRight searches federal bankruptcy courts for any pending or previous Chapter 7 or 13 bankruptcies filed by or against an individual or entity.

Military Record Verification

HireRight verifies U.S. military service by going directly to the specific military branch or using the branch's designated automated verification service. HireRight verifies the military branch, highest rank, dates of service, military education, and current status. Based on Region 10 and Equalis Group's guidelines, character of service and reenlistment code can also be verified. As a standard, we make a minimum of one attempt per day over a three-day period.

Interpol Criminal Database Search

This search includes a check of the Interpol International Criminal database, which includes, but is not limited to, known terrorists, fugitives, those involved with organized crime, illicit drug producers and traffickers, weapons smugglers, money launderers and financial and high tech criminals. Contributed information is collected by regions such as Asia, Europe, Africa, North America, South America and the Middle East.

Professional / Medical License Verification

Employers are required by law to verify licensure of professional staff members. HireRight confirms the validity and accuracy of a candidate's license, disciplinary actions taken, status, date of issue and renewal and expiration dates.

Sexual Offender Search

HireRight searches state or county records for known sexual offenders. Rules vary by state.

National Sex Offender Registry Search

The National Sex Offender Registry Search is a robust offering that helps Region 10 and Equalis Group cast a broader net when performing sex offender searches. This search is performed by accessing the US Department of Justice's sex offender database, which contains listings of more than 500,000 registered sex offenders from all 50 states plus the District of Columbia and Guam.

While data or types of crimes listed in the registry varies by state, the registry consists of such offenses as sexually violent offenses, sexual offenses, misconduct with a minor, production of child pornography, etc.

AKA Service

HireRight can provide an AKA or alias verification service in conjunction with our standard criminal search. HireRight's alias offering can best be categorized into three offerings: Other Self Provided Name Service, Most Common Name AKA Selection Service and Premium AKA Selection Service. All three types of names can be configured in any combination to be used to spin additional criminal or name-based searches defined by Region 10 and Equalis Group. Our Other Self Provided Name service involves name(s) provided by the candidate during the application or background form process.

Both the Most Common Name and the Premium AKA Selection Service utilize names that are revealed by a 3rd party data source. For the Most Common Name service, we have intelligence in knowing the name that is most commonly associated with the candidate and can ensure that name is used to spin additional criminal or name-based searches. For the Premium AKA Selection Service, we have created a process based on tens of thousands of searches that identifies which AKA name patterns yield the biggest hit rate. HireRight's professional researchers manually select the names returned following our best practice name patterns. All three alias offerings can be used to spin any combination of criminal searches or name-based searches, such as National Criminal Search, Sex Offender, Prohibited Parties, Federal Criminal searches, County Criminal and Felony Misdemeanor searches and many others.

UCC Filing Search

This search provides information about personal property, secured collateral filing and certain specific liens. The search will also reveal if claims have been filed against the same collateral used when a candidate pledges collateral on a loan.

American Indian Reservation Searches

Tribal records are held in a separate court system and are not a part of the county court records that HireRight searches as part of our **Criminal Felony and Misdemeanor** product. As tribal records are not available via public access, HireRight is unable to report on those records. If at any time the tribal courts become open for public access, HireRight would be able to provide information. Please note that HireRight's **National Sex Offender Registry** check does include access to tribal records relating to sexual offences.

HireRight Monitoring Solutions

HireRight understands the importance of ongoing monitoring to reduce clients' risk and exposure to negligent retention. We offer a variety of monitoring products that may be tailored to meet your needs.

Arrest Record Monitoring

The HireRight Arrest Record Monitoring product is a proactive continuous monitoring service providing validated alerts of an individual's arrest, booking and incarceration, where reportable.

Those submitted on a roster to be monitored are continuously reviewed as near real-time arrest records are added to the dataset. To ensure accuracy, HireRight verifies arrest record data with the source in every instance before an Arrest Record Report is delivered. The robust dataset covers 85% of all US arrest records, and 2800+ city, county, state jails and DOC facilities across the nation. In states that do not allow reporting arrests, HireRight will search for the subsequent charge, and provide a report on the filed charge. Note that product availability may differ by state:

- States where arrests are not reportable: California, New Mexico, New York, Wisconsin
- States currently not covered: Hawaii, Maine, Massachusetts, Montana, Rhode Island, South Dakota, Vermont
- States with partial coverage: North Dakota, Nebraska, Georgia, New Mexico, Pennsylvania, Virginia

Criminal Record Monitoring

HireRight's Criminal Record Monitoring is uniquely designed to conduct monthly nationwide criminal searches for employees identified to be monitored. Employees will be screened for changes to their criminal record on a monthly basis through the most comprehensive proprietary multi-jurisdictional criminal database, searching over 600 million records from 1,200+ sources. If new activity is found, HireRight will validate by checking the primary source and provide any verified criminal activity. Employees can be added or removed from monitoring any time at your direction.

Healthcare Sanctions and Actions Monitoring

HireRight's Healthcare Sanctions Monitoring helps to identify employees who have been sanctioned or excluded from participating in federal and state funded healthcare programs. Employment of a sanctioned individual exposes an organization to the potential of fines, sanctions, risk to patients and damage to organizational reputation.

The comprehensive, roster-based daily scan identifies individuals with adverse information who could pose a safety risk to patients, and a financial and reputational risk to organizations. A baseline is created for each employee, followed by monitoring to identify any changes to their profile for as long as they are enrolled in the monitoring solution.

Healthcare Sanctions and Actions Monitoring is a comprehensive, roster based daily scan that identifies individuals with adverse information who can pose a safety risk to patients and a financial and reputational risk to organizations. Monitoring is available in three search levels – (Federal, State Med and All). HireRight perfects results beyond just the name match, returning only results that match the candidate with at least two matching identifiers and are confirmed with primary source documentation. Previously reported results are filtered out to minimize the volume of data to review.

Occupational License and Certification Monitoring

HireRight's Occupational License and Certification Monitoring service provides a Healthcare License verification as well as license monitoring around the expiration date. In order to ensure the license does not lapse license expiration, alerts are provided. This service works best when paired with Healthcare Sanctions Monitoring.

Fingerprinting for Financial Services

HireRight offers the following fingerprinting option for our banking and financial services clients:

- Clients can purchase LiveScan machines from HireRight to use with your own company Windows PCs onsite (desktop, laptop, or tablet with USB port). The cost is \$2,000 for each machine.
- HireRight offers set-up and training to ensure your users are educated on the fingerprinting process.

- HireRight partners with FBI, FINRA, and certain State channelers to process and submit your candidates' fingerprints.
- Once client's recruiter submits, results are typically returned within minutes/hours. The FBI turnaround time is 48 hours.
- HireRight is continuing to broaden our Fingerprinting coverage and capabilities by:
 - Expanding our network of fingerprinting collection locations to augment your own sites
 - Increasing channeler connectivity to offer State fingerprinting nationally
 - Supporting additional types of biometric capture devices

Fingerprinting for Healthcare Services

HireRight offers a fingerprinting product, which enables FINRA and FBI fingerprinting background checks in the US. Specifically, for our healthcare clients, we have partnered with industry leading service providers to offer a State Fingerprinting product for US based healthcare institutions with employees located within the US.

Key Features:

- Initiate background check and fingerprinting order via HireRight Global Platform
- Online scheduling
- Robust Live Scan Network
- Fingerprint collection at live scan network
- Appointment Statuses (will vary by state, not all states will have statuses returned)

Drug Screening and Occupational Health Services

HireRight is a full third party administrator of drug and health screening services. We offer Department of Transportation (DOT) and non-DOT drug and occupational testing and can customize a program to meet your company's needs. All drug and occupational testing services can be initiated from our web site. All results are integrated into our easy-to-read background screening reports, and billing is completely integrated with other HireRight services. Through unique blended network solutions, HireRight can provide your organization with access to more than 22,000 collection sites nationwide, the largest electronically-enabled collection site network in the industry.

Tests/Exams Offered:	Programs Offered:	Other Drug Screening Services:
<ul style="list-style-type: none"> • Urine • Breath, Saliva, Hair and Blood Drug Tests • Physicals—DOT and Non-DOT • Vision / Hearing • Respiratory Clearance • Physical Capability Test 	<ul style="list-style-type: none"> • Laboratory Testing • Instant Testing • On-Site Testing • Pre-Employment Testing • Post-Accident Testing • Random Testing • Reasonable Cause Testing • Return-to-Duty Testing • Follow-up Testing 	<ul style="list-style-type: none"> • DOT Policy Development • Collection Site Identification and Management • On-site Collection Training • Medical Review Officer (MRO) • DOT Drug and Alcohol History Verification • Supervisory Training • DOT Audit Support • Expert Witness Testimony • Electronic Chain of Custody Solution • Physical Exam Management • Random Program Administration

Healthcare Industry Specific Products

Details on many of the products and services HireRight offers specifically for the Healthcare industry are provided in the following paragraphs.

Healthcare Sanctions

To provide clients with the most comprehensive sanction check available, reaching far beyond a straight OIG/GSA SAM search, HireRight highly recommends our Healthcare Sanction Checks. These searches include more than 2,000 sources of data at both the state and federal levels and significantly increase your ability to identify sanctioned or excluded individuals. The depth of the search can vary by job category.

Today, with the impending healthcare reform and increased enforcement and scrutiny on employers in the healthcare industry, it is imperative that you have a thorough and effective method for identifying sanctioned individuals excluded from participation in federally funded programs.

A sanctioned individual is one who has committed fraud and/or had adverse action taken against him or her by either federally funded programs or state licensing agencies.

HireRight performs our comprehensive Healthcare Sanction Checks by searching for actions that may have been taken against healthcare professionals. HireRight's network includes more than 2,000 sources of data and more than 50 types of healthcare professionals and entities in all 50 states.

The types of actions located may include, but are not limited to, the following: reprimands, probations, suspensions and revocations of provider licenses; cease-and-desist orders; exclusions for failure to pay student loans; DEA violations; and professional misconduct.

Some entities included in the check are physicians, physician assistants, nurses, mental health professionals, pharmacists, hospitals, managed care, home healthcare agencies and ambulatory services.

HireRight offers four levels of Healthcare Sanctions:

- **Federal.** Searches sanction information as reported by the Office of Inspector General (OIG), General Services Administration/SAM Database (GSA/SAM) and other federal agencies. A Federal level search satisfies the government's minimum requirements for sanction screening as set forth in the OIG's Model Compliance Program Guidance by including a search of federal agency disciplinary actions. This search includes a check of the OIG's List of Excluded Individuals/Entities, GSA Excluded Parties List, Food & Drug Administration (FDA) Debarment List, Drug Enforcement Administration (DEA) Sanction List, Office of Research Integrity (ORI), TRICARE and various other federal agencies.
- **State Med.** Includes all of the searches in the Federal level plus all readily available State Medicaid Exclusion lists. This search includes a check of Health Care Fraud Prevention and Enforcement Action Team (HEAT) Task Force Data, Attorney General Notices and Debarment Lists.
- **State.** Includes all of the searches in the State Med level plus sanction and adverse action information from one state of choice. This is usually the candidate's state of residence or the state where the candidate will be working in healthcare.
- **ALL.** The most comprehensive healthcare sanction check, Healthcare Sanctions - ALL includes Healthcare Sanctions State Med searches plus actions taken by state licensing and certification agencies in all 50 states.

General Services Administration (GSA/SAM)/Health and Human Services Office of Inspector General's (OIG) Exclusion List Check

This product encompasses two separate checks: the Department of Health and Human Services Office of the Inspector General (OIG) and the U.S. General Services Administration (GSA). HireRight gathers information directly from both sources each time a search is performed. The following paragraphs detail both portions of this search.

Both the OIG and GSA sanction checks are critical to any healthcare screening program; providers who employ or contract with an excluded individual can be fined up to \$10,000 for each claim submitted in which the employee was involved. Even for employers who have mistakenly violated this statute, the federal government imposes strict Civil Monetary Penalties (CMPs) as, ultimately, it is the employer's responsibility to know if an individual is sanctioned or excluded. Due to inconsistent data, lack of historical records and name match issues, performing the OIG/GSA search alone does not protect employers from government CIAs, fines or CMPs. Please note that if a state does not have an exclusion list, HireRight cannot seek exclusion status from that state (e.g., North Dakota, Virginia, etc.).

HireRight OIG/GSA Value Proposition. Searching the free OIG/GSA website is a highly manual and arduous undertaking for healthcare employers. For common names, such as John Smith, myriad results are returned and the responsibility and labor-intensive task of resolving the matches fall on the employer. It is often extremely difficult to determine which record pertains to the organization's candidate or employee. HireRight can save your recruiters significant time by conducting the OIG/GSA search on your behalf.

As your screening partner, we will eliminate this laborious task for you by incorporating the search into your overall screening process. HireRight places these orders as part of your new hire or ongoing screening package and also performs the strenuous follow-up required to resolve the name match dilemma endured by employers who self-screen using the OIG/GSA websites. We do this by using a variety of identifiers available to us (i.e., middle name, residence history, SSN, sanctioning agency, etc.). This additional information assists us in narrowing down the data so we return the best possible sanction search information available on your candidate or employee, unlike a time-consuming, manual self-screening process, which can uncover incomplete information.

HireRight Medical Credentialing Solutions

Medical credentialing is a key process used to verify the experience and qualifications of physicians, physician assistants, pharmacists, and other medical professionals to help ensure that each individual meets the organization's requirements. The process includes verification of an individual's licenses, education, training, experience, skills and professional reputation.

It is important, and in some cases legally required, that organizations credential medical professionals prior to employment and on an ongoing basis to ensure that the individual is qualified to provide specific health care services. HireRight's comprehensive range of credentialing services can be used to confirm a provider's professional license, education, institutional privileges, and malpractice insurance coverage.

The following products are offered as part of HireRight's Medical Credentialing Solutions:

- **Institutional Privileges and Status Verification.** Checks if the individual was granted institutional privileges and the status of those privileges at a current and past health care organization in the United States, Canada, Europe, the Middle East and Asia Pacific.
- **Professional License Verification.** Confirms an applicant's license with the issuing authority, reveals if there are any disciplinary actions with that authority, and identifies renewal and expiration

dates. In addition to performing a professional license check on an applicant prior to employment, organizations may confirm employee license validity and standing on a recurring basis using online batch upload tool.

- **Education Verification.** Verifies that a degree, certificate or diploma as reported by the applicant was received.
- **Verification of Clinical References.** Obtains information about an individual's clinical skills, experience and character from peers in the United States, Canada, Europe, the Middle East and Asia Pacific.
- **DEA Controlled Substance License Verification.** Checks the U.S. Drug Enforcement Administration (DEA) database to verify if an individual has an active license and correct certification level to prescribe medicines deemed as controlled substances.
- **Professional Liability and Malpractice and National Practitioner Data Bank (NPDB)** checks are also included.

Professional / Medical License Verification

Employers are required by law to verify licensure of professional staff members. HireRight confirms the validity and accuracy of a candidate's license, disciplinary actions taken, status, date of issue and renewal and expiration dates.

Healthcare Sanctions and Actions Monitoring

HireRight's Healthcare Sanctions Monitoring helps to identify employees who have been sanctioned or excluded from participating in federal and state funded healthcare programs. Employment of a sanctioned individual exposes an organization to the potential of fines, sanctions, risk to patients and damage to organizational reputation. The comprehensive, roster-based daily scan identifies individuals with adverse information who could pose a safety risk to patients, and a financial and reputational risk to organizations. A baseline is created for each employee, followed by monitoring to identify any changes to their profile for as long as they are enrolled in the monitoring solution. Healthcare Sanctions and Actions Monitoring is a comprehensive, roster based daily scan that identifies individuals with adverse information who can pose a safety risk to patients and a financial and reputational risk to organizations. Monitoring is available in three search levels – (Federal, State Med and All). HireRight perfects results beyond just the name match, returning only results that match the candidate with at least two matching identifiers and are confirmed with primary source documentation. Previously reported results are filtered out to minimize the volume of data to review.

Occupational License and Certification Monitoring

HireRight's Occupational License and Certification Monitoring service provides a Healthcare License verification as well as license monitoring around the expiration date. In order to ensure the license does not lapse license expiration, alerts are provided. This service works best when paired with Healthcare Sanctions Monitoring.

National Practitioner Data Bank (NPDB)

The National Practitioner Data Bank (NPDB) was created by the Health Care Quality Improvement Act of 1986 to track information on physicians and dentists. The goal of the legislation was to encourage the peer review process as well as identify incompetent or unprofessional practitioners and restrict their ability to move from state to state without disclosure or discovery of previous damaging or incompetent practice. This search can reveal civil judgments, federal or state convictions, actions by federal or state agencies, exclusions and other adjudicated actions or decisions against health care providers, suppliers or practitioners.

The NPDB may reveal adverse action in areas of practice such as licensure, previous medical malpractice

history, professional society membership, exclusions from Medicare and Medicaid and a record of clinical privileges.

Nurse Aide Registry Check

HireRight's Nurse Aide Registry Check scans state registries to confirm that a nurse aide's credentials are posted and the aide's certification is in good standing. To be certified, the individual must have passed a state competency exam and completed continuing education to maintain his or her status. The Nurse Aide Registry Check is available in all 50 states.

Adult Abuse Registry Check

The Adult Abuse Registry Search is a search for records of neglect, physical and mental abuse as well as misappropriation of funds and/or property. HireRight's Adult Abuse Registry Check screens state registries for records of individuals who have been identified by state adult protective services to have committed adult abuse. The registries were designed to limit their future healthcare employment opportunities and prevent unsafe environments for sensitive populations.

Note that this check is only available in the states that have registries that allow third party access. These states are Alaska, Arkansas, Arizona, Colorado, Delaware, Iowa, Kansas, Kentucky, Missouri, Nebraska, Oklahoma, Ohio, Rhode Island, Tennessee, Texas, Vermont, Washington, Wisconsin, and Wyoming.

Child Abuse Registry Check

Most states maintain child abuse registries; however, the way in which they are maintained and accessed varies by state. The Adam Walsh Child Protection and Safety act requires that a state check these registries for information on a prospective foster or adoptive parent. Some states require that healthcare employers check the registries while others prohibit the use of information for employment purposes.

We offer child abuse registry checks in the following states: Arkansas, Connecticut, Washington DC, Hawaii, Idaho, Illinois, Iowa, Kansas, Maine, Massachusetts, Missouri, Montana, Nebraska, New York, Oklahoma, Pennsylvania, South Carolina, Vermont, Virginia, Washington and Wyoming.

Healthcare Statewide Criminal Check

This product performs criminal searches of state law enforcement repositories that are required for certain healthcare positions (i.e., long term care, home health and hospice or any caregiver services that are provided to a vulnerable patient population.) This product accesses the state defined source and helps healthcare employers comply with specific state and federal laws.

Clients will receive complete source documentation from the source with this search. This product has limited availability.

Food and Drug Administration (FDA) Debarment List

HireRight will check against a list of firms and persons debarred pursuant to the Federal Food, Drug, and Cosmetic Act.

Professional Liability Coverage and Malpractice History Verification

This check confirms whether an individual has valid professional liability insurance coverage. Information may also be returned about pending or resolved malpractice notices, claims or lawsuits in the United States.

Professional License Verification

This check confirms a candidate's license with the issuing authority, reveals if there are any disciplinary actions with that authority, and identifies renewal and expiration dates. In addition to performing a

professional license check on a candidate prior to employment, organizations may confirm employee license validity and standing on a regular basis via our batch process.

DEA Controlled Substance License Verification

We will search the U.S. Drug Enforcement Administration (DEA) database to verify if an individual has an active license and correct certification level to prescribe medicines deemed as controlled substances.

DOT and Regulated Industry Leading and Proprietary Products

Transportation companies benefit from HireRight's comprehensive suite of products and services, many of which are proprietary and not available through any other source. Our focus on the industry is evident in the unique solutions we have developed to address specific industry needs. Specialized products we offer clients include the following:

DAC Employment History File

The DAC Employment History File is HireRight's proprietary database of commercial driver employment information provided by participating motor carriers and truck driving schools. Participating members enjoy *instant access to more than 6 million DOT-compliant records (with thousands more added each month) submitted by over 2,500 carriers across the country.*

DAC Employment History File Reports are accepted by the Department of Transportation (DOT) to satisfy Section 391.23(c) of the Federal Motor Carrier Safety Regulations (FMCSR). The reports also contain drug/alcohol violation histories to help comply with DOT Regulation 49 CFR Part 40.25. While termination record contributions are compulsory for continued access to the database, invoice credits are earned for record submissions to compensate for the time and manpower required to submit the records.

CDLIS+

HireRight's CDLIS+ product searches the American Association of Motor Vehicle Administrators' Commercial Driver's License Information System (CDLIS) for prior licenses and returns a report verifying the current state and license number of a driver as well as up to three prior CDLs the driver may have held. In addition, CDLIS+ includes a search of HireRight's proprietary Multiple License Pointer File (MLPF), which contains information from previous HireRight MVR searches. This value-added service helps uncover any errors or omissions in the CDLIS database and reveals any licenses that drivers may have purposefully omitted from their application.

CDLIS+ Complete

HireRight's CDLIS+ Complete helps your recruiters save time and hire drivers quickly by automatically ordering Motor Vehicle Records (MVRs) and/or Pre-Employment Screening Program (PSP) reports based on the results of the CDLIS+ search.

There are three versions of CDLIS+ Complete to choose from: **CDLIS+ to MVR** automatically orders MVRs from those states where Commercial Driver Licenses (CDLs) were reported by CDLIS+; **CDLIS+ to PSP** automatically orders a PSP report for those states where Commercial Driver Licenses (CDLs) were reported by CDLIS+; and **CDLIS+ to MVR and PSP** automatically orders both MVRs and PSP reports, providing the ultimate convenience.

FMCSA Pre-Employment Screening Program (PSP)

HireRight offers access to the FMCSA's Pre-Employment Screening Program (PSP), which allows motor carriers to purchase records contained in the Motor Carrier Management Information System (MCMIS) database for pre-employment screening purposes. Driver information records purchased through the PSP will contain the most recent five years of crash data and three years of roadside inspection data.

Motor Vehicle Record (MVR) Standard

The MVR Standard search is one of HireRight's transportation foundation products. MVR Standard searches are performed using our direct connection with the state or the state's mandated portal provider. MVR Standard is available in all 50 states plus D.C. Processed driving records are returned within 3 to 24 hours, depending upon the state.

The MVR Standard search will reveal violations, suspensions, and revocations, as well as the type of license (including Commercial Driver's License) and any restrictions and endorsements. Some states will also provide accident information. Many states are now reporting CDL Medical Certificate information; other states are in the process adding this information to records.

Motor Vehicle Record (MVR) Express

This service provides all of the information found in a standard MVR while significantly reducing long lead times from the state, enabling your recruiters to make faster hiring decisions. MVR Express provides immediate response reporting (90% of MVR Express reports are delivered within 60 seconds) for driving records from 48 states. The **MVR Express** driving record will reveal license type (including Commercial Driver's License) and any violations, suspensions, revocations, restrictions or endorsements. Some states also report accident information and CDL Medical Certificate information.

DOT Compliance (FMCSA)

In accordance with FMCSA Requirement 49 CFR 391.23, HireRight's DOT-trained specialists will contact previous employers on our client's behalf to confirm the candidate's employment dates, positions held, reasons for leaving, rehire status, accident history and drug/alcohol violations. Drug/Alcohol verifications will be ordered automatically as required when the previous position was a DOT safety-sensitive position within the last three years.

DOT Drug/Alcohol Verification (FMCSA)

HireRight's DOT-trained specialists will contact previous employers to verify drug and alcohol violation history for the previous three years, including reported violations of the alcohol and controlled substances prohibitions. The verification includes start date, end date, position, and drug/alcohol test history. Positive test confirmation and Substance Abuse Professional (SAP) referral information is provided if applicable.

DOT Compliance (FTA)

HireRight's DOT-trained specialists will contact previous employers on our clients' behalf to confirm the candidate's start date, end date, position and whether the candidate held a DOT-regulated position. A drug/alcohol verification will be ordered automatically (as required) if a previous position was a DOT safety-sensitive position within the last two years. The DOT Drug/Alcohol Verification verifies if there were any drug and/or alcohol violations in the last two years.

DOT Drug/Alcohol Verification (FTA)

HireRight's DOT-trained specialists will contact previous employers to verify the candidate's drug and alcohol violation history for the previous two years, including reported violations of the alcohol and controlled substances prohibitions. The verification includes start date, end date, position, and drug/alcohol test history. Positive test confirmation and Substance Abuse Professional (SAP) referral information is provided if applicable.

DOT Compliance (FRA, PHMSA, USCG)

HireRight's DOT-trained specialists will contact previous employers on our client's behalf to confirm the candidate's start date, end date, position and whether the candidate held a DOT-regulated position. A

drug/alcohol verification will be ordered automatically (as required) if a previous position was a DOT safety-sensitive position within the last two years. The DOT Drug/Alcohol Verification verifies if there were any drug and/or alcohol violations in the last two years.

DOT Drug/Alcohol Verification (FRA, PHMSA, USCG)

HireRight's DOT-trained specialists will contact previous employers to verify the candidate's drug and alcohol violation history for the previous two years, including reported violations of the alcohol and controlled substances prohibitions. The verification includes start date, end date, position, and drug/alcohol test history. Positive test confirmation and Substance Abuse Professional (SAP) referral information is provided if applicable.

HireRight Drug and Alcohol History Database

HireRight's proprietary Drug and Alcohol History Database contains commercial driver drug/alcohol information including both period of service drug and alcohol histories and pre-employment drug test results. Once ordered, participating employers instantly receive a list of companies that have stored drug/alcohol histories for the candidate.

The full drug and alcohol history report is available upon submission of a signed release from the candidate. If a violation occurred, the date and specific violation will be provided. While record contributions are compulsory for continued access to the database, invoice credits are earned for record submissions to compensate for the time and manpower required to submit the records.

FMCSA National Drug and Alcohol Clearinghouse Services

The FMCSA Clearinghouse is a centralized database that employers (as well as their service agents) will use to report drug and alcohol program violations (49 CFR Part 382, Subpart B) and to check that current or prospective employees are not prohibited from performing safety-sensitive functions, such as operating a Commercial Motor Vehicle (CMV), due to an unresolved drug and alcohol program violation. This includes a violation for which the driver has not completed the return-to-duty process.

This query must be conducted as part of a pre-employment driver investigation, at least annually, for current employees. Employers may designate a Consortium/Third Party Administrator (C/TPA) who can report violations and/or conduct queries on their behalf. An owner-operator must designate the C/TPA in the Clearinghouse. To complete the actions outlined above, employers and C/TPAs are required to register in the Clearinghouse. All companies employing drivers subject to FMCSA drug and alcohol testing regulations are required to use the Clearinghouse database effective January 6, 2020. In order to purchase Clearinghouse products through HireRight, employers will need to designate HireRight as their C/TPA to conduct queries and/or report violations on their behalf.

Sleep Study Services

Implementing a sleep study program can help clients prevent accidents, reduce medical costs, increase driver retention and improve overall quality of life for your drivers. With our Sleep Study Services, HireRight helps you save time and money by getting the driver tested, assessed and back on the road with minimal downtime.

Once a DOT Medical Examiner has determined that a sleep study is required, simply place your order through HireRight and our sleep study partner will then provide the driver with a portable FDA and AASM approved testing device that can be used in any natural sleeping environment. Once the driver has completed the sleep study test and returned the device, the physician reviews the data and updates the physical exam results accordingly. Results are then sent to HireRight and posted to your HireRight account.

Driver Monitoring Service

HireRight's continuous driver monitoring service provides clients with timely alerts on drivers with recent changes to their MVRs. Receiving this information in advance of your annual MVR review allows you to be proactive and take prompt corrective action to address any potential problems. With direct access to all state licensing agencies, HireRight's driver monitoring service checks for new violations, DUI/DWI convictions, invalid licenses, and approaching license or medical certification expirations where available.

13. What is the average turnaround time for each applicable solution? What do you do to ensure fast results?

Turnaround Time

HireRight understands the importance of speed to hire and prides itself on delivering quality results as quickly as possible. ***HireRight consistently delivers the most rapid turnaround time in our industry, at the highest levels of quality in our industry – our turnaround time for Q1 2021 averaged less than 2 business days.*** This is accomplished through the unprecedented level of process automation in all aspects of our business and our Six Sigma emphasis on first-time quality.

Details are shown in the following table:

Basic Services	Average Business-Day Turnaround (Q1 2021)
Social Security Number Trace	0.15 days
Credit History Examination	0.09 days
Widescreen Plus National Criminal Search	0.39 days
County Criminal Records Search	1.40 days
Urine Drug screening, non-DOT	1.24 days
Motor Vehicle Records Examination	0.71 days
Verification Services	Average Business-Day Turnaround (Q1 2021)
Employment History Verification	1.74 days
Education Credential Verification	2.2 days
Professional Reference Check	2.28 days

Turnaround time statistics are calculated as the elapsed time (business days) between when an order is submitted by the recruiter (or candidate) to our system and when the report (or report component) is complete. Drug screening turnaround time is calculated from time of collection to result reporting.

For some searches, results may be returned the same day. The maximum turnaround time could be as long as a week or more in instances where a school is closed for the holidays or when we are relying on the candidate to provide proof of employment or education history.

The maximum turnaround time typically is determined by the verification policies that are mutually agreed upon with a client at the time of account implementation.

HireRight is proud to offer the best turnaround times in the industry. It is also important to realize that actual time associated with an individual screen encompasses much more than pure turnaround time. Your team performs several activities up to the time of screening, during the screening and post screening that require a significant amount of time. We encourage you to look at the entire process to determine time to hire or time to fill.

Turnaround Time Methodology

As shown in **Figure 1**, we offer a unique parallel processing solution that enables us to parse information from the request out for concurrent review. As each portion of the request is completed, Region 10 and Equalis Group members receive a real-time update to the report.

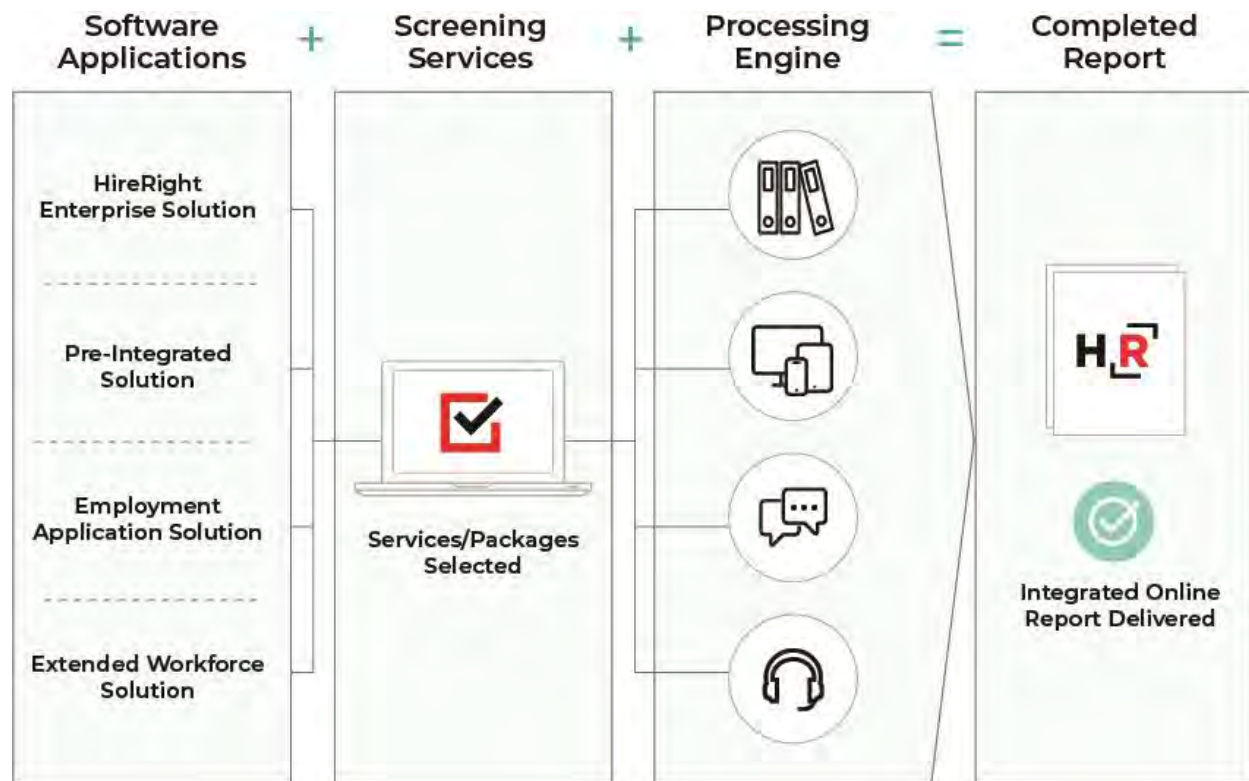


Figure 1. HireRight's Parallel Processing Solution. Our unique solution ensures real-time updates, enabling us to provide the fastest turnaround times, at the highest level of quality in our industry.

How HireRight Saves You Time

Our highly automated process reduces the amount of time associated with all background screening related activities.

During the pre-submission process, HireRight saves Region 10 and Equalis Group members time by:

- Providing you with an integrated solution that removes duplicate data entry and reduces the time associated with multiple log-ins to multiple systems
- Offering you a way to move data entry activities to the candidate, using Applicant Center (the candidate enters all data and uploads their own documentation, completely eliminating the typical follow-up required by the recruiter to gather information); recruiters may distribute multiple candidate invitations simultaneously to further reduce data entry time
- Offering your candidates our completely mobile-enabled, **Applicant Center**, which allows candidates to view and respond to requests directly from their mobile device or tablet anytime, anywhere including taking a picture of required documents, uploading documentation, viewing and responding to requests, etc.
- Giving you the most streamlined order entry process that requires significantly fewer key strokes, thereby saving your recruiters even more time

- Offering your candidates e-signature capabilities so that a hard copy fax form does not need to be sent, reducing time and storage costs associated with the consent process
- Offering package ordering so that your recruiters simply pick a pre-configured package and submit the request, eliminating the need to process a second order for a drug screen
- Providing an electronic Chain of Custody (eCOC) solution for drug screening, eliminating the tedious paper chain of custody process and providing your recruiters with the ability to track the drug screen progress from start to finish online

HireRight saves you time during the actual running of the background check screen (turnaround time) by:

- Using parallel processing, rather than staged processing, to return individual search requests simultaneously
- Providing a unique Change Tracker feature that automatically generates an email to the requestor if the candidate edits information originally supplied by the ATS integration, as well as providing a Change Tracker Report, which shows a side-by-side comparison.
- Providing all results in real time, saving your recruiters time so that they can make urgent decisions when needed
- Providing all results in real time through the ATS integration interface, which saves your recruiters time so that they can make urgent decisions when needed
- Documenting work-in progress comments and status updates to reports in real time, so your recruiters do not need to spend time inquiring or calling about status
- Streamlining the follow-up process using the systematic review of reports upon entry, resulting in fewer follow-up calls required for additional information (e.g., checking driver's license number layout and matching cities with appropriate states)

HireRight offers you tools to help you make your decision to hire / not hire faster by:

- Performing adjudication activities based on your requirements, removing the workload from your recruiting staff
- Providing a concise summary at the top of all background reports so that you can see immediately where a discrepancy lies rather than having to scan the entire report in detail
- Providing context-sensitive help for criminal dispositions, translating legal terminology into standard language, reducing the time, research and calls made by recruiters when unusual dispositions are returned
- Mailing and tracking adverse action letters for you through mail on your behalf or providing you with automated templates and auto-populated pre-adverse and adverse action letters online to help you maintain compliance

Together, these individual benefits add up to create significant time savings both for the recruiter and for your time to hire.

14. Describe any integrations your organization can provide with other platforms.

HireRight Integration Capabilities

HireRight has the most experience with systems integration in the industry and we consider our integration capability to be a core competency of our organization. Our success is demonstrated by the patents we have received for our technology as well as the number of satisfied customers using our integrations. ***We have implemented approximately 8,000 integrated screening solutions for our customers***—far more than any other company in our industry. HireRight has been the leader in our

industry in recognizing the need for integrated workflow and seamless data transfer in the recruiting process, and as such, was an industry pioneer in creating productized integrations (i.e., pre-built and easily and quickly configurable).

We have partnerships with more than 30 industry leaders including:

- Ceridian
- Cornerstone OnDemand
- Greenhouse
- iCIMS
- Oracle Corporation
- PageUp
- SAP SuccessFactors
- Ultimate Software
- Workday
- and many more



HireRight also works with our clients on other ATS integrations; these are considered custom integrations. With our history of integration expertise, we have

found that new integration partnerships are relatively quick and easy to launch. As part of our commitment to continuous process improvement, HireRight actively looks for ways to improve and increase our offerings, including new partnership opportunities

HireRight Connect: Industry-Leading Integration Platform

HireRight Connect API provides a robust Integration Platform that makes it easy for third parties to build custom integrations using standard tools and technologies. The originality of our solution is demonstrated by the fact that it is patented. HireRight Connect API is available in both SOAP and REST versions.

The HireRight Connect APIs are a library of data and services available to build integrations with HireRight applications. They provide the tools and framework necessary for seamless integrations. The API provides all functionality needed to request and track background checks including:

- Submit a background check request using multiple workflow options
- Receive status updates using different approaches such as HireRight pushes status updates real time, fetching statuses from HireRight using a pull option, or combination of both
- Several report access options such as *raw report (SOAP API= XML format/REST API = JSON format)*, report PDF, Single Sign-On to an interactive report and others
- Many options available to support managing, maintaining and processing background checks and accounts.

Key benefits of using HireRight Connect APIs include the following:

- Ease for building integration solution
- The most robust set of integrated screening capabilities in the industry
- Enhanced security
- Technical consulting and support.

15. What security protocols are in place to ensure the safe transmission of information being shared through your products and services?

HireRight Security Information

HireRight is committed to maintaining stringent data security through our systems and processes to ensure that client data is kept safe and secure. As a Consumer Reporting Agency, data security is a top priority at all times and our concern regarding security is reflected in our policies, technology and processes. In addition to regular internal initiatives and regular audits, to include SOC2 Type II (U.S.) and ISO27001 (EMEA), including remediation of findings, we contract with an industry recognized penetration testing company and AICPA accredited auditors to provide accurate and actionable reports to help us maintain a multi-layered secure environment. A summary of our information security practices and procedures is provided in the following paragraphs.

Culture. We employ an information security team dedicated to ensuring the security and integrity of our systems, data, and the information entrusted to HireRight by our clients.

Organization. HireRight's Information Security and Technology is organized into five primary controls:

- **Security Architecture.** HireRight adheres to a defense-in-depth strategy. Our control framework is based on NIST Cyber Security Framework, routinely evaluated for maturity, and updated when appropriate.
- **Security Operations and Tools.** We maintain a wide range of security controls and tools across the technology stack. Broad coverage is delivered from various platforms, and supplemented with security technologies, such as Tanium and Carbon Black/Bit9, to ensure defense-in-depth against common threats.
- **Incident Response.** Our Incident Response Team analyzes and targets anomalous behaviors within the system, and ensures issue root cause analysis and proactive defense against known and future dangers.
- **Threat Intelligence.** Our threat intelligence group tracks public and private data streams across the Internet to collect information in order to help the team drive informed decision making and strategy development.
- **Security Governance and Compliance.** HireRight established and maintains a security governance program designed to meet best in class security practices, including educating and strengthening security awareness. Our approach includes Governance, Policy, Controls and Assurance with a Plan, Do, Check, Act methodology. We receive an annual SOC 2 report from a certified audit firm.

16. Describe any quality control procedures you have in place and the results of those procedures.

Quality Assurance

HireRight has developed a specific quality policy and process. In summary, our quality control policy states that quality is central to all that we do at HireRight. We focus on many dimensions of quality in delivering our services, including the following:

- Accuracy of information—in all information we report
- Timeliness—in report turnaround and issue resolution
- Consistency—in our processes and in adhering to customer guidelines
- Reliability and security—in our systems and processes
- Professionalism—in our interactions with customers, applicants and information sources

Quality Assurance Team. HireRight has a dedicated Quality Assurance (QA) team that is responsible for checking a percentage of all search results for accuracy and quality. The Verified Rate is an industry-wide datapoint used to track the effectiveness of a background screening provider's ability or inability to verify data in a background check.

HireRight consistently maintains a verified rate above 94%, primarily as a result of our QA team. (Please note that our overall rate is dependent on a variety of factors, some of which may be out of HireRight's control. The rate may vary based on customer guidelines or revisions to HireRight's standard process. For example, the overall verified rate is lower if applicant contact is not permitted.)

The QA team is also responsible for re-verifying any incorrect information found and enacting an action plan to communicate the re-verified results and ensure that any issues that caused the incorrect information are resolved.

HireRight's QA standards cover both external vendor relationships and internal staff. All elements of our staff's work are subject to strict quality control procedures including data entry, field-based court researchers, verbal verifications, adjudication, and customer service. All internal research and QA processes are documented in a manner consistent with industry standards to ensure consistency throughout the organization.

Operational Excellence Personnel. HireRight has an Operations Center of Excellence (COE) Team dedicated to improving process and efficiency throughout our organization and across all teams in all fulfilment areas. This team is tasked with continuously improving and refining our service delivery as well as quality assurance processes to ensure the highest quality services and timely service delivery. Oversight is provided directly by our Chief Operating Officer. The COE Team works cross functionally with support from directors and managers throughout HireRight. Operational excellence personnel leverage our systems, platforms, data, and quality processes, as well as personnel and engage new resources to ensure that our quality and service performance is continually refined and enhanced across all segments of Operations (i.e., client services, product development, service delivery, etc.).

Data Entry. HireRight conducts a quality review of all records entered into the system by our staff. Critical data fields on every record are carefully double keyed for accuracy into the database by the individual responsible for the function. The individual assigned to conduct quality review in the department reviews the data entered for accuracy.

For background requests entered online, our system has considerable logic to ensure the accuracy and completeness of the data provided by the applicant or recruiter. For instance, forms cannot be submitted when required data is missing, and a number of data fields are instantly checked against our database for accuracy (e.g., we check that cities and states correctly correspond).

Field-Based Court Researchers. HireRight is respected in the background verification industry as a company that employs best practices. Consequently, we have the industry's best court researchers on our team. A court researcher is an agent instructed to complete, in whole or in part, a court research request. HireRight has internal and external researchers worldwide.

Each court researcher is put through a rigorous evaluation process before receiving any HireRight research work. The evaluation process consists of the following steps:

- Court Researcher Application
- Reference Checking

- Test Period
- Evaluation Period

On an ongoing basis, HireRight tests our field-based researchers and online researchers with known hits on a random basis each day to ensure quality information is being obtained and reported on HireRight's behalf. Results are tabulated weekly.

HireRight's Field Relations Representative monitors all field-based researchers on a daily basis. All hits are checked for quality. Key performance indicators are turnaround time, accuracy, and timely response to requests. Timeliness is monitored using daily statistics. Each report is monitored for timely delivery.

The Field Relations Representative reviews the results of the ongoing internal audit once per week to analyze potential problems with a particular search or with a researcher. Errors are noted in the Researcher Error Log. An investigation of the error is conducted. Based on the results of the investigation and the researcher's history with HireRight, a researcher may be given a warning, placed on probation or terminated.

Verbal Verifications (Employment, Education and Professional References). All HireRight researchers go through a thorough 2-week training program prior to initiating work. Additionally, HireRight researchers are given trust levels within our system based on their experience and error rates to carefully manage quality and provide further training where necessary. Each new employee has 100% of their work sent to Quality Control to ensure that all standards are met. Trust levels are set as follows:

- First month: 0% (100% double-checked)
- Second month: 50% (50% double-checked)
- Third month and ongoing: 75% (25% double-checked)

Modifications to the above described trust levels are made based on errors and ongoing quality review. Once the training period has successfully been completed, all researchers are subject to random re-verifications to monitor the quality of their work. The percentage being re-verified may fluctuate depending on the volume being processed by the individual, any errors found through QA, or for other reasons. Errors are addressed with corrective action. Errors are tracked and additional training is provided when necessary. Repeated errors will result in the termination of internal staff. Dishonesty in reporting verification results will not be tolerated and will result in immediate termination.

Additionally, for education and employment verifications, HireRight has a Six Sigma process that double verifies any Unable to Verify sub-requests. This ensures that if the main set of researchers could not follow through in verification, a second team will strategize and work these sub-requests to further verify any difficult areas of research. It also ensures the accuracy of the research as these are worked twice.

Adjudication. To ensure that the HireRight staff accurately adjudicates our customers reports based on each customer's guidelines, a random sample of adjudicated reports are reviewed each day by the quality department.

Automation. We continually seek ways to eliminate manual process errors and improve efficiency by automating components of our workflow. We strongly believe we have the most automated processes in our industry and continually seek to further innovate.

Performance Tracking. We utilize extensive performance tracking across all functions of our organization and benchmark our performance to external measures wherever possible. Among our tracking mechanisms are our quarterly customer satisfaction survey, which is administered by a third

party and includes all customers, and our Customer Relationship Management (CRM) application, which is used to track all incoming customer issues and requests. In addition to these tools, we have a very extensive set of metrics in place to measure our performance across all aspects of our organization.

Audits. We utilize audits extensively across many areas of our business. For example, we “seed” our court researchers with known criminal records on an ongoing basis to test their accuracy. In addition, on an ongoing basis, we randomly re-check a percentage of our criminal records and re-verify a percentage of our employment, education, and other verbal verifications. We also use outside experts to conduct security audits of our systems on a recurring basis, including both our network infrastructure and our software applications. Even with our advanced technology, we conduct similar audits on our system to ensure all products are functioning properly. Daily audits are conducted with known results being processed through our automated searches.

Error Handling. HireRight has very strict internal quality controls to maintain the highest levels of data accuracy. As part of our controls, we track all data accuracy errors that are revealed. Data accuracy errors are found by internal audits, notification by our researchers, notification by our customers, or notification by the consumer to whom the report relates. All errors are recorded in an Error Log and submitted to the department manager for review on a monthly basis to help identify potential process flaws and to maintain a history on each individual.

At the time an error is found, immediate action is taken. The reason for the error is brought to the department manager, who will notify the customer and take proper action. The researcher is evaluated and, if it is the first error, the researcher is placed on probation and the trust level is adjusted accordingly. However, if the researcher has demonstrated a pattern of incidents, the relationship will be terminated. In addition, all verification researchers have their compensation tied directly to quality measures, including accuracy. Their compensation is adjusted up or down on a bi-monthly basis based on quality results.

17. Outline your data retention and maintenance policies.

Data Retention

Completed background report information is maintained as follows during the active service agreement term: (a) for 5 years following order completion for US screening reports; (b) for 6 months following order completion for non-US screening reports. This timeframe is configurable by Region 10 and Equalis Group (up to 2 years for EMEA or 3 years for non-EMEA).

Also during the term of service agreement, HireRight permits our clients to download reports as they receive them and store them in their own secured system. HireRight can provide this information on a USB drive.

Viewing and Accessing Data

Completed reports are posted on HireRight’s website and are accessible by clicking the View Completed Reports tab on the Screening Manager dashboard. Users then have the option of viewing report summaries, report details, and applicant data. HireRight offers sophisticated file-management capabilities that allow clients to retrieve and view report lists via a number of variables, including by the user who initiated the request, by time frame, and by status. Reports are currently archived 180 days after completion; however, authorized users may still access the reports if they have security permissions to view archived reports.

18. Describe your measures to ensure legal compliance pertaining to employment screening (i.e. FCRA, state, local, etc.).

Commitment to Compliance

HireRight's processes are designed to ensure that we comply with those federal, state, provincial, local and global laws that are applicable to HireRight as a screening provider.

In the United States, HireRight complies with the federal Fair Credit Reporting Act (FCRA) and applicable state consumer reporting laws. In Canada, HireRight complies with PIPEDA, and HireRight's Canadian subsidiary is registered as a Consumer Reporting Agency under the Ontario Consumer Reporting Act. In the European Union, HireRight complies with the EU General Data Protection Regulation (GDPR).

Our Legal Department is led by our Vice President and Deputy General Counsel. HireRight's Compliance team, led by our Associate General Counsel, Vice President of Compliance, oversees our legal and regulatory compliance. Our Legal Department has the depth and breadth of experience necessary to facilitate our compliance with and stay abreast of the applicable rules and regulations related to consumer background screening.

Our attorneys and Legal Department personnel, individually and collectively, have extensive expertise in the consumer reporting industry and with privacy-related issues. HireRight is also very involved in industry associations and in developing best practices for our industry. Our attorneys and compliance personnel attend continuing legal education classes and industry events in order to stay abreast of new developments in the law and best compliance practices in the industry. HireRight also partners with various outside legal resource experts.

Through our relationships with outside law firms and participation in industry associations, HireRight actively monitors legal and legislative developments, proposed legislation and actual changes to these laws on an ongoing basis, and we evaluate and update our products, services and procedures as needed to help ensure our compliance with those laws.

19. Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections?

HireRight offers more than 150 products and services and is continually expanding these offerings to meet our clients' needs. HireRight has provided product and pricing data for services identified in this RFP. Please see **Attachment B – HireRight Price List for ESC10 Equalis GPO RFP Pricing**.

All of our products can be priced on a per-unit (a la carte) or package basis, depending on your specific needs. The pricing quoted in this proposal is based on the information provided to us in the RFP and the annual volume of background requests.

We realize that there are factors that may result in you either not meeting or exceeding the volume estimates provided. HireRight will partner with you to develop a mutually acceptable subscriber agreement, which may include benefits offered for an extended term commitment. We are pleased to provide a sample of our standard subscriber agreement upon request.

20. Does the respondent agree to offer all future product introductions at prices that are proportionate to contract pricing offered herein?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

21. Does pricing submitted include the required administrative fee?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

22. Define your invoicing process and standard terms of payment.

eBilling Process and Invoices

HireRight's eBilling process enables Region 10 and Equalis Group to get invoices faster, archive electronic versions and analyze the invoice information easily. HireRight invoices are downloadable through Adobe Acrobat Reader and Microsoft Excel.

We provide detailed invoices that include summary information by candidate as well as complete detail by transaction, including candidate name, Social Security Number (note that this is masked), type of request, reference number, recruiter name and division. Invoices can be sorted by any appropriate data element. HireRight's flexible system can also be configured to split your transactions into multiple invoices per billing period based upon customer-specified parameters. Invoices are typically delivered on a monthly basis while basic volume usage reports can be accessed real-time throughout the month to estimate month-to-date activity.

To provide Region 10 and Equalis Group with greater visibility of your historical invoices and to streamline your invoice management process, HireRight offers an online invoice delivery feature.

Customers interested in this feature will have access to all of their past invoices from within their HireRight account. Invoices are emailed to the designated invoice recipients by the third business day of the following month.

Online copies are available 48 hours after the invoices are emailed. You may then access the "Billing" link within your interface where you can view the most current invoice as well as all historical invoices posted. For each invoice, Region 10 and Equalis Group will have the option to select to view the PDF invoice summary or the Excel invoice detail file. Invoices are posted and viewed by individual account.

HireRight's standard payment terms are Net 30. We will partner with Region 10 and Equalis Group to help ensure that your requirements are met.

PERFORMANCE CAPABILITIES DETAIL

23. States Covered - Respondent must indicate any and all states where products and services are being offered.

☒ 50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

Alabama	Idaho	Mississippi
Alaska	Illinois	Missouri
Arizona	Indiana	Montana
Arkansas	Iowa	Nebraska
California	Kansas	Nevada
Colorado	Kentucky	New Hampshire
Connecticut	Louisiana	New Jersey
Delaware	Maine	New Mexico
District of Columbia	Maryland	New York
Florida	Massachusetts	North Carolina
Georgia	Michigan	North Dakota
Hawaii	Minnesota	Ohio
Oklahoma		
Oregon		
Pennsylvania		
Rhode Island		
South Carolina		
South Dakota		
Tennessee		
Texas		
Utah		
Vermont		
Virginia		
Washington		
West Virginia		
Wisconsin		
Wyoming		

☒ All U.S. Territories & Outlying Areas (Selecting this box is equal to checking all boxes below)

American Samoa
Federated States of Micronesia
Guam
Midway Islands
Northern Marina Islands
Puerto Rico
U.S. Virgin Islands

24. List the number and location of offices, or service centers for all states being proposed in solicitation.

Distribution Channel: Which best describes your company's position in the distribution channel:

- ☒ Manufacturer direct
- ☐ Authorized distributor
- ☐ Value-added reseller
- ☐ Certified education/government reseller
- ☐ Manufacturer marketing through reseller
- ☐ Other

25. Provide relevant information regarding your ordering process, including the ability for purchasing group members to verify they are receiving contract pricing.

Methods of Ordering

All of our products can be priced on a per-unit (a la carte) or package basis, depending on Region 10 and Equalis Group members' specific needs. HireRight gives each account the ability to create as many unique packages as you wish and name them intuitively for ease in ordering and reporting. Each package may consist of specific components that the member wants to request on a particular candidate. This enables users to simply pick the package and submit the request. At that time, all components in that package (SSN Trace, Criminal, Verifications, Prohibited Parties, Drug Screen, etc.) will be run concurrently and returned on the same report. This process gives Region 10 and Equalis Group members the ease of use, turnaround time and quick viewing capabilities they need so recruiters and hiring managers can spend time on other duties.

Clients can elect to order background verifications by a variety of methods. Following is a list of the many ways that Region 10 and Equalis Group members can initiate requests and transmit data to HireRight:

- **Recruiter enters data and orders report on the web.** If a recruiter would like to enter the order and applicant data him/herself, the order may be submitted a la carte or via our standard order interface, which allows the recruiter to choose from a pre-defined list of customized packages. Recruiters may also order via our **Package Plus Ordering**, which enables recruiters to select a package and add a la carte items to that order.
- **Order report and request candidate enter personal data via the web.** If the candidate has Internet access, your recruiter can minimize their workload by using our candidate self-service feature, **Applicant Center**. The Applicant Center enables candidates to create their own profile with HireRight, access their screening information in real time, view important messages regarding their employment applications or background verifications and upload required documents. Using this feature, Region 10 and Equalis Group members' recruiter specifies what services they would like to order (from a list of customized packages) and enters the candidate's e-mail address. HireRight then provides the candidate with a unique password and URL, which allows the candidate to access the

Applicant Center, enter their personal information directly in an online form and initiate a pre-defined background verification. Upon completion of the form by the candidate, your recruiters are automatically e-mailed a standard notification indicating the completion and submission of the form and the background verification is instantly initiated. For situations where users need to submit multiple backgrounds with the same package, users may send multiple invitations simultaneously to several candidates.

- **Order report through integrated partner (e.g., iCIMS, Workday, etc.).** More than 60% of screening orders are placed via an integration. When using an integrated partner the candidate's information automatically passes from the recruiting system into the background screening application. There is no loss of time due to re-typing the candidate's information into the HireRight system. Standard, pre-productized and custom integrations are available and may be subject to additional fees.
- **Order reports and transmit data via batch uploads/downloads.** HireRight has the ability to send and receive data in real-time or via batch uploads/downloads. Additional fees may apply.

26. Outline the methods of payments you will accept and include the overall process for agencies to make payments.

Payment Options

HireRight is able to accept Electronic Funds Transfers (EFT) and Automated Clearing House (ACH) payments. HireRight also offers credit/P-card accounts and accepts Visa, MasterCard and American Express. If you are paying with a credit card/P-card, Region 10 and Equalis Group agencies will receive notification of the charge along with detailed information substantiating the charge (i.e., a receipt showing the charges posted to your credit card/P-card account).

HireRight charges by transaction/per unit (e.g., employment, education, criminal, etc.). Note that while our pricing is transactional, as a best practice, we recommend Region 10 and Equalis Group members/agencies create packages based on organizational needs, to ensure all necessary services are included.

27. If your company is offering hardware, please describe your company's return and restocking policy.

HireRight Global is a standalone software application that provides our customers with a comprehensive, easy-to-use solution. Our customers access our software applications either directly via the Internet or through pre-integrated solutions with leading recruiting software application providers. HireRight's web-based solution is available 24/7 for ordering. No specific browser settings or add-ons are necessary to properly access and use HireRight's web-based screening application. We support the latest versions of the most commonly used web browsers: MS Explorer/Edge, Chrome, Firefox and Safari. Our customers access all of our software applications via the Internet, and all of these software applications are hosted by us and are provided to our customers at no charge; with unlimited users, no licensing, hardware purchases or re-stocking fees are involved.

This innovation solution—HireRight Global— offers broad functionality, including order management, decision support, user management, compliance management, and reporting and analytics. With HireRight Global, organizations can manage and conduct their employment screening program, including

background and drug and health screening, through a single Web-based platform. HireRight Global is designed to be flexible and scalable to accommodate the multi-user, multi-office, multi-geography needs of large, complex organizations, as well as the needs of smaller and mid-sized businesses.

28. Describe areas where downtime may occur with your equipment/software/website or other services provided, historical averages of that downtime, and how you resolve downtime issues when they do occur. Include any guarantees and remedies provided for in your SLA.

Downtime

HireRight has taken extreme precautions to ensure that our online background verifications system will always be up and running. Scheduled maintenance is communicated to customers in advance. We send our customers our release and planned maintenance windows each December for the ensuing year. If unscheduled maintenance is required, we strive to provide as much advance notice as possible to not disrupt Region 10 and Equalis Group's business and will look for windows with the lowest customer activity to perform these actions.

Uptime

Multiple vendors are selected for continuity and redundancy should there be an outage with one supplier. Otherwise, HireRight architecture is organized as follows: in addition to network level redundancy and failsafes, the HireRight system is comprised of a multi-tier environment that includes redundant internet service providers, site-to-site MPLS, application servers, web servers and a clustered database environment. On the infrastructure level we utilize one production site and one disaster recovery site with live site-to-site replication, per geographic region (U.S. and EMEA). HireRight maintains dual ISPs for Internet connectivity, utilizing multiple site to site MPLS connections allowing for 99.99% connectivity barring a large-scale disaster (national scale).

Service Level Agreement

HireRight will partner with Region 10 and Equalis Group to develop a mutually acceptable Service Level Agreement (SLA) that includes performance and turnaround time standards. Our SLAs are developed on a per-client basis. Separate SLAs can be developed for national and international services (per country) as requested by client(s). All performance standards are calculated based on conditions within HireRight's control; for example, the Public Records industry is exception intensive based on external institutions' requirements for processing information requests.

Our system is very transparent. Recruiters are notified via e-mail any time there is a delay for any reason. The e-mail also informs them of the reason for the delay, such as school closure. They then have the ability to take action if we need something from them or their candidate. Because we document our work and reasons for delay online, our customers can see the work being done on every report.

29. Describe your company's Customer Service Department (hours of operation, how you resolve issues, number of service centers, etc.).

Customer Service Specialists are available 7 days a week to manage Region 10 and Equalis Group's technical, set-up and ongoing service requirements. Customer Service acts as the first line responder for any account questions and is made up of experienced specialists who will help you manage the tasks associated with your daily screening activities. We also provide support to your candidates throughout the screening process. HireRight's Candidate Customer Service Team is available to assist your candidates with both technology and process-related questions, including status. The team is well-trained on

consumer rights with a heavy focus on empathy and process knowledge geared specifically to the needs of the candidate. To supplement these services, we provide an informative website designed specifically for your candidates: www.hireright.com/applicant-assistance. Our Customer Service and Candidate Customer Service teams are available 7 days a week from 7 AM (CST) Sundays through 9 PM (CST) Fridays, and 7 AM to 7 PM (CST) Saturdays via toll free telephone numbers in more than 50 countries, an e-mail address and a live chat feature on the HireRight Website, which is available 7 days a week and monitored during normal business hours.

30. Describe any training or other support resources you provide to support end users in better understanding how to utilize your products and services?

HireRight User Training Program

The HireRight training program provides live training and resources to familiarize Region 10 and Equalis Group and your members' users with HireRight's platform and services and get them up and running on the system as quickly as possible. This training program enables HireRight to quickly and seamlessly launch services on a global basis throughout all sizes of organizations.

Users are typically trained and using the system within an hour; however, we can also accommodate additional time for more complex program details and/or incorporate Region 10 and Equalis Group's program updates into the session.

The training, which traditionally is a web-based offering as a standard, will lower learning curves and streamline change management within your organization.

We are proud to offer customer training via our web-based solution, HireRight Global. Your users will be trained with one or more of the following methods:

- **User Training.** Once the implementation plan and account setup are complete and prior to your go-live date, HireRight will train your system users and managers to help them efficiently learn about HireRight's services and background reports. Training is a critical component of our on-boarding process as it not only enhances the learning curve of your staff but also significantly increases the level of organizational acceptance.

HireRight offers a variety of options for both users within the United States as well as global users. We provide the following types of training:

- Weekly training sessions for the various HireRight platforms hosted by a HireRight trainer via a Webinar. These sessions are offered on a scheduled basis and your users are invited to attend if they prefer instructor-led training.
- Recorded training sessions that cover the same information included in weekly training sessions. These sessions are available 24/7 and enable your users to attend a training session at their convenience.
- Live training sessions offered for on-boarding complex accounts that have a variety of user profiles.

To accommodate your specific needs, HireRight also offers the following training for a fee:

- Onsite training conducted by a HireRight trainer, for a fee.

In addition, HireRight provides the following training aids:

- Quick Reference Guides that walk your users through the most commonly used system functions
 - Job aids that target specific tasks within the submission process
 - Interactive glossaries and FAQs that address commonly asked questions
- **Super User Training.** HireRight offers training for Super Users either in regularly scheduled open enrollment sessions via WebEx or in customer-specific sessions. Training content includes how to set up new users, tailor your candidate experience, manage users and passwords, configure flex fields and email notifications and run management reports.

31. Outline any implementation or other resources you provide in helping to configure your solutions, whether during the initial startup, or ongoing as part of the software maintenance.

HireRight is committed to providing Region 10 and Equalis Group and its members with professional guidance, expertise and dedicated implementation resources to ensure an efficient and trouble-free implementation tailored to address your specific business needs.

Our dedicated implementation project management staff will guide you through the implementation process by defining the scope and objectives of the implementation and then leveraging best practices and tools to help you maximize your return on investment.

HireRight can implement customers in as short as 2 to 4 weeks based upon usage of our standard platform and services. Implementations including Applicant Tracking System (ATS) integrations and drug screening services typically take 4 to 6 weeks for basic integrations and up to 2 to 3 months for more complex or premium integrations.

Our implementation process is summarized in the following paragraphs. We are pleased to provide additional detail upon request.

I. Implementation Project Planning and Consultation Phase. HireRight will partner with Region 10 and Equalis Group and its members to evaluate your existing business practices, identify your needs and special requirements, and determine your business objectives and success criteria prior to preparing an implementation plan.

II. Implementation Phase. HireRight will set up your accounts, screening packages, drug screening and other services, users and user permissions according to your technical and security requirements, and provide your team with a formal introduction to available customer support and escalation pathways.

A HireRight Technical Consultant will join the project team to work with your technology group to complete and test the integration.

III. Training and Change Management Phase. HireRight offers customized, instructor-led, web-based training classes as well as recurring weekly online training classes to accommodate future training needs. Region 10 and Equalis Group and its members will receive additional documentation and other learning tools for your users.

IV. Customer Maintenance Phase. Your designated Account Manager and HireRight Customer Service Specialists will be available to manage your technical and service requirements. HireRight will schedule a follow-up teleconference to gauge the level of satisfaction with HireRight services.

Please note that the go-live process is only one step in our implementation, not the end goal. Our goal is to ensure that your team is not only up and running but that they understand the system and are satisfied with the program.

Figure 2 provides an overview of our implementation plan.

Planning and Consultation	Implementation	Training and Change Management	Customer Maintenance
Customer Information and Implementation Requirements are Gathered	Account Set Up	Users Are Trained, Customer Goes Live	Follow-up Teleconferences, Customer Support
1. Initial kick-off teleconference is conducted to assess customer needs.	1. Account is set up according to customer requirements. This includes products, services, users and user security, and invoicing.	1. Implementation Project Manager assists the customer with training coordination.	1. Implementation Project Manager schedules a series of follow-up teleconferences to gauge the level of satisfaction with products and services.
2. Implementation calls are conducted by an Implementation Project Manager to provide guidance and consultation on the account set up.	2. Account settings are communicated and explained to the customer. Any required revisions and tests are performed.	2. Implementation Project Manager gathers training requirements.	2. Account Manager ensures that you are receiving superior levels of service on an ongoing basis.
3. An implementation plan is prepared by the Implementation Project Manager in order to specify timelines, critical milestones, deliverables and goals.	3. Customer provides final approval on the account set up.	3. Super user and standard user dedicated Web-based training sessions are conducted.	3. Customer Service team provides on-going user support.
		4. Public training sessions are available for all users after the go-live.	4. Monthly customer satisfaction surveys are conducted to ensure the ongoing quality of and satisfaction with products and services.
		5. Implementation Project Manager assists the customer with the organizational change management.	

Figure 2. HireRight Implementation Plan Overview. *HireRight provides professional guidance, expertise and dedicated implementation resources to ensure an efficient and trouble-free implementation.*

32. Describe the capacity of your company to report monthly sales through this agreement to Equalis Group.

HireRight Reporting Capabilities

HireRight has a variety of different reporting options to address Region 10 and Region 10 and Equalis Group's specific needs. These reporting tools will help you review and understand your program.

- **Standard Management Reports.** Fixed set of detailed self-service data reports available via HireRight Global. Detailed information is provided in our response to Question 33 that follows.
- **Custom Management Reports.** Unique detailed self-service data reports developed per client specifications and available to requesting clients. These reports can be stored with your standard management reports for future use. Your designated Account Manager or HireRight's customer service team can assist with building custom reports if preferred. Detailed information is provided in our response to Question 33 that follows.
- **Ad-Hoc SQL Data Pulls.** Unique detailed one-time use data reports that your designated AM will develop per your specifications. If need is required for repeated data extraction, the report will be created through Microsoft SSRS and delivered to you based on your desired frequency.
- **Microsoft SSRS Data Feeds.** Fixed set of detailed data reports available to your designated Account Manager or HireRight customer service through a secure website.
- **HireRight Analytics.** Fixed set of data visualization dashboards via Tableau Online. HireRight's self-service report platform—HireRight Analytics, offers advanced analytics and dashboards to provide with the ability to easily monitor and track your background screening program. This new product is highly interactive and allows for great data visualization. HireRight Analytics delivers actionable analytics, transforming your data into valuable information and ultimately allowing you to improve processes, turnaround time and drive business decisions.

33. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.

HireRight offers a wide array of self-service management reports that are available online in real time. These reports allow users to track all facets of their screening programs, including turnaround time, request volume, cost detail and the prevalence of adverse records. This data can be tracked by system user as well as by any customer-defined fields (e.g., cost center, requisition number, position title). The management reports are available in HTML, Tab Delimited, CSV, and Excel for viewing, downloading and printing.

What is most unique about our reporting package is its ease of use: Non-technical users can easily configure report parameters. You can pull reports by date, user subset, and permission level. You may also group, sort and filter reports to meet your exact information need. Once you have configured these parameters, you can run the report and view it immediately, schedule the report to run at a certain time, or schedule the report to be e-mailed to a distribution list.

The following reports come standard with our management reports: Account Activity, Account Information, Adjudication Status Summary, Adjudication Results, Adjudication Tracking Details, Adverse Letters Sent to Applicants, Adverse Records, Applicant Information (EEOC), Application Delays Report, Background Details, Background Forms Details, Background Request Aging, Billing Summary by Account, Billing Summary by Product, Completed Adjudication TAT, Discrepancies, Education Details, Employment Application Details, Log Audit Management, Order TAT Prediction, Professional License Details Report, Request Details, SSN Trace Results, Turnaround Time, Turnaround Time Management, Turnaround Time Summary, User List and User Permissions.

In addition to a wide variety of standard management reports, HireRight offers reports for customers using specific products and services, including I-9 reports and DOT-Drug Testing reports. We can provide sample reports upon request.

Customized Reports. Historically, we have found that our robust management reporting tool provides most of the reports required, as they were created and modeled based on our customers' input and need. If you require a report that is not included in the management reports, HireRight can build a customized report for a fee. The amount of work needed to create the customized report will be scoped after talking with you to find out what information is needed. It is likely that a similar report has already been created for another customer. Due to this fact, most of the creation of the report will probably be complete so the cost to create a custom report should be very reasonable. Once a custom report is created it can be loaded into your management reports for access online at any time or HireRight can have specific reports run automatically according to a schedule.

PROPOSAL FORM 3: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Equalis Group to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE

List certifying agency: _____

☐ Yes ☒ No

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

Respondent certifies that this firm is a SBE or DBE

List certifying agency: _____

☐ Yes ☒ No

c. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE

List certifying agency: _____

☐ Yes ☒ No

d. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB

List certifying agency: _____

☐ Yes ☒ No

e. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone

List certifying agency: _____

☐ Yes ☒ No

f. Other

Respondent certifies that this firm is a recognized diversity certificate holder

List certifying agency: _____

☐ Yes ☒ No

QUALIFICATION AND EXPERIENCE

PROPOSAL FORM 4: MANAGEMENT PERSONNEL

Please provide contact information and resumes for the person(s) who will be responsible for the following areas.

Executive Contact

Contact Person: Tyra Malone

Title: Director of Strategic Alliances

Company: HireRight

Address: 100 Centerview Drive, Suite 300

City: Nashville State: TN Zip: 37214

Phone: (949) 285-6812 [m] Fax: (949) 428-5806

Email: tyra.malone@hireright.com

Account Manager / Sales Lead

Contact Person: Rob Klott

Title: GPO Alliances Manager

Company: HireRight

Address: 100 Centerview Drive, Suite 300

City: Nashville State: TN Zip: 37214

Phone: (224) 634-8232 [m] Fax: (949) 428-5806

Email: rob.klott@hireright.com

Contract Management (if different than the Sales Lead)

Contact Person: Rob Klott

Title: GPO Alliances Manager

Company: HireRight

Address: 100 Centerview Drive, Suite 300

City: Nashville State: TN Zip: 37214

Phone: (224) 634-8232 [m] Fax: (949) 428-5806

Email: rob.klott@hireright.com

Billing & Reporting/Accounts Payable

Contact Person: Rob Klott

Title: GPO Alliances Manager

Company: HireRight

Address: 100 Centerview Drive, Suite 300

City: Nashville State: TN Zip: 37214

Phone: (224) 634-8232 [m] Fax: (949) 428-5806

Email: rob.klott@hireright.com

Marketing

Contact Person: Maura Craig

Title: Senior Partner Marketing Manager, Strategic Alliances

Company: HireRight

Address: 100 Centerview Drive, Suite 300

City: Nashville State: TN Zip: 37214

Phone: (918) 740-5879 [m] Fax: (949) 428-5806

Email: maura.craig@hireright.com

**PROPOSAL FORM 5: REFERENCES AND EXPERIENCE
QUESTIONNAIRE**

Provide a minimum of five (5) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide references for K12, Higher Education, City/County and State entities.

The University of Tampa

Sheila Davis
Assistant Director, Employment
Office of Human Resources
401 W. Kennedy Blvd.
Tampa, FL 33606
Phone: (813) 257-3613
SHEILADAVIS@ut.edu
Background screening and related services.
Customer Since: 2018

Valencia College

Jennifer Page
Director, Employment
8600 Valencia Lane
Orlando, FL 32825
(407) 582-8032
jpage@valenciacollege.edu
Background screening and related services.
Customer Since: 2019

Midtown International School

Karen Roth
Human Resources Coordinator
1575 Sheridan Road
Atlanta, GA 30324
404-542-7003
kroth@midtowninternationalschool.com
Summer Hours: 8:00am-2:00pm Monday-Thursday
Background screening and related services.
Customer Since: 2015

Pepperdine University

Emily Bentley
24255 Pacific Coast Highway
Malibu, CA 90263
Total Compensation and Employment Manager
Email: emily.bentley@pepperdine.edu
Background screening and related services.
Phone: 310.506.4396

Trinity Christian College

Kris Doorn
Trinity Christian College
6601 West College Drive
Palos Heights, Illinois 60463
Human Resources Administrator
708.293.4595
kris.doorn@trnty.edu

Questions:

1. Identify any contracts with other cooperative or government group purchasing organizations of which your company is currently a part of:

HireRight has multiple cooperative agreements or GPO contracts in place today. HireRight has many years of experience with working with these cooperatives, and these partnerships have allowed us to have an extensive understanding of the requirements of GPO / cooperatives; and, more importantly, the needs of their members. Our current agreements cover a variety of markets and industries including higher education, healthcare, hospitality, recreation/hospitality, and food distribution.

Currently, we have agreements with: E&I Cooperative Services; Premier; Vizient; Avendra; TopCo; BlueCross BlueShield; and, the Big Ten Academic Alliance.

2. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

As a corporation with numerous different stakeholders, HireRight LLC does not qualify as a minority-owned business. However, HireRight has a Vendor Partner Participation Plan in place that includes participation goals for small and diverse businesses, agencies, and institutions.

To further encourage Small, Small Disadvantaged, Women-Owned Small, HUBZone, Veteran-Owned Small and Service-Disabled Veteran-Owned Small Business concerns, HireRight's policy is to assist in the development of qualified partners and suppliers from such businesses offering goods and services on a competitive basis.

Small, Small Disadvantaged, Women-owned Small, HUBZone, Veteran-owned Small and Service-Disabled Veteran-owned Small Business concern Participation Program shall conform to Public Law 99-661, 100-180, 105-135 and 106-554 as implemented by FAR 52.219-8.

Consistent with legal and ethical obligations to all suppliers, vendors, and partners, HireRight invites Small, Small Disadvantaged, Women-Owned Small, HUBZone, Veteran-Owned Small and Service-Disabled Veteran-Owned Small Business enterprises and NIB/NISH organizations to perform commercially useful functions on all HireRight contracts.

HireRight will strive to meet this commitment by:

- Identifying small and diverse businesses, agencies, and institutions offering goods and services needed by HireRight
- Actively seeking to increase the volume of business placed with qualified small and diverse businesses, agencies, and institutions so that they may become self-sustaining members of the economic mainstream.

Following is a summary list of HireRight's business and industry certifications and affiliations:

PBSA Accreditation. HireRight has received accreditation from the Professional Background Screening Association (PBSA). We have successfully demonstrated compliance with the Background Screening Agency Accreditation Program (BSAAP) and are formally recognized as Background Screening Credentialing Council (BSCC)-Accredited. This recognition stands as the industry seal, representing HireRight's commitment to excellence, accountability, high professional standards and continued institutional improvement.

HireRight is a founding member of the PBSA and a member of the PBSA Canada, Europe and APAC Chapters. Our employees currently serve on multiple PBSA committees. As one example, Catherine Leung, Director of Global Procurement, is a current member of the BSCC and past chair of the Communications Committee of the Global Advisory Council.

In addition to exceeding all PBSA requirements, HireRight is the first Credit Reporting Agency (CRA) to have our international fulfillment centers audited for compliance. Region 10 and Equalis Group can be assured that our service level is the same, no matter where in the world you are conducting business.

ISO Certification. HireRight's EMEA facilities attained ISO 27001 certification based on HireRight's Global ISMS Policy Framework.

WCAG 2.1 and ADA Chapter 5, Addendum Title II Compliance. HireRight is committed to providing a positive experience for every individual that we screen. In keeping with that commitment, we have worked to ensure that our Applicant Center is in compliance with ADA Chapter 5, Addendum Title II, and the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG 2.1 AA), as well as any applicable state and federal accessibility requirements. We have also added sign language to our Applicant Center videos, which ensures WCAG 2.1 AAA compliance.

Industry-Specific Associations. HireRight maintains memberships in a number of industry associations for trucking, retail, healthcare and other vertical markets. These include an endorsement by the American Trucking Associations.

HireRight maintains membership in the following associations:

- International Association of Privacy Professionals
- Information Technology Association of America
- American Society for Industrial Security
- Society for Human Resource Management
- American Association of Motor Vehicle Administrators
- Drug and Alcohol Testing Industry Association
- American Association of Medical Review Officers
- American Trucking Association

- National Private Truck Council
- Truckload Carriers Association
- Retail Industry Leaders Association
- and many more

HR-XML Certification. HireRight has received certification from the HR-XML consortium, ensuring that we have fully incorporated the HR-XML standards used by the Human Resources industry for data transfer.

Drug Screening-Specific Certifications. HireRight is a member of both the Substance Abuse Program Administrators Association (SAPAA) and the Drug and Alcohol Testing Industry Association (DATIA). Our Chief Medical Officer, Dr. Todd Simo, is a speaker at a variety of industry events and considered an expert in the field of substance abuse testing, medial review and FMCSA programs as they apply to employment requirements. HireRight physicians are also associates and fellows of several Occupational Health Medical Boards.

International Memberships. HireRight is also a member of the International Association of Privacy Professionals (IAPP), a 4,000-member global network of businesses and corporations. The IAPP's main focus is to give its members an opportunity to share industry trends and best practices and to promote awareness of key privacy issues.

Public Research Department Certifications. Numerous HireRight employees working in the Public Research Department have obtained a range of different certifications including Forensic Identification, Crime and Intelligence Analysis, Fingerprints and Criminal Reporting.

3. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.

From time to time in the ordinary course of business, as with all companies, HireRight is subject to third party claims. However, HireRight is not a party to any pending legal action that would materially impact our ability to deliver our products and services in a lawful and compliant manner.

In February 2015, HireRight's parent company, Corporate Risk Holdings, LLC (fka Alteryx, Inc.), finalized the terms of a Restructuring Support Agreement (RSA). As part of the RSA, Alteryx and certain of its affiliated entities, including HireRight, voluntarily filed for reorganization under Chapter 11 of the United States Bankruptcy Code. In August 2015 the bankruptcy court confirmed the reorganization plan, and HireRight successfully emerged from Chapter 11. HireRight entered this reorganization process from a position of strength, and throughout the process our work for all of our clients continued uninterrupted. In September 2015, HireRight, Inc. changed our name to HireRight, LLC and our parent company, Alteryx, Inc., changed their name to Corporate Risk Holdings, LLC.

In July 2018, HireRight and General Information Services (GIS) came together under common ownership, creating the industry's largest background screening company. In October 2019, we acquired J-Screen and PeopleCheck, leading background screening providers based in Tokyo, Japan and Newcastle, Australia, respectively.

We continue to add new clients and invest in new products services for our customers, and we remain committed to our strategy of helping people get hired.

4. Felony Conviction Notice – Please check applicable box:

☐

A publicly held corporation; therefore, this reporting requirement is not applicable

☒

Is not owned or operated by anyone who has been convicted of a felony.

☐

Is owned or operated by the following individual(s) who has/have been convicted of a felony.

*If the 3rd box is checked a detailed explanation of the names and convictions must be attached.

VALUE ADD**PROPOSAL FORM 6: VALUE ADD QUESTIONNAIRE**

Proposer must agree to work in cooperation with Region 10 ESC and the Equalis Group to develop a marketing strategy and provide avenues to equally market and drive sales through the Contract and program to all current and potential Members. Proposer agrees to actively market in cooperation with Region 10 ESC and the Equalis Group all available services to current and potential Members.

1. Detail how your organization plans to market and promote this contract upon award.

HireRight has a well established marketing team equipped to handle any needs or marketing deliverables requested by ESC10 and The Region 10 and Equalis Group. We will work with your team to co-brand marketing materials, social media posts, prospecting campaigns and educational webinars to help drive awareness and increase participation from your members. A detailed marketing plan will be developed to ensure this new partnership is a success.

2. Provide the number of sales representatives which will work on this contract and where the sales representatives are located.

HireRight has multiple sales teams within our sales organization. These teams are structured to make sure we are aligned with our customer's needs. Some are structured based on geography, while others are structured around the size and need of our customers. Once the agreement is awarded and we are able to understand the needs and locations of your member base, we will build a sales team / strategy around that to ensure we are provided the best in class service and support that ESC10 and The Region 10 and Equalis Group deserves.

3. Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and Equalis Group and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

HireRight agrees to share / provide company logo as needed to properly communicate and market this agreement.

4. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

Please also list and include copies of any certificates you hold that would show value for your response not already included above.

As a corporation with numerous different stakeholders, HireRight LLC does not qualify as a minority-owned business. However, HireRight has a Vendor Partner Participation Plan in place that includes participation goals for small and diverse businesses, agencies, and institutions.

To further encourage Small, Small Disadvantaged, Women-Owned Small, HUBZone, Veteran-Owned Small and Service-Disabled Veteran-Owned Small Business concerns, HireRight's policy is to assist in the development of qualified partners and suppliers from such businesses offering goods and services on a competitive basis.

Small, Small Disadvantaged, Women-owned Small, HUBZone, Veteran-owned Small and Service-Disabled Veteran-owned Small Business concern Participation Program shall conform to Public Law 99-661, 100-180, 105-135 and 106-554 as implemented by FAR 52.219-8.

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HireRight will strive to meet this commitment by:

- Identifying small and diverse businesses, agencies, and institutions offering goods and services needed by HireRight
- Actively seeking to increase the volume of business placed with qualified small and diverse businesses, agencies, and institutions so that they may become self-sustaining members of the economic mainstream.

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HireRight is a founding member of the PBSA and a member of the PBSA Canada, Europe and APAC Chapters. Our employees currently serve on multiple PBSA committees. As one example, Catherine Leung, Director of Global Procurement, is a current member of the BSCC and past chair of the Communications Committee of the Global Advisory Council.

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WCAG 2.1 and ADA Chapter 5, Addendum Title II Compliance. HireRight is committed to providing a positive experience for every individual that we screen. In keeping with that commitment, we have worked to ensure that our Applicant Center is in compliance with ADA Chapter 5, Addendum Title II, and the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG 2.1 AA), as well as any applicable state and federal accessibility requirements. We have also added sign language to our Applicant Center videos, which ensures WCAG 2.1 AAA compliance.

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HireRight maintains membership in the following associations:

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- American Society for Industrial Security
- Society for Human Resource Management
- American Association of Motor Vehicle Administrators
- Drug and Alcohol Testing Industry Association
- American Association of Medical Review Officers
- American Trucking Association
- National Private Truck Council
- Truckload Carriers Association
- Retail Industry Leaders Association
- and many more

HR-XML Certification. HireRight has received certification from the HR-XML consortium, ensuring that we have fully incorporated the HR-XML standards used by the Human Resources industry for data transfer.

Drug Screening-Specific Certifications. HireRight is a member of both the Substance Abuse Program Administrators Association (SAPAA) and the Drug and Alcohol Testing Industry Association (DATIA). Our Chief Medical Officer, Dr. Todd Simo, is a speaker at a variety of industry events and considered an expert in the field of substance abuse testing, medical review and FMCSA programs as they apply to employment requirements. HireRight physicians are also associates and fellows of several Occupational Health Medical Boards.

International Memberships. HireRight is also a member of the International Association of Privacy Professionals (IAPP), a 4,000-member global network of businesses and corporations. The IAPP's main focus is to give its members an opportunity to share industry trends and best practices and to promote awareness of key privacy issues.

Public Research Department Certifications. Numerous HireRight employees working in the Public Research Department have obtained a range of different certifications including Forensic Identification, Crime and Intelligence Analysis, Fingerprints and Criminal Reporting.

5. Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract participating agencies.

HireRight partners with all leading Applicant Tracking Solution (ATS) partners to make sure your members have the complete solution they need to hire employees with confidence. These partners include ATS leaders like Oracle, People Admin, Workday, UKG, iCIMS and many more.

OTHER REQUIRED PROPOSAL FORMS
PROPOSAL FORM 7: CLEAN AIR WATER ACT

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor: HireRight, LLC / Scott H. Collins

Title of Authorized Representative: Chief Revenue Officer

Mailing Address: 100 Centerview Drive, Suite 300, Nashville, TN 37214

Signature: 

PROPOSAL FORM 8: DEBARMENT NOTICE

I, the Vendor, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Potential Vendor: HireRight, LLC / Scott H. Collins

Title of Authorized Representative: Chief Revenue Officer

Mailing Address: 100 Centerview Drive, Suite 300, Nashville, TN 37214

Signature: 

PROPOSAL FORM 9: LOBBYING CERTIFICATION

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.



Signature of Respondent

July 1, 2021

Date

PROPOSAL FORM 10: CONTRACTOR CERTIFICATION REQUIREMENTS**Contractor's Employment Eligibility**

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The Respondent complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Region 10 ESC Participating entities in which work is being performed.

Fingerprint & Criminal Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The Respondent shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.



Signature of Respondent

July 1 2021

Date

PROPOSAL FORM 11: ANTITRUST CERTIFICATION STATEMENTS
(Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

- (1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
- (2) In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
- (3) In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
- (4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

VENDOR HireRight

ADDRESS 100 Centerview Drive, Suite 300,
Nashville, TN 37214

PHONE (615) 320-9800

FAX (949) 428-5806

RESPONDANT



Signature

Scott H. Collins
Printed Name

Chief Revenue Officer
Position with Company

AUTHORIZING OFFICIAL

Signature

Printed Name

Position with Company

PROPOSAL FORM 12: IMPLEMENTATION OF HOUSE BILL 1295**Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016. https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

PROPOSAL FORM 13: BOYCOTT CERTIFICATION AND TERRORIST STATE CERTIFICATION**BOYCOTT CERTIFICATION**

Respondents must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Does vendor agree? SHC

(Initials of Authorized Representative)

TERRORIST STATE CERTIFICATION

In accordance with Texas Government Code, Chapter 2252, Subchapter F, REGION 10 ESC is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By execution of any agreement, the respondent certifies to REGION 10 ESC that it is not a listed company under any of those Texas Government Code provisions. Responders must voluntarily and knowingly acknowledge and agree that any agreement shall be null and void should facts arise leading the REGION 10 ESC to believe that the respondent was a listed company at the time of this procurement.

Does vendor agree? SHC

(Initials of Authorized Representative)

PROPOSAL FORM 14: RESIDENT CERTIFICATION

This Certification Section must be completed and submitted before a proposal can be awarded to your company. This information may be placed in an envelope labeled "Proprietary" and is not subject to public view. In order for a proposal to be considered, the following information must be provided. Failure to complete may result in rejection of the proposal:

As defined by Texas House Bill 602, a "nonresident Bidder" means a Bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

Texas or Non-Texas Resident

☐

I certify that my company is a "**resident Bidder**"

☒

I certify that my company qualifies as a "**nonresident Bidder**"

If you qualify as a "nonresident Bidder," you must furnish the following information:

What is your resident state? (The state your principal place of business is located.)

Tennessee

Company Name: **HireRight LLC**
Address: **100 Centerview Drive, Suite 300**
City: **Nashville**
State: **TN**
Zip: **37214**

PROPOSAL FORM 15: FEDERAL FUNDS CERTIFICATION FORM

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the “Uniform Guidance” or “EDGAR” requirements). All Vendors submitting proposals must complete this Federal Funds Certification Form regarding Vendor’s willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to participating agencies for their use while considering their purchasing options when using federal grant funds. Participating agencies may also require Vendors to enter into ancillary agreements, in addition to the contract’s general terms and conditions, to address the member’s specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Vendor should certify Vendor’s agreement and ability to comply, where applicable, by having Vendor’s authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a vendor fails to complete any item in this form, Region 10 ESC will consider the Vendor’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Vendor using federal funds.

1. Vendor Violation or Breach of Contract Terms:

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Any Contract award will be subject to Region 10 ESC General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order, participating agency ancillary contract, or Member Construction Contract agreed upon by Vendor and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the Region 10 ESC Terms and Conditions.

The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a Proposal, you agree to these Vendor violation and breach of contract terms.

Does vendor agree? SHC
(Initials of Authorized Representative)

2. Termination for Cause or Convenience:

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a

purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does vendor agree? SHC
(Initials of Authorized Representative)

3. Equal Employment Opportunity:

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does vendor agree? SHC
(Initials of Authorized Representative)

4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does vendor agree? SHC

(Initials of Authorized Representative)

5. Contract Work Hours and Safety Standards Act:

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does vendor agree? SHC

(Initials of Authorized Representative)

6. Right to Inventions Made Under a Contract or Agreement:

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Vendor agrees to comply with the above requirements when applicable.

Does vendor agree? SHC

(Initials of Authorized Representative)

7. Clean Air Act and Federal Water Pollution Control Act:

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended –Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as

amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does vendor agree? SHC
(Initials of Authorized Representative)

8. Debarment and Suspension:

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all participating agencies with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does vendor agree? SHC
(Initials of Authorized Representative)

9. Byrd Anti-Lobbying Amendment:

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does vendor agree? SHC
(Initials of Authorized Representative)

10. Procurement of Recovered Materials:

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm

estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree? SHC
(Initials of Authorized Representative)

11. Profit as a Separate Element of Price:

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.323(b). When required by a participating agency, Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.

Does vendor agree? SHC
(Initials of Authorized Representative)

12. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Vendor agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

Does vendor agree? SHC
(Initials of Authorized Representative)

13. General Compliance and Cooperation with Participating Agencies:

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a participating agency, it shall make a good faith effort to work with participating agencies to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does vendor agree? SHC
(Initials of Authorized Representative)

14. Applicability to Subcontractors

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does vendor agree? SHC

(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

HireRight LLC

Company Name



Signature of Authorized Company Official

Scott H. Collins

Printed Name

Chief Revenue Officer

Title

June 30, 2021

Date

PROPOSAL FORM 16: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS

**** Please see exceptions below.**

AZ Compliance with Federal and state requirements: Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4. When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

AZ Compliance with workforce requirements: Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, "...every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program" Region 10 ESC reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. Region 10 ESC and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

AZ Contractor Employee Work Eligibility: By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Region 10 ESC and/or Region 10 ESC members may request verification of compliance from any contractor or sub contractor performing work under this contract. Region 10 ESC and Region 10 ESC members reserve the right to confirm compliance. In the event that Region 10 ESC or Region 10 ESC members suspect or find that any contractor or subcontractor is not in compliance, Region 10 ESC may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

AZ Non-Compliance: All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

Registered Sex Offender Restrictions (Arizona): For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Region 10 ESC member's discretion. Contractor must identify any additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Offshore Performance of Work Prohibited: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

Terrorism Country Divestments: In accordance with A.R.S. 35-392, Region 10 ESC and Region 10 ESC members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.

****HireRight does not agree to Proposal Form 16: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS for the following two reasons:**

- (a) HireRight would need to understand whether our performance under this Agreement would be considered “working on contracts funded with Federal Grant monies” and if so, HireRight would want to understand from Equalis what HireRight is agreeing to by then “agree[ing] to comply with administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments”; and
- (b) HireRight cannot agree to an offshore restriction in the provision of background screening services, unless the client wishes to pay the premium pricing for HireRight to accommodate by shifting our normal operations.

Signature of Respondent ** Date June 30, 2021

PROPOSAL FORM 17: OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the Respondent shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company

Name: HireRight

Street: 100 Centerview Drive, Suite 300

City, State, Zip Code: Nashville, TN 37214

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _____, a partner in _____, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I Scott H. Collins, an authorized representative of HireRight LLC, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
HireRight GIS Group Holdings LLC (HGGH) - 100 Centerview Drive, Suite 300, Nashville, TN 37214		
HireRight, LLC is a wholly owned indirect subsidiary of HireRight GIS Group Holdings LLC (HGGH).		
HGGH is majority owned by investment funds managed by General Atlantic Service Company L.P.		

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Authorized Signature and Title  Chief Revenue Officer **Date** June 30, 2021

PROPOSAL FORM 18: NON-COLLUSION AFFIDAVIT

Company Name: HireRight LLC
Street: 100 Centerview Drive, Suite 300
City, State, Zip Code: Nashville, TN 37214

State of New Jersey SC

County of Lexington

I, SCOTT COLLINS of the NASHVILLE
Name City

in the County of Davidson, State of Tennessee of full
age, being duly sworn according to law on my oath depose and say that:

I am the Chief Revenue Officer of the firm of HireRight LLC
Title Company Name

the Respondent making the Proposal for the goods, services or public work specified under the Harrison Township Board of Education attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Harrison Township Board of Education relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Company Name HireRight LLC

Authorized Signature & Title HEAD OF EXECUTIVE ADMINISTRATION

Subscribed and sworn before me this 1st day of July, 2021

Katie S Atkins

Notary Public of New Jersey
My commission expires 4/10, 2028
SEAL



PROPOSAL FORM 19: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)

Company Name: _____

Street: _____

City, State, Zip Code: ____

Bid Proposal Certification:

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:*Procurement, Professional & Service Contracts**(Exhibit A) Vendors must submit with proposal:*

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval _____
OR
2. A photo copy of their Certificate of Employee Information Report _____
OR
3. A complete Affirmative Action Employee Information Report (AA302) _____

Public Work – Over \$50,000 Total Project Cost:

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form _____
AA201-A upon receipt from the Harrison Township Board of Education

B. Approved Federal or New Jersey Plan – certificate enclosed _____

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Authorized Signature and Title**Date****P.L. 1995, c. 127 (N.J.A.C. 17:27)****MANDATORY AFFIRMATIVE ACTION LANGUAGE****PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

Signature of Procurement Agent

PROPOSAL FORM 20: C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information is available in Local Finance Notice 2006-1 (https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html They will be updated from time-to-time as necessary.
 - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s).** As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d) The form may be used “as-is”, subject to edits as described herein.
 - e) The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE
FORM Contractor Instructions**

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

1. any State, county, or municipal committee of a political party
2. any legislative leadership committee*
3. any continuing political committee (a.k.a., political action committee)
4. any candidate committee of a candidate for, or holder of, an elective office:
 1. of the public entity awarding the contract
 2. of that county in which that public entity is located
 3. of another public entity within that county
 4. or of a legislative district in which that public entity is located or, when the public entity is a

county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

5. individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
6. all principals, partners, officers, or directors of the business entity or their spouses
7. any subsidiaries directly or indirectly controlled by the business entity
8. IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

NOTE: This section does not apply to Board of Education contracts.

* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM Required Pursuant To N.J.S.A. 19:44A-20.26

Page ____ of ____

Vendor Name:

[illegible]

Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure**N.J.S.A. 19:44A-20.26****County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED, CUSTOMIZABLE FORM.

PROPOSAL FORM 21: STOCKHOLDER DISCLOSURE CERTIFICATION**Name of Business:**

___ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

___ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Sole Proprietorship

Limited Liability

Limited Partnership

Partnership

Corporation



Limited Liability

Subchapter S

Corporation

Corporation

**** HireRight GIS Group Holdings LLC (HGGH) - 100 Centerview Drive, Suite 300, Nashville, TN 37214**
HireRight, LLC is a wholly owned indirect subsidiary of HireRight GIS Group Holdings LLC (HGGH).
HGGH is majority owned by investment funds managed by General Atlantic Service Company L.P.

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this ____ day of _____, 2 ____.	
(Notary Public)	(Affiant)
My Commission expires:	(Print name & title of affiant)
	(Corporate Seal)

PROPOSAL FORM 22: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM

Signature on the Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and Conditions:

☐

We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

☒

We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 10 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

Terms and Conditions Exceptions

HireRight accepts in principle the general terms of your form agreement. We acknowledge and understand both your business and legal concerns, and we will work with you to address these in the agreement to your satisfaction.

HireRight agrees to negotiate in good faith to establish a mutually acceptable agreement. Comments/Highlighted provisions set forth in the HireRight Exceptions Table below are used to highlight examples of provisions that will require negotiation. The comments/highlighted provisions included in the HireRight Exceptions Table are in no way comprehensive or final. We look forward to working with you to create a final, reasonable agreement that will be the basis of a mutually beneficial, long-term working relationship.

Section	Explanation
Article 1 – General Terms and Conditions	HireRight does not accept this Section as written in total. HireRight proposes to negotiate this Section in good faith additional/supplemental language and will seek clarification on the insurance and indemnification requirements to Lead Public Agency.
1.4 – Customer Support	HireRight agrees in principle to response time, but will need to negotiate in good faith. HireRight will provide comments upon completion of Operations Team Review.

2.2 – Automatic Renewal	Note that the termination rights in this Section should be mutual. HireRight proposes to negotiate in good faith additional/supplemental language.
3.3 – Respondent’s Promise	HireRight does not accept this Section in total as it is written and agrees to negotiate in good faith additional/supplemental language. MFN clauses are challenging to monitor for a company with over 50,000 clients worldwide.
4.4 – Assignment of Contract	While HireRight accepts in principle the intent of this Section, HireRight does not accept this Section as written in total. HireRight proposes to negotiate this Section in good faith additional/supplemental language. Prior written notice of assignment may violate securities laws.
5.1 – Cancellation for non-performance or contractor deficiency	HireRight does not accept this Section in total as it is written and agrees to negotiate in good faith additional/supplemental language. Upon cancellation of the contract, HireRight does not agree to cede ownership of all goods, materials, work, documents, data and reports, as this is overbroad.
5.2 – Termination for cause	Note that the termination rights in this Section should be mutual. HireRight proposes to negotiate in good faith additional/supplemental language.
5.3 – Delivery/Service failures	HireRight agrees in principle, but will need to negotiate in good faith. HireRight can offer SLA terms upon request.
7.1 -- Delivery	Not Applicable. HireRight provides services and does not provide goods. However, HireRight can offer SLA terms upon request.
7.2 – Inspection & Acceptance	Not Applicable. HireRight provides services and does not provide goods and such services will be provided to the Customer/participating Member, not Equalis.
7.4 -- Shipping Instructions	Not Applicable. Please delete this Section in its entirety.
7.5 – Additional Charges	Not Applicable. Please delete this Section in its entirety.
8.2 – Tax Exempt Status	HireRight does not accept this Section in total as it is written and agrees to negotiate in good faith additional/supplemental language.
9.3 – Additional Charges	Not Applicable. Please delete this Section in its entirety.
9.4 – Price reduction and adjustment	HireRight does not accept this Section in total as it is written and agrees to negotiate in good faith additional/supplemental language. If HireRight does ceiling pricing and price based on size of opportunity, we cannot offer that lower price to all members. We are OK with working with Region 10 on approval.
9.6 – Administrative Fees	HireRight does not accept this Section in total as it is written and agrees to negotiate in good faith additional/supplemental language. HireRight seeks clarification on who “Gordian” refers to; however, we can agree to the 2% administrative fee.
9.7 – Price Calculation	HireRight agrees in principle, but will need to negotiate in good faith. HireRight will provide comments upon completion of Pricing Team Review.
10.1 – Audit rights	HireRight does not accept this Section in total as it is written and agrees to negotiate in good faith additional/supplemental language. HireRight cannot grant access to eligible entities’ pricing (confidential) and would need guardrails inserted around any audit rights.

Article 11 – Proposer Product Line Requirements	Not Applicable. Please delete this Section in its entirety.
Article 12 – Site Requirements	Not Applicable. Please delete this Section in its entirety.
13.1 – Funding Out Clause	HireRight agrees in principle, but will need to negotiate in good faith. HireRight can provide Funding Out language for Equalis’s review.
13.3 -- Indemnity	HireRight does not accept this Section in total as it is written. HireRight proposes to negotiate in good faith mutual indemnification language. HireRight proposes the laws of Delaware in lieu of Texas. HireRight prefers binding arbitration, with dueling venue, to resolve disputes arising out of or in connection with this agreement. HireRight proposes to negotiate this Section in good faith additional/supplemental language.
13.5 – Marketing	HireRight agrees in principle, but will need to negotiate in good faith. HireRight will provide comments upon completion of Marketing Team Review.
13.6 – Insurance	HireRight agrees in principle to maintain insurance appropriate for the services provided, but will need to negotiate in good faith. HireRight will provide comments upon completion of Risk Management Team Review.
13.7 – Subcontracts/Sub Contractors	HireRight does not accept this Section in total as it is written and agrees to negotiate in good faith additional/supplemental language. HireRight does not obtain preapproval for use of subcontractors; however we are able to include a schedule of approved subcontractors to this Agreement (to the extent relevant).
13.10 – Venue	HireRight does not accept this Section in total as it is written and would propose dueling venue.
Attachment A – Equalis Group Administrative Agreement	HireRight will indicate a request to negotiate this Agreement (including Appendices), per the Note.

PROPOSAL FORM 23: EQUALIS GROUP ADMINISTRATION AGREEMENT**Requirements for Master Agreement To be administered by Equalis Group**

Attachment A, Equalis Group Administrative Agreement is used in administering Master Agreements with Region 10 and is preferred by Equalis Group. Redlined copies of this agreement should not be submitted with the response. Should a respondent be recommended for award, this agreement will be negotiated and executed between Equalis Group and the respondent. **Respondents must select one of the following options for submitting their response.**

- ☐ Respondent agrees to all terms and conditions outlined in each of the Administration Agreement.
- ☒ Respondent wishes to negotiate directly with Equalis Group on terms and conditions outlined in the Administration Agreement. Negotiations will commence after sealed Proposals are opened and Region 10 has determined the respondent met all requirements in their response and may be eligible for award.

PROPOSAL FORM 24: OPEN RECORDS POLICY ACKNOWLEDGEMENT AND ACCEPTANCE**OPEN RECORDS POLICY ACKNOWLEDGMENT AND ACCEPTANCE**

Be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by Chapter 552 of the Texas Government Code.

Because contracts are awarded by a Texas governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure to the public, the Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempted from disclosure. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Respondent must provide this information on the "Acknowledgement and Acceptance to Region 10 ESC's Public Information Act Policy" form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 10 ESC must provide the OAG with the information requested in order for the OAG to render an opinion. In such circumstances, Respondent will be notified in writing that the material has been requested and delivered to the OAG. Respondent will have an opportunity to make arguments to the OAG in writing regarding the exception(s) to the TPIA that permit the information to be withheld from public disclosure. Respondents are advised that such arguments to the OAG must be specific and well-reasoned--vague and general claims to confidentiality by the Respondent are generally not acceptable to the OAG. Once the OAG opinion is received by Region 10 ESC, Region 10 ESC must comply with the opinions of the OAG. Region 10 ESC assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information. After completion of award, these documents will be available for public inspection.

Signature below certifies complete acceptance of Region 10 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary). Check one of the following responses to the Acknowledgment and Acceptance of Region 10 ESC's Open Records Policy below:

☒

We acknowledge Region 10 ESC's Public Information Act policy and declare that no information submitted

with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

☐

We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)

Date June 30, 2021 Authorized Signature & Title



Scott H. Collins, Chief Revenue Officer

PROPOSAL FORM 25: VENDOR CONTRACT AND SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

VENDORS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE TO BE CONSIDERED

Company name	HireRight LLC
Address	100 Centerview Drive, Suite 300
City/State/Zip	Nashville, TN 37214
Telephone No.	Office: (949) 428-5975
Fax No.	(949) 428-5806
Email address	scott.collins@hireright.com
Printed name	Scott H. Collins
Position with company	Chief Revenue Officer
Authorized signature	

*HireRight received RFP R10-1119 Amendment 1.pdf as part of this RFP.

Term of contract July 1, 2021 to June 30, 2024

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional four (4) years if agreed to by Region 10 ESC. Vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

Region 10 ESC Authorized Agent

Date

Print Name

Equalis Group Contract Number _____

Confidentiality Information

This proposal and the answers (including fees) provided herein assume HireRight's standard product and service offerings, and reflect our current and best understanding of your general screening requirements based on our interpretation of your RFP questions and all discussions that have occurred between HireRight and your organization to date. We recognize, however, that additional requirements and implementation details will likely be identified during the sales and implementation cycles as HireRight works with your organization to fully understand your needs, and that such detail may affect how, and the terms by which, we support your requirements. Accordingly, until we have had the opportunity to partner with you in gathering and evaluating your requirements, we will consider your questions and HireRight's responses to be open to further interpretation and our responses may change in such cases where the discovery of additional details requires us to take a different approach to meeting any or all of your requirements as defined herein. The final terms and conditions of HireRight's service shall be set forth in a mutually agreeable HireRight Services Agreement. Please also note that in lieu of anything to the contrary within or provided in connection with this RFP, HireRight responses herein, and any non-public information that we provide in follow-up responses, discussions and/or presentations, are confidential. We are providing this information on the condition and in reliance that the organization receiving it will regard and protect it as HireRight's confidential information, and will not disclose it to any party without the express written consent of HireRight and only to internal parties having the need to know in order to fully evaluate HireRight's RFP response. We appreciate your cooperation and understanding.