

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS
For
Background Check Services
RFP # 2025-028

Sealed proposals will be accepted until 2:00 PM CT, **December 27, 2024**, and then publicly opened and read aloud thereafter.

Welliver & Associates LLC dba Hire Honest

Legal Name of Proposing Firm

Quinn McDonough

SVP Sales & Marketing

Contact Person for This Proposal

Title

801-673-7103

quinn@hirehonest.com

Contact Person Telephone Number

Contact Person E-Mail Address

1776 Park Ave 4-405

Park City, UT

84060

Street Address of Principal Place of Business

City/State

Zip

1776 Park Ave 4-405

Park City, UT

84060

Mailing Address of Principal Place of Business

City/State

Zip

Ali Mears

EVP

Point of Contact for Contract Negotiations

Title

949-274-6226

ali@hirehonest.com

Point of Contact Telephone Number

Point of Contact Person E-Mail Address

Acknowledgment of Addenda (initial): #1 AM #2 _____ #3 _____ #4 _____ #5 _____

NOTE: Any confidential/proprietary information must be clearly labeled as "confidential/proprietary". All proposals are subject to the Texas Public Information Act.

COVER SHEET



TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS

For

Background Check Services

RFP # 2025-028

Welliver & Associates DBA Hire Honest LLC

Duly Organized under the laws of the State of Utah

FEIN: 33-1023267

1776 Park Ave 4-405

Park City, UT 84060

Contact Person: Quinn McDonough

SVP Sales & Marketing

801-673-7103

quinn@hirehonest.com

Authorized Official: Quinn McDonough

SVP Sales & Marketing

A handwritten signature in black ink, appearing to read 'Q McDonough', written over a horizontal line.

12/27/24



Table of Contents

TAB-A:	Cover Page & Statement of Understanding	Error! Bookmark not defined.
TAB-B:	Key Personnel	4
TAB-C:	References	5
TAB-D:	Project-Related Experience and Qualifications Error! Bookmark not defined.	
TAB-E:	Technical Proposal	6
TAB-F:	Pricing	17
TAB-G:	Required Attachments	20



Hire Honest fully understands the scope of work as outlined in the solicitation. We are committed to providing comprehensive background screening services that meet the specified requirements, including accurate criminal record checks, employment and education verifications, and identity validation. Our internal team will manage the entire process, ensuring complete control over data security, compliance with legal standards (e.g., FCRA, GDPR, EEOC), and maintaining high-quality standards throughout the background check process.

We recognize that the background check services requested are crucial for assisting our clients in making informed hiring decisions. Our team is well-equipped with the technology, expertise, and infrastructure to execute these services efficiently, ensuring a seamless experience for both employers and candidates. We are confident in our ability to deliver timely, accurate, and reliable results without relying on third-party services, as we handle all aspects of the background check process in-house.

Hire Honest is honored to present this proposal to TXShare in response to Solicitation Background Check Services **RFP # 2025-028**. As a trusted partner to both public and private sector organizations, Hire Honest understands the importance of comprehensive, accurate, and timely background screening in enabling TXShare to make informed hiring decisions. Our tailored solutions are designed to meet The North Central Texas Council of Governments' high compliance standards while seamlessly integrating with existing systems like Workday and UKG to deliver unparalleled efficiency.

With over 35 years of experience, Hire Honest combines cutting-edge technology with human expertise to ensure swift and precise results that meet or exceed your expectations. Our services are optimized for speed, accuracy, and security, helping to protect the interests of TXShare and its stakeholders. With the fastest turnaround times in the industry and award-winning support, you can rest assured you will receive the best service available. Moreover, we share a commitment to promoting equity, safety, and inclusion, values reflected in every aspect of our operations.

We bring a comprehensive suite of background screening services, a detailed integration plan, and a commitment to environmental sustainability and local business engagement. Our proven track record, especially in high-compliance environments, positions Hire Honest as the ideal partner to support TXShare in its mission to ensure safe, reliable, and inclusive hiring practices.

Warm regards,

Quinn McDonough, SVP Sales & Marketing



1. Quinn McDonough – SVP Sales & Marketing

Quinn McDonough is the Senior Vice President of Sales & Marketing at Hire Honest, with over 4 years of experience in the HR technology and background screening industry. Quinn leads strategic client engagement, overseeing customer relations and new business development. He has a deep understanding of the complexities involved in background screening and works closely with clients to ensure that their specific needs are met. Quinn's expertise in sales strategy and client support will ensure that your experience with Hire Honest is both smooth and productive.

2. Megan Holzer – Director of Operations

Megan has been with Hire Honest for over 12 years and serves as the Director of Operations. With extensive experience in background screening operations, they oversee all aspects of our internal processes, including data management, verification workflows, and compliance procedures. Megan ensures that all background checks are handled in a timely and secure manner, in full compliance with local, state, and federal regulations. Their leadership ensures a streamlined process and the highest level of service.

3. Ali Mears – Compliance Officer

As Compliance Officer, Ali is responsible for ensuring that Hire Honest's background screening processes meet all legal and regulatory requirements, including those stipulated by FCRA, GDPR, and EEOC. Ali has a legal background with 16 years of experience in regulatory compliance, risk management, and privacy laws. Their role is critical in safeguarding the integrity of our services and ensuring that all screenings are conducted in full compliance with relevant standards.

4. Jun Mar Lemosnero – Technical Support Manager

Jun serves as the Technical Support Manager at Hire Honest, leading the technical team in the integration and ongoing maintenance of our platform. They have over 20 years of experience in IT management and software development, specializing in HR technology solutions. Jun is responsible for ensuring seamless integration of our background check platform with client systems, troubleshooting any technical issues, and ensuring system uptime and reliability.

Each of these individuals brings a wealth of experience and expertise to their respective roles, ensuring that Hire Honest provides excellent service and support throughout the background check process. Detailed resumes and qualifications for each team member are attached for your review. If you require further information about any of our key personnel, please don't hesitate to reach out.



REFERENCES

1. COMPANY NAME: Abercrombie & Fitch
ADDRESS: 6301 Fitch Path, New Albany, Ohio, USA
CONTACT PERSON: Kevin Bitters
TELEPHONE: 614-352-4497 EMAIL: kevin_bitters@anfcorp.com

2. COMPANY NAME: DMSI
ADDRESS: 16170 Perris Blvd., Suite C-4 Moreno Valley, CA 92551
CONTACT PERSON: Doug Anderson
TELEPHONE: 704-650-9230 EMAIL: anderson@dmsi.net

3. COMPANY NAME: P.F. Chang's
ADDRESS: 8377 E. Hartford 2nd floor Scottsdale, AZ 85255
CONTACT PERSON: Susan Walsh
TELEPHONE: 480-589-3919 EMAIL: susan.walsh@pfc.com

4. COMPANY NAME: See's Candy
ADDRESS: 3423 South La Cienega Blvd. Los Angeles, CA 90016
CONTACT PERSON: Dawn Nelson
TELEPHONE: 650-303-5773 EMAIL: dnelson@sees.com

5. COMPANY NAME: OMNIA Partners (New Contract)
ADDRESS: 5001 Aspen Grove Drive, Franklin, Tennessee 37067
CONTACT PERSON: Dalton McMenamin
TELEPHONE: 615-535-9432 EMAIL: dalton.mcmenamin@omniapartners.com



Technical Proposal

Hire Honest's team has extensive experience delivering background screening services to high-profile clients, including our partnership with **P.F. Chang's**, a globally recognized restaurant chain.

- **Case Study: P.F. Chang's Integration Success:**
 - **Challenge:** The client faced inefficiencies in background check turnaround times, inconsistent data accuracy, and a lack of centralized reporting.
 - **Solution:** Hire Honest deployed its proprietary client portal, enabling P.F. Chang's hiring managers to streamline requests, monitor real-time status updates, and access secure, compliant reports.
 - **Outcome:** Reduced background check completion times from an average of five to 14 days to 24-48 hours, improved data accuracy by 25%, and achieved a seamless integration with their Workday HR workflow.
-

Integration with ATS

Hire Honest certifies its capability to integrate with ATS systems and has included a specific example of a successful integration.

- **Example:** In partnership with P.F. Chang's, we established a connection between Workday and our client portal.
 - **Plan:**
 - **Assessment** (1-2 weeks): Collaboration with HR and IT teams to define scope and map workflows.
 - **Configuration & Testing** (2-4 weeks): API setup, sandbox environment testing, and issue resolution.
 - **Deployment & Training** (1 week): Launch with training sessions if needed for users on system features and troubleshooting processes.
 - **Results:**



- Reduced manual data entry, ensuring higher accuracy.
- Achieved a 100% compliance rate during audits.

Our integration process includes ongoing support to address any challenges post-deployment. Hire Honest is a client centric company who values our clients' needs.

Description of Web Access Solution

Hire Honest offers an intuitive, secure, and highly efficient web-based access solution designed to simplify and enhance the background check process for TXShare. Our platform ensures a seamless user experience while maintaining compliance with all relevant regulations, including the Fair Credit Reporting Act (FCRA). Below is an overview of the key features and functionalities of our web access solution:

User-Friendly Interface

- **Intuitive Navigation:** Our platform is designed with a clean and straightforward interface, making it easy for users of all technical skill levels to initiate background checks, track progress, and access results.
- **Customizable Dashboards:** Personnel can tailor their dashboards to display the most relevant information, such as pending checks, completed investigations, or flagged reports.
- **Multi-User Access:** The platform supports multiple user roles with customizable permissions to ensure secure and appropriate access for all team members.

Robust Functionality

- **End-to-End Background Check Management:** Users can seamlessly request background checks, upload necessary documents, and monitor investigation statuses from a centralized location.
- **Real-Time Updates:** The system provides live updates on the progress of each investigation, offering transparency and reducing administrative follow-ups.
- **Automated Notifications:** Alerts for completed reports or required actions are sent directly to users, ensuring timely responses and minimizing delays.

Security and Compliance



- **Data Encryption:** All data within the platform is protected using advanced encryption protocols, ensuring confidentiality and compliance with federal and state regulations.
- **Role-Based Access Control:** Access to sensitive data is restricted based on user roles, reducing the risk of unauthorized access.
- **Audit Logs:** The platform maintains detailed logs of user actions, supporting accountability and compliance audits.

Seamless Integration Capabilities

- **Applicant Tracking System (ATS) Integration:** Our platform is compatible with Workday, TXShare's current ATS, through an Application Programming Interface (API). This integration allows for automatic data sharing, eliminating manual entry and reducing errors.
- **Dual Process Support:** For individuals not tracked in the ATS, our solution provides a parallel process to manage background checks efficiently without additional costs.
- **File Type Flexibility:** The system supports multiple file types, ensuring compatibility with current and future ATS systems you may adopt.

Mobile Accessibility

- **Responsive Design:** The platform is optimized for use on various devices, including desktops, tablets, and smartphones.
- **On-the-Go Access:** Personnel can initiate and review background checks remotely, enhancing productivity and flexibility.

Reporting and Analytics

- **Customizable Reports:** The system offers robust reporting capabilities, allowing users to generate and customize reports based on specific criteria.
- **Trend Analysis:** Advanced analytics tools provide insights into hiring patterns and background check outcomes, enabling data-driven decision-making.
- **Export Functionality:** Reports can be easily exported in multiple formats, such as PDF or Excel, for record-keeping or sharing with other stakeholders.

Support and Training



- **Dedicated Customer Support:** Our support team is available to assist personnel with technical issues or user inquiries.
- **Comprehensive Training:** We provide detailed training sessions and user guides to ensure a smooth adoption of the platform.

URL Link to Sample User Portal

To explore the functionality of our web access solution, please visit our sample user portal at:

<https://www.youtube.com/watch?v=67c4REgKaZ0>

This demo provides a hands-on preview of the features TXShare can expect, including real-time reporting, customizable dashboards, and seamless ATS integration.

Hire Honest's web access solution is designed to empower TXShare with an efficient, secure, and transparent tool for managing background checks, ensuring a streamlined experience for all stakeholders involved.

Regulatory Compliance

Hire Honest certifies full compliance with the **Fair Credit Reporting Act (FCRA)** and all applicable local, state, and federal laws. Sam.gov #038689843. We maintain stringent security protocols, which include:

- **Credentials:**
 - Background-checked and trained employees.
 - Proud member of the PBSA
- **Protocols:**
 - End-to-end encryption for all data transmissions.
 - Annual security audits conducted by independent firms.

Bureau of Criminal Investigations (BCI) Access

Hire Honest has authorized access to Bureau of Criminal Investigations (BCI) records to perform comprehensive and accurate background checks.



Data Safeguard Program

Hire Honest has a robust data safeguard program in place to protect sensitive information gathered on behalf of clients. Our safeguards include:

- **Encryption:** Encryption for data at rest and in transit.
- **Access Control:** Role-based access with multifactor authentication.
- **Audits:** Regular internal and external audits to ensure compliance with all regulatory requirements.

By adhering to these measures, Hire Honest ensures the confidentiality, integrity, and availability of data collected during the background screening process.

Speed and Accuracy

Automated Processes

Hire Honest leverages state-of-the-art automation tools to streamline background screening workflows. Automated processes ensure data is collected, analyzed, and delivered efficiently, eliminating manual errors and reducing turnaround times. This allows us to process background checks faster than industry standards while maintaining compliance.

Rigorous Quality Control

Our rigorous quality control protocols ensure accuracy at every stage. Each background check undergoes multiple verification steps, including automated cross-referencing with national databases and manual reviews by trained compliance specialists. This dual-layered approach ensures precise results, reducing the risk of errors or discrepancies.

Real-Time Updates

Our client portal provides real-time updates, allowing clients to track the progress of their background checks from initiation to completion. This transparency empowers hiring managers with immediate insights, helping them make informed decisions quickly and confidently.

Key Benefits:

- Reduced turnaround times to 24-48 hours for most checks.
- Enhanced data accuracy, improving hiring decisions.



- Immediate notifications for completed reports and flagged items.

These features reflect our commitment to delivering timely, reliable, and actionable results to meet our clients' needs.

Qualifications – Demonstrated Understanding of objectives for this Service

Statement of Qualifications

Hire Honest is a trusted provider of comprehensive background screening services, with a strong focus on delivering accurate, timely, and compliant results to organizations across various sectors, including municipal governments.

- **Company Overview:**
Founded in 1989, Hire Honest is an independent, minority-owned corporation specializing in background screening, compliance, and risk management services. We have over 35 years of experience ensuring clients meet their safety, hiring, and regulatory requirements efficiently.
- **Years in Business:** 35+ years.
- **Employees:** 25-50 experienced professionals, including compliance specialists, technology experts, and client success managers.
- **Headquarters:** Park City, Utah, with remote teams across the State of Utah.
- **Leadership:** Our executive team includes Will Welliver, CEO and Ali Mears, EVP supported by a leadership including Megan Holzer, Director of Operations and Jun Mar Lemosnero, VP, IT with extensive industry experience. See organizational chart at end of document.
- **Service Reach:** Hire Honest serves clients nationwide and globally, with operational capabilities in over 200 countries and territories.

Our history and expertise uniquely position us to understand and meet TXShare's objectives for efficient, secure, and compliant background screening services.

Personnel

Our team for this project will include highly qualified professionals with extensive experience in managing background screening services:



- **Will Welliver, CEO:** 35+ Years of Experience, specializing in background screening, Loss prevention, compliance and support. Managed government contracts, delivering projects on time and within scope with the support of the company.
- **Megan Holzer, Director of Operations:** 10 Years of Experience, expert in compliance and data security, ensuring adherence to FCRA and state-specific regulations.
- **Jun Mar Lemosnero, VP, IT:** 20 Years of Experience, technology lead for seamless client portal management and integration.
- **Ali Mears, EVP:** 12 Years of Experience, specializing in background screening, compliance and support. Managed similar government contracts, delivering projects on time and within scope.

All personnel have undergone extensive training in compliance, data security, and client service.

Subcontracting

Hire Honest does not anticipate subcontracting any portion of the services outlined in this RFP. All work will be conducted in-house by our experienced team to maintain the highest quality standards and ensure seamless communication.

Additional Value

Hire Honest offers several unique advantages that enhance our value proposition:

- **Real-Time Status Tracking:** Our client portal provides live updates on background check statuses, ensuring full transparency and efficiency.
- **Rapid Turnaround Times:** 90% of standard background checks are completed within 24-48 hours.
- **Custom Reporting:** Tailored reports to meet specific needs, ensuring actionable insights for decision-making.



- **Dedicated Account Managers:** Personalized support to address any concerns or requirements promptly. No more calling a customer service line to wait for a representative.
-

Third-Party Authorization

Hire Honest operates as an authorized provider of integrations and services for major platforms, including Workday.

Government Data Privacy Act

Hire Honest adheres strictly to the **Government Data Privacy Act (GDPA)** and other relevant data protection regulations. Measures implemented include:

- **Data Encryption:** All data in transit and at rest is encrypted.
 - **Role-Based Access Control:** Access to sensitive data is limited to authorized personnel.
 - **Regular Audits:** Internal and third-party audits to ensure ongoing compliance with data privacy laws.
-

Experience with Customers

Hire Honest has extensive experience serving government agencies and organizations of similar size and scope:

- **OMNIA Partners:** At Hire Honest we are honored to be selected as a premier partner within **OMNIA Partners**, the nation's largest and most trusted cooperative purchasing organization. This strategic partnership underscores our unwavering commitment to delivering affordable, fast, and reliable background check services to organizations of all sizes,
- **Town of Gypsum, CO:** Provide full-service background screening, client support and background screening needs.
- **P.F. Chang's:** Partnered on an RFP, completing data migration and client portal setup within six weeks.



- **Abercrombie & Fitch:** Delivered compliant background checks for a large workforce, exceeding SLA requirements consistently.

References from these clients are available upon request. Each partnership demonstrates our ability to deliver on scope, meet deadlines, and provide outstanding service to municipal organizations.

Statement of Understanding

We understand TXShare's objective of ensuring efficient, compliant, and secure hiring practices. Hire Honest will deliver timely background screening results, integrated systems, and exceptional customer support.

Risks & Mitigation

- **Integration Risks:** Addressed through comprehensive testing and phased rollout.
 - **Data Security Risks:** Mitigated via encryption and multi-factor authentication.
-

Detailed Integration Plan

1. **Initial Assessment:** Requirements gathering (2 weeks).
2. **Development:** API configuration and initial testing (2-4 weeks).
3. **Final Testing:** User acceptance testing and validation (1 week).
4. **Deployment:** Full system integration (1 week).

Total timeline: Approximately 6-8 weeks.

Detailed Work Plan

1. **Request Processing:** Requests are received via the client portal or API integration.
2. **Turnaround Times:** Most background checks are completed within 24-48 hours.
3. **Results Delivery:** Reports are securely uploaded to the client portal or Workday account and flagged for review.



Policy Criteria

Corporate Sustainability

Welliver & Associates recognizes the impact our industry has on the environment. Through innovation and technology, we have designed our systems to eliminate paper from what was once a very paper-heavy industry. Every day we strive to reduce our carbon footprint; below are some of our responsible practices.

- We have eliminated any and all paper usage by using iPads and secured storage through our servers. We once used over 150,000 reams of paper a year, and now with the use of iPads and our programming systems, we use no more than two reams of paper a year.
- We use an electronic fax, which forwards any faxes to a designated email. It also allows us to fax back documents from the same designated email. A fax is never printed, and therefore no paper wasted.
- Lights and computers are on a timer. There will be an automatic shutdown of the lights or computers in an area if there is no activity within half an hour.
- Our electronics are recycled and replaced through the Apple store.
- Phone investigations are used as a primary tool to reduce travel costs.
- Recycle bins are placed in our office for any paper products and plastic products to make recycling effortless by our employees.
- Each employee has their own coffee mug as well as water cup to eliminate the need for disposable cups.

Business Certification

- Hire Honest is proud to be a Woman Owned (51%+) minority business located in the State of Utah.

Pricing Sheet

Please find the completed Attachment D: Cost Proposal separate attachment.



Fee Structure

Hire Honest is committed to providing transparent and competitive pricing for our background screening services. The following outlines our approach to billing:

Hire Honest Service Fees

All fees for background screening services, including the execution of checks, integration support, and client portal access, will be billed directly by Hire Honest. These fees are fixed as outlined in the attached Cost Proposal.

Governmental Fees

Fees associated with accessing governmental records, such as court records, Bureau of Criminal Investigations (BCI) reports, or other official documents, are determined by the respective agencies. These fees will be billed at cost and itemized separately on invoices to ensure full transparency.

By separating service fees and governmental fees, Hire Honest ensures clarity and accuracy in our billing process, allowing TXShare to easily track and manage costs.

- **Price Guarantee:** Hire Honest guarantees the proposed pricing for two (2) years.

Conclusion

Summary of Key Benefits

Hire Honest offers TXShare a trusted, proven partner for background screening services, delivering:

- **Unmatched Speed and Accuracy:** Industry-leading turnaround times of 24-48 hours, powered by automated processes and rigorous quality controls.
- **Seamless Integration:** Proven expertise in integrating with Workday and other HR platforms, streamlining workflows and improving operational efficiency.
- **Compliance and Security:** Full adherence to FCRA and other regulations, backed by robust data safeguard measures and ongoing audits.
- **Exceptional Client Support:** Dedicated account managers and a client-centric approach ensure personalized and responsive service.



- **Innovative Technology:** Real-time updates and transparency through our secure client portal, empowering efficient decision-making.

Closing Remarks

Hire Honest is excited about the opportunity to partner with TXShare to deliver efficient, secure, and reliable background screening services. With over 35 years of experience, a proven track record in high-compliance environments, and a commitment to innovation and sustainability, we are confident in our ability to meet and exceed the expectations of this RFP.

We look forward to the possibility of contributing to TXShare commitment to equity, safety, and inclusivity by supporting its hiring practices with unparalleled accuracy and efficiency. Thank you for considering Hire Honest as your trusted partner.

TAB-F: PRICING SCHEDULE AND DESCRIPTION OF SERVICES

No.	Service Description	Volume	Standard List Price per Unit	% Discount	Proposed Per Unit Pricing
1.a.	County Criminal Records Search	per county	10.89	55%	\$ 5.99
1.b.	Statewide Criminal	per state	10.09	55%	\$ 5.55
1.c.	National Criminal Database	per name	5.19	55%	\$ 2.85
1.d.	Federal Criminal	per name	4.89	55%	\$ 2.69
2.a.	Social Security Trace	per applicant	1.75	55%	\$ 0.96
2.b.	Social Security Validation (Death Master)	per applicant	1.75	55%	\$ 0.96
4.	National Sex Offender Registry	per applicant	3.29	55%	\$ 1.81
5.	EPLS/SAM/Healthcare Sanctions	per applicant	5.59	55%	\$ 3.07
6.	Credential/Education Verification	per school/degree	10.99	55%	\$ 6.04
7.	Credential Monitoring	per active record	7.99	55%	\$ 4.39
8.	Employment History Verification	per employer	10.79	55%	\$ 5.93



9.	Professional License Verification	per license	10.59	55%	\$ 5.82
10.	Professional References	Per Reference	16.55	55%	\$ 9.10
11.	Bankruptcies, Liens & Judgements	per applicant	11.09	55%	\$ 6.10
12.	Real Property Search	per applicant	11.09	55%	\$ 6.10
13.	Medical License Verification	per license	10.59	55%	\$ 5.82
14.	Medicare Fraud Search	per applicant	5.59	55%	\$ 3.07
15.	Workers Compensation Verification	per applicant	7.79	55%	\$ 4.28
16.	Motor Vehicle Report	per license (state)	2.29	55%	\$ 1.26
17.	Military Search	per applicant	6.69	55%	\$ 3.68
18.	Honors and Awards Verification	per request	11.19	55%	\$ 6.15
19.	Credit Report	per applicant	5.59	55%	\$ 3.07
20.	Global Watch Alert (Prohibited Parties)	per applicant	4.49	55%	\$ 2.47
21.	Fingerprinting	per person	89.95	55%	\$ 49.47
22.	Drug Screening	per person	99.95	55%	\$ 54.97
23.	Commercial Driver's License Information System (CDLIS)	per person	11.19	55%	\$ 6.15
24.	GSA/OIG Excluded & Prohibited Parties	per person	5.69	55%	\$ 3.13
25.	Driving Records	per person	2.39	55%	\$ 1.31
26.	International Criminal Searches	per person	10.89	55%	\$ 5.99
27.	International Employment and Education Verification	per person	22.09	55%	\$ 12.15
28.	I-9 Services	per applicant	6.99	55%	\$ 3.84
29.	e-Verify Services	per applicant	6.99	55%	\$ 3.84
Package or bundled report rates:					



A.	Products include: Drug Screening - 5 panel (Amphetamines, Cocaine, Marijuana, Opiate, Phencyclidine [PCP])	per person	99.95	55%	\$ 54.97
B.	Products include: Drug Screening - 10 panel (Amphetamines, Cocaine, Marijuana, Opiate, Phencyclidine [PCP]), Barbiturate, Benzodiazapine, Propoxyphene, Methadone, Fentanyl	per person	119.95	55%	\$ 65.97
List below other products or packages offered:					
30	County Civil Search	per person	13.25	55%	\$ 7.29
31	National Security Watch List (OFAC)	per person	3.25	55%	\$ 1.79
32	Adverse Action	per person	0	0%	No charge

**ATTACHMENT I: INSTRUCTIONS
FOR PROPOSALS COMPLIANCE AND SUBMITTAL**

Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

Compliance with the NCTCOG Standard Terms and Conditions

By signing its submission, Offeror acknowledges that it has read, understands and agrees to comply with the NCTCOG standard terms and conditions.

Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance must be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 2.2 - General Terms and Conditions.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough, SVP Sales & Marketing

Typed Name

12/27/2024

Date

ATTACHMENT II: CERTIFICATIONS OF OFFEROR

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, Quinn McDonough (typed or printed name) certify that I am the SVP Sales & Marketing (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as offeror and respondent herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough

Typed Name

12/27/2024

Date

**ATTACHMENT III: CERTIFICATION
REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Welliver & Associates dba Hire Honest

Vendor Name


Authorized Signature

Quinn McDonough

Typed Name

12/27/2024

Date

ATTACHMENT IV: RESTRICTIONS ON LOBBYING

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using nonappropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

(Continued on next page)

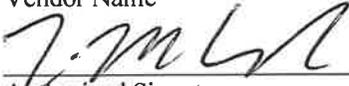
**LOBBYING CERTIFICATION
FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

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

1. No federal appropriated funds have been paid 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 officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification or any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid 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, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough

Typed Name

12/27/2024

Date

ATTACHMENT V: DRUG-FREE WORKPLACE CERTIFICATION

The Welliver & Associates dba Hire Honest (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the Welliver & Associates dba Hire Honest (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor’s policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor’s policy Proposal;

Notifying the employees in the subcontractor’s policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor’s receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough

Typed Name

12/27/2024

Date

**ATTACHMENT VI: DISCLOSURE OF CONFLICT OF INTEREST
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

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

“No employee of the contractor, no member of the contractor’s governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents”.

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

Welliver & Associates dba Hire Honest

Vendor Name

Authorized Signature

Quinn McDonough

Typed Name

12/27/2024

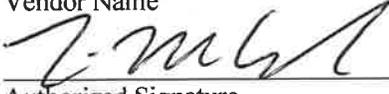
Date

ATTACHMENT VII: CERTIFICATION OF FAIR BUSINESS PRACTICES

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough

Typed Name

12/27/2024

Date

**ATTACHMENT VIII: CERTIFICATION OF GOOD STANDING
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Type of Business (if not corporation):

- Sole Proprietor
- Partnership
- Other

Pursuant to Article 2.45, Texas Business Corporation Act, the North Central Texas Council of Governments reserves the right to request information regarding state franchise tax payments.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough

Typed Name

12/27/2024

Date

**ATTACHMENT IX: HISTORICALLY UNDERUTILIZED BUSINESSES,
MINORITY OR WOMEN-OWNED OR DISADVANTAGED BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process.

NCTCOG recognizes the certifications of most agencies. HUB vendors must submit a copy of their certification for consideration during the evaluation of their proposal. Please attach the copy to this form. This applies only to the Offeror and not a subcontractor.

Texas vendors who are not currently certified are encouraged to contact either the Texas United Certification Program, State of Texas HUB Program, or the North Central Texas Regional Certification Agency, among others. Contact:

State of Texas HUB Program
Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
(512) 463-6958
<http://www.window.state.tx.us/procurement/prog/hub/>

North Central Texas Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606
<http://www.nctrca.org/certification.html>

Texas United Certification Program
USDOT website at
<https://www.transportation.gov/DBE>

You must include a copy of your certification document as part of this solicitation to receive points in the evaluation.

Vendor to Sign Below to Attest to Validity of Certification: Hire Honest is a woman owned business Non-Certified

Welliver & Associates dba Hire Honest

Vendor Name

Authorized Signature

Quinn McDonough

Typed Name

12/27/2024

Date

**ATTACHMENT X: NCTCOG FEDERAL AND STATE OF TEXAS
REQUIRED PROCUREMENT PROVISIONS**

The following provisions are mandated by Federal and/or State of Texas law. Failure to certify to the following will result in disqualification of consideration for contract. Entities or agencies that are not able to comply with the following will be ineligible for consideration of contract award.

**PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
CERTIFICATION**

This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment. Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g., phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country. The entity identified below, through its authorized representative, hereby certifies that no funds under this Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

The Contractor or Subrecipient hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough

12/27/2024

Typed Name

Date

-OR-

The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

Vendor Name

Authorized Signature

Typed Name

Date

(Continued on next page)

DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS

This contract is subject to the Texas Local Government Code chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries. TLGC chapter 2274, Subtitle F, Title 10, identifies that "discrimination against a firearm entity or firearm trade association" includes the following:

- A) means, with respect to the entity or association, to:
 - I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

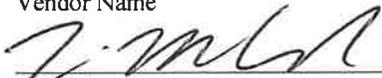
- B) An exception to this provision excludes the following:
 - I. contracts with a sole-source provider; or
 - II. the government entity does not receive bids from companies who can provide written verification.

The entity identified below, through its authorized representative, hereby certifies that they have no practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and that they will not discriminate during the term of the contract against a firearm entity or firearm trade association as prohibited by Chapter 2274, Subtitle F, Title 10 of the Texas Local Government Code.

The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 2274, Subtitle F, Title 10.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough

12/27/2024

Typed Name

Date

-OR-

The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 2274, Subtitle F, Title 10.

Vendor Name

Authorized Signature

Typed Name

Date

(Continued on next page)

BOYCOTTING OF CERTAIN ENERGY COMPANIES

This contract is subject to the Texas Local Government Code chapter 809, Subtitle A, Title 8, prohibiting contracts with companies who boycott certain energy companies.

TLGC chapter Code chapter 809, Subtitle A, Title 8, identifies that "boycott energy company" means, without an ordinary business purpose, 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 with a company because the company:

- I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and
- II. does business with a company described by paragraph (I).

The entity identified below, through its authorized representative, hereby certifies that they do not boycott energy companies, and that they will not boycott energy companies during the term of the contract as prohibited by Chapter 809, Subtitle A, Title 8 of the Texas Local Government Code.

The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 809, Subtitle A, Title 8.

Welliver & Associates dba Hire Honest

Vendor Name



Authorized Signature

Quinn McDonough

12/27/2024

Typed Name

Date

-OR-

The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 809, Subtitle A, Title 8.

Vendor Name

Authorized Signature

Typed Name

Date

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.005(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY Date Received:	
1 Name of vendor who has a business relationship with local governmental entity. N/A		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. <div style="text-align: center; border-top: 1px solid black; width: 30%; margin: 0 auto;"> Name of Officer </div>		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.		
<p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  Signature of vendor doing business with the governmental entity </div> <div style="text-align: center;"> 12/27/2024 Date </div> </div>		

EXHIBIT 1
CATEGORIES SELECTED, DISCOUNTS FOR PRICING & CURRENT PUBLISHED PRICE LIST

- **Please place a checkmark next to each Category that you are offering in your proposal:**

Service Category #1: Background Check Services

Service Category #2: Other Ancillary Services

- **Proposed Contractual Discounts on Pricing for Categories Offered**

For each of the categories you selected above, provide your proposed **discount** off your list price on the attached *Exhibit 1 - Proposal Discount Offer Worksheet*. You may offer tiers of discounts based on the different bid items or the sale quantity.

- **Current Published Price List for Items Offered**

For each of the bid items you wish to offer, please provide the current published list price. Please attach this information to your proposal on a separate sheet or via a weblink. Please match the Category item number from the Proposal Discount Offer Worksheet to the matching item on your current published price list.

NOTE: The current price list will NOT be a part of your contractual obligation and may be modified at your discretion during the term of any contract that is awarded to you. You are however requested to provide us with an updated version of the current price list whenever it is updated. Only the percentage discount is contractually obligated.

PROPOSAL DISCOUNT OFFER WORKSHEET FOR RFP #2025-028

Service Category #1: Background Check Services

Item	Description	% Discount Off Your Regular Rate
1	Service Category #1: Background Check Services	55%

Service Category #2: Other Ancillary Services

Item	Description	% Discount Off Your Regular Rate
-------------	--------------------	---

2 Describe Services Below:

A	N/A	
B		
C		

EXHIBIT 2
SAMPLE MARKET BASKET FORM

NOTE: THIS RFP DOES NOT CONTAIN A MARKET BASKET WORKSHEET, HOWEVER RESPONDENTS MAY BE ASKED TO COMPLETE ONE DURING THE BID EVALUATION PHASE.

**EXHIBIT 3
SERVICE DESIGNATION AREAS**

Texas Service Area Designation or Identification			
Proposing Firm Name:	Welliver & Associates dba Hire Honest		
Notes:	Indicate in the appropriate box whether you are proposing to service the entire state of Texas		
	<input checked="" type="checkbox"/> Will service the entire state of Texas	<input type="checkbox"/> Will not service the entire state of Texas	
	<input type="checkbox"/>	<input type="checkbox"/>	
	If you are not proposing to service the entire state of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.		
Item	Region	Metropolitan Statistical Areas	Designated Service Area
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands- Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

(Exhibit 3 continued on next page)

Nationwide Service Area Designation or Identification Form			
Proposing Firm Name:	Welliver & Associates dba Hire Honest		
Notes:	Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.		
	<input checked="" type="checkbox"/> Will service all fifty (50) states	<input type="checkbox"/> Will not service fifty (50) states	
	<p>If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states.</p> <p>If you are only proposing to service a specific region, metropolitan statistical area (MSA), or City in a State, then indicate as such in the appropriate column box.</p>		
Item	State	Region/MSA/City (write "ALL" if proposing to service entire state)	Designated as a Service Area
1.	Alabama		
2.	Alaska		
3.	Arizona		
4.	Arkansas		
5.	California		
6.	Colorado		
7.	Connecticut		
8.	Delaware		
9.	Florida		
10.	Georgia		
11.	Hawaii		
12.	Idaho		
13.	Illinois		
14.	Indiana		
15.	Iowa		
16.	Kansas		
17.	Kentucky		
18.	Louisiana		
19.	Maine		
20.	Maryland		

21.	Massachusetts		
22.	Michigan		
23.	Minnesota		
24.	Mississippi		
25.	Missouri		
26.	Montana		
27.	Nebraska		
28.	Nevada		
29.	New Hampshire		
30.	New Jersey		
31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		

End of Exhibit 3

**EXHIBIT 4
QUESTIONNAIRE**

Please answer the following questions using this questionnaire. You may add pages or attachments where necessary but please number them to correspond with the question you are answering.

5.1 Technical Specifications

5.1.1.1 Compliance Expertise: Explain how your company has a deep understanding of federal, state, and local regulations, including the Fair Credit Reporting Act (FCRA) and Equal Employment Opportunity Commission (EEOC) guidelines.

Hire Honest demonstrates a comprehensive understanding of federal, state, and local regulations, ensuring strict compliance with legal standards such as the Fair Credit Reporting Act (FCRA) and Equal Employment Opportunity Commission (EEOC) guidelines.

FCRA Compliance: Our processes ensure full adherence to the FCRA by obtaining explicit authorization from applicants, providing pre-adverse and adverse action notices when necessary, and maintaining transparency throughout the screening process.

EEOC Guidelines: We incorporate EEOC best practices by analyzing criminal history in a manner that is fair and relevant to the job at hand, avoiding discrimination, and ensuring equal opportunities for all applicants.

Ongoing Training: Our compliance team stays updated on regulatory changes through continuous training and monitoring of legal trends, ensuring our services align with current laws across jurisdictions.

Auditing and Quality Control: We conduct regular internal audits to ensure processes and outcomes meet regulatory requirements, offering peace of mind to our clients.

This proactive approach to compliance allows Hire Honest to consistently deliver services that mitigate risks while supporting our clients' hiring objectives.

5.1.1.2 Accuracy and Thoroughness: Explain how your company provides accurate and comprehensive reports. This includes verifying employment history, education, criminal records, and other relevant checks.

Hire Honest ensures the accuracy and comprehensiveness of all reports through a multi-layered process that combines advanced technology, manual verification, and robust quality control measures. We utilize industry-leading data aggregation tools to access real-time, verified databases for criminal records, employment history, education credentials, and other relevant checks. Automated systems are designed to flag inconsistencies, ensuring that only validated data is included in the reports.

In addition to leveraging technology, we rely on manual verification conducted by our skilled analysts.

For employment and education verifications, our team directly contacts employers and educational institutions to confirm details, ensuring authenticity. Cross-referencing multiple data sources is a standard part of our process to detect discrepancies and validate the integrity of all information. Social security traces are also used to verify identity and uncover potential aliases, further enhancing report accuracy.

To maintain high standards, all reports undergo a thorough quality control review by our compliance team. This multi-tiered process ensures the completeness, accuracy, and adherence of the reports to legal and ethical guidelines. By tailoring reports to client-specific requirements, we focus on delivering data that is most relevant to the role or position being filled.

Through a combination of advanced tools, hands-on expertise, and rigorous review protocols, Hire Honest consistently provides reports that empower clients to make informed and confident hiring decisions.

5.1.1.3 Data Security: Explain how your company has robust data privacy and security measures to protect sensitive information.

Hire Honest is committed to keeping sensitive information safe with strong data privacy and security measures. Our systems are audited, which means we meet high standards for protecting data in terms of security, availability, and confidentiality.

We use advanced encryption to protect data while it is being transferred and stored. Access to our systems is secured with multi-factor authentication (MFA), and only authorized team members can view sensitive information.

To stay ahead of potential risks, we regularly check our systems for weaknesses through audits and security tests. We also work with cybersecurity experts to make sure our defenses are strong and up-to-date.

We follow all relevant privacy laws, such as GDPR and CCPA, ensuring that data is handled responsibly and legally. Clear policies guide how we use, store, and delete information, reducing any risk of misuse.

Our systems include tools that constantly monitor for any unusual activity and can respond quickly if a problem is detected. With these measures in place, Hire Honest ensures that client and candidate data is handled with the utmost care and security.

5.1.1.4 Integration Capabilities: Explain your company's ability to integrate with your existing applicant tracking systems (ATS) and recruitment management systems can streamline the hiring process.

Hire Honest makes it easy to integrate our background check services with your existing Applicant Tracking Systems (ATS) and recruitment management systems, streamlining the hiring process from start to finish. Our platform is designed to work seamlessly with popular ATS platforms such as Workday, Greenhouse, BambooHR, and more. There is also no cost for integration.

We provide APIs integrations that allow data to flow smoothly between systems. This ensures that your hiring team can request, track, and review background checks directly within your ATS without switching platforms. Our integration setup is straightforward, with minimal disruption to your current workflows.

By connecting directly with your ATS, our system reduces manual data entry, lowers the risk of errors, and speeds up the hiring process. Notifications and updates on background check statuses are automated, keeping your team informed in real time and improving overall efficiency.

For unique requirements, our team can customize integrations to align with your specific needs. We also provide training and ongoing support to ensure a smooth transition and optimal use of our integrated solutions.

With our advanced integration capabilities, Hire Honest simplifies background checks, helping you focus on hiring the right talent quickly and effectively.

5.1.1.5 Turnaround Time: Explain how fast and reliable turnaround times are essential to keep your hiring process efficient.

Hire Honest understands that fast and reliable turnaround times are critical to keeping your hiring process on track and efficient. We have optimized our workflows to ensure that most background checks are completed within 24-48 hours.

Our streamlined processes combine advanced technology with manual quality checks to deliver accurate results without unnecessary delays. By automating routine tasks and prioritizing urgent requests, we can meet tight deadlines while maintaining high standards of accuracy.

Reliable turnaround times help prevent bottlenecks in the hiring process, allowing your team to make timely decisions and onboard candidates quickly. We also provide real-time status updates through our secure portal, so you always know where each background check stands.

Whether you're managing high-volume hiring or filling critical positions, Hire Honest ensures that your screening process supports your goals without compromising on quality or speed.

5.1.1.6 Customer Support: Explain how strong customer support can help address any issues or questions that arise during the background check process.

Strong customer support is essential for addressing issues or questions that arise during the background check process. It ensures real-time assistance, allowing clients to resolve unexpected challenges like delays in documentation or questions about compliance. With responsive support, the process remains on track, minimizing disruptions and maintaining efficiency.

Clear communication is another critical aspect of strong support. Background checks involve sensitive and technical details that can be confusing for clients. A reliable support team helps explain complex terminology, legal requirements, and report findings in an understandable way. This clarity prevents misinterpretations and reduces the likelihood of errors that could impact hiring decisions.

When problems do occur, such as incorrect data or system errors, a dedicated support team provides quick resolutions. This minimizes delays and ensures that the hiring process can proceed smoothly. Additionally, support teams often offer customization and guidance, helping organizations tailor background check solutions to their unique needs while ensuring compliance with industry regulations.

Moreover, strong customer support builds trust. Clients feel reassured knowing they have a dependable partner ready to address their concerns promptly and effectively. This reliability fosters confidence in the service and strengthens client relationships.

Finally, exceptional customer support improves the overall user experience for both HR teams and candidates. By ensuring that the background check system is easy to navigate and addressing any challenges promptly, support teams enhance satisfaction and reinforce the value of the service. In this way, strong customer support becomes a cornerstone of a successful background check process.

5.1.2 Describe the proposed methodology technology and how it works (including any hardware/software).

The proposed methodology for a modern background check system leverages advanced technology to ensure accuracy, speed, and compliance. The system integrates seamlessly with HR and ATS platforms using APIs to automate the collection of candidate information, reducing manual input errors. Secure servers or cloud-based infrastructure store the data, adhering to stringent privacy regulations. For identity verification, AI-powered tools scan government-issued IDs or other documents uploaded by candidates, with optional biometric verification like facial recognition for added accuracy. The system uses machine learning algorithms to cross-reference candidate data against various public, private, and proprietary databases, including criminal records, employment history, educational qualifications, and credit checks, where applicable. Any discrepancies are flagged for manual review.

Real-time updates are provided through a centralized dashboard that clients can access to track the status of checks, while automated notifications keep clients and candidates informed of progress or required actions. Robust compliance modules ensure adherence to regulations such as GDPR, FCRA, and EEOC, while encryption protocols and secure hardware infrastructure protect sensitive data both in transit and at rest.

Finally, the system generates detailed, customizable reports summarizing findings, helping clients make informed decisions quickly. This combination of software, hardware, and streamlined workflows delivers a reliable, user-friendly, and secure background check process.

5.1.3 Explain the operating requirements of the customer's staff.

The operating requirements for the customer's staff are designed to be straightforward and user-friendly, ensuring easy adoption. Staff should have basic technical proficiency, including familiarity with web-based platforms and any integrated HR or ATS systems.

They need to be comfortable with tasks such as data entry, document uploads, and navigating a centralized dashboard. Role-specific access levels will ensure that sensitive information is only accessible to authorized personnel, such as HR managers, while recruiters may have limited permissions. Staff will require standard devices like desktops, laptops, or tablets with internet access to use the platform. Mobile devices can be used for real-time updates, data entry, and notifications. Minimal training is needed thanks to the platform's intuitive interface, but initial onboarding can cover essential functions like initiating background checks, managing workflows, and generating reports. Staff must also coordinate with candidates to gather necessary documents and ensure timely submissions. Strong communication with the platform's support team is essential for addressing any issues or escalations. Finally, staff should monitor workflows to ensure the background check process runs smoothly and efficiently.

5.1.4 Provide an example order schedule overview explaining turnaround time.

An example order schedule for background checks outlines key milestones and the expected turnaround time for each step to ensure efficient processing. Once a background check is initiated, identity verification and data collection are completed within the first 12-24 hours, as candidates or staff submit the information and documents via the system. Automated database checks for items such as criminal records, employment history, and education verification typically taking an additional 24-48 hours, depending on the complexity and availability of records. Manual verifications, such as contacting past employers or institutions, may require up to 3-5 business days for completion. Throughout the process, real-time updates are provided via the platform, allowing the customer to track progress. The entire background check process is typically completed within 48-72 hours, depending on the depth of the check and the responsiveness of external data sources. Expedited services may be available for high-priority cases, further reducing the turnaround time.

5.1.5 Explain what is involved in the implementation of the contract with a new customer.

Implementing a contract with a new customer involves several key steps to ensure a smooth onboarding process. Following contract finalization, a kickoff meeting is conducted to align on the project scope, timelines, and objectives while introducing key stakeholders and defining roles. The next step is system setup, where the background check platform is configured to meet the customer's requirements, including setting up role-based access, compliance preferences, and custom workflows. Integration with the customer's HR or ATS software is completed, often through APIs, to enable seamless data flow and process automation. Staff training sessions are conducted to familiarize the customer's team with the platform, covering tasks like initiating checks, monitoring progress, and generating reports. Throughout the process, dedicated support ensures all questions are addressed and the system is optimized for the customer's needs. A final review ensures everything is functioning correctly before the customer fully transitions to the live system. This structured approach ensures the new customer is set up for success from the start.

5.1.6 What is the customer expected to provide to facilitate your service.

To facilitate the background check service, the customer is expected to provide several key elements. First, they must supply accurate and complete candidate information, including full names, dates of birth, addresses, and contact details. Additionally, any necessary identification documents or signed consent forms from candidates are required to ensure compliance with legal and privacy regulations.

The customer is also responsible for providing system access and permissions. This includes granting access to their HR or ATS software if integration is needed, along with any relevant API credentials or technical documentation to enable seamless data transfer between systems. This integration allows for automation of the background check process, reducing manual input and errors.

Finally, the customer must ensure that their team is ready to engage with the service by coordinating with candidates to gather the required documents and providing necessary internal support to facilitate a smooth onboarding and implementation process. Clear communication between both parties is essential for a successful partnership.

5.1.7 Identify any subcontractors or third-party services that will be utilized in the performance of the services.

Hire Honest manages the entire background check process without relying on third-party services or subcontractors. The company directly accesses and processes criminal record databases, employment and education verifications, and identity verification, ensuring full control over the accuracy and security of the data. All verifications are handled internally, and compliance with relevant regulations like the FCRA, GDPR, and EEOC is maintained through in-house expertise. This approach ensures that the services provided are fully integrated, secure, and compliant, without the involvement of external parties.

5.1.8 Describe and clearly indicate any exceptions to the specifications or requirements found in this RFP.

Hire Honest has no exceptions to this RFP.

5.1.9 Provide any additional information you feel is necessary.

At Hire Honest, we are committed to delivering exceptional service by providing accurate, efficient, and tailored background check solutions. We understand that every business has unique needs, which is why we offer customizable services that can be adjusted as your requirements evolve. Our seamless integration with all major HR and ATS software platforms ensures that our services fit easily into your existing workflow, saving time and reducing administrative burden.

Additionally, we pride ourselves on offering exceptional customer support, ensuring that our clients have access to the information and assistance they need throughout the process. Our team is dedicated to fast turnaround times and high-quality service, and we are always open to discussing any specialized or additional needs your business may have. Should you require more detailed insights, examples, or have specific concerns, we are here to help. We aim to build strong, long-lasting partnerships with our clients, helping them to make informed decisions and improve their hiring processes. Feel free to reach out at any time for further clarification or to discuss how we can support your business more effectively.

5.2 Project Related Experience and Qualifications

5.2.1 Provide a general explanation and chart which specifies project leadership and reporting responsibilities, and how the team will interface with Customer.

At Hire Honest, we ensure clear project leadership and reporting responsibilities to provide seamless collaboration with our clients. The Project Manager (PM) is responsible for overseeing the entire project, ensuring that all services are delivered on time, meet client expectations, and stay within budget. The PM serves as the main point of contact for the client, providing regular updates on progress, addressing concerns, and resolving any issues. The Sales & Account Manager maintains the client relationship and ensures that the services align with the client's needs, while regularly checking in to ensure client satisfaction and adjusting services when necessary. Our Background Check Specialists are responsible for executing and delivering accurate background checks, providing updates to the PM and Account Manager to ensure timely and accurate results. The Support Team handles customer inquiries or issues related to the platform, integrations, or service delivery, ensuring smooth service implementation and troubleshooting any problems that arise.

In terms of client interaction, the PM is the primary point of contact for all project-related matters, providing weekly updates or as needed. The Account Manager checks in bi-weekly or as needed to ensure satisfaction and adjust services. The Background Check Specialists provide updates as requested, while the Support Team is available for troubleshooting or inquiries as needed. This structure ensures that each client receives dedicated attention from a well-coordinated team, with clear reporting and consistent communication to meet their specific needs.

5.2.2 Any goods or services not outlined in the Scope of Work that you wish to offer?

In addition to our core services of background checks and verification, Hire Honest does offer retail investigation and asset protection services. These services are designed to help businesses protect their assets and ensure the security of their operations. Whether it's preventing loss, identifying potential security threats, or conducting detailed investigations, we can tailor solutions to meet the specific needs of our clients. If these services fall outside the current scope of work, we would be happy to discuss how we can integrate them into your business's overall security strategy.

5.2.3 Any major requirements that cannot be met by your firm?

At Hire Honest, we are committed to meeting the needs of our clients with comprehensive background check and verification services. While we offer a broad range of services, there may be some highly specialized or niche requirements outside the scope of our standard offerings. However, without knowing the specifics of a client's needs, we cannot fully answer the question. That said, we work closely with clients to understand their requirements and can often provide customized solutions or recommend trusted partners when necessary. We are always open to discussing unique needs and finding ways to address them effectively.

5.2.4 List the business location(s) out of which your firm's team members will work from. You are encouraged to provide options to cover multiple geographic areas outside of Dallas/Fort Worth.

Hire Honest operates from its headquarters in Park City, UT, and maintains multiple additional locations throughout the state to support and manage background screening operations. These locations ensure that our team can provide personalized, localized support while maintaining centralized oversight for efficiency and quality control. Our Utah-based facilities are strategically positioned to serve a wide range of clients across the state, with teams that specialize in various aspects of the background check process, such as criminal record verification, employment history, and identity validation.

In addition to our Utah locations, Hire Honest has the capability to extend its services across the entire United States and internationally. Our infrastructure and technology allow us to cover most countries of the world, providing a comprehensive and scalable solution to businesses of all sizes, regardless of their geographic location. By leveraging our extensive network of in-state offices and our global reach, we are able to deliver timely and reliable background checks to clients in diverse industries and regions. This flexibility enables Hire Honest to offer services tailored to clients' needs, whether they are based in major metropolitan areas like Dallas/Fort Worth or smaller, remote locations across the U.S. and beyond.

5.2.5 Provide an overview of your company including its size, years in business, experience and major clients.

Hire Honest is a leading provider of background check and verification services, specializing in offering affordable, fast, and reliable solutions for businesses of all sizes. With a strong commitment to improving hiring processes, we've been in business for over 35 years, helping companies streamline their background screening and HR workflows. Our company is designed to provide no-cost integrations with all major HR and ATS software, making the onboarding process seamless for our clients.

We pride ourselves on delivering exceptional client support and ensuring a rapid turnaround time for background checks. Our experience spans across a variety of industries, with major clients including prominent names such as Abercrombie & Fitch, P.F. Chang's, See's Candies, and OMNIA Partners. These partnerships reflect our ability to meet the needs of large, complex organizations while maintaining the personalized service that smaller companies value. Hire Honest continues to grow, delivering innovative solutions to clients seeking enhanced efficiency and reliability in their hiring practices.

5.2.6 Describe your invoicing process. Payment terms? Is payment by credit card accepted?

At Hire Honest, we aim to make our invoicing process simple and efficient for clients. After services are rendered, we generate an invoice based on the agreed-upon terms and pricing. The invoice, which includes a detailed breakdown of services such as background checks, government access fees, and any additional offerings, is sent electronically via email or through an integrated platform. Our standard payment terms are 30 days from the date of the invoice, although we can be flexible if specific arrangements are needed.

For client convenience, we do accept credit card payments, processed securely through an online payment platform. This streamlined process is designed to ensure a smooth transaction for all parties involved.

5.2.7 Include a list of no more than five (5) similar contracts awarded within the last 5 years.

OMNIA Partners Group Purchasing Contract Award in 2024

P.F. Changs award in 2022

5.2.8 Identify any contracts within the past three years that were terminated due to non-performance.

NONE.

5.2.9 State the warranty and length of same that may apply to the goods or services you are proposing.

Hire Honest offers a comprehensive warranty on all background check reports and services. During this time, we guarantee the accuracy of the information provided, contingent upon the availability of accurate records from external data sources.

If any errors or discrepancies are identified in a report, Hire Honest will promptly investigate and correct the issue at no additional cost to the client. Additionally, our dedicated client support team is available throughout the warranty period to address any concerns or questions related to the delivered services. This warranty reflects our commitment to delivering reliable, accurate, and high-quality background check solutions that meet our clients' needs and expectations.
