



**ABIS Budgetary Estimate**

*prepared for*

**Bill & Melinda Gates  
Foundation Sentry  
Account**

Standard Package	Cost/Per search
<b>Criminal History Search:</b> <i>(State and Local County –All Jurisdictions per Social Locator &amp; Residence history for 10 years reporting 7 years information where applicable)</i> <i>*Search all other/additional names</i>	<b>\$15.50</b>
<b>Civil History Search:</b> <i>(Local County – All Jurisdictions per Social Locator &amp; Residence history for 10 years reporting 7 years information where applicable)</i> <i>*Search all other/additional names</i>	<b>\$18.00</b>
<b>Treasury Enforcement/OFAC Search</b>	<b>\$4.50</b>
<b>US National Sex Offender Registry</b>	<b>\$12.00</b>
<b>US National Federal Criminal Search</b>	<b>\$15.00</b>
<b>Social Locator</b>	<b>\$4.00</b>
<b>Risk Score</b>	<b>\$3.50</b>
<b>Professional License</b>	<b>\$9.95</b>
A la carte Items	Cost*
<b>Pre Adverse Action Letter</b>	<b>\$4.30</b>
<b>Adverse Action Letter</b>	<b>\$2.90</b>
<b>Motor Vehicle Check</b>	<b>\$5.95</b>

\*Note: Prices do not include court access fees, 900 number fees and MVR access fees. These fees are passed through to the client. Once a search is launched on our system (or once client hits submit button) the search is automatically launched, fulfillment costs are immediately incurred by ABI (SI), and as a result there will be no refunds partial or otherwise

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## **Scope of Work**

The following outlines the specifics of the service offerings listed in the attached quote:

### **Social Locator**

The Social Locator product offered by American Background is used as a starting point to establish the scope and expanse of an individual's background check. It is intended to assist in substantiating key information provided by the applicant, contribute to fraud detection and to broaden the scope of the corresponding background searches. The results of the background searches are confirmed to apply to the applicant being checked. This is accomplished by verifying and/or uncovering additional information regarding the applicants:

- Additional (Previous) names
- Additional (Previous) addresses
- Date of birth
- Social Security Number

Verification of the data provided by the applicant greatly reduces an individual's ability to hide criminal history as well as aliases. This search can be provided with same day service and only requires a valid social security number.

### **Criminal Searches**

All information searched by American Background is from official public records at the source. American Background would like to stress that no secondary or proprietary databases are used as the primary source to obtain criminal information, only to aid in expanding the scope of a criminal records search. American Background has a national network of court record research specialists that will research criminal records at the county and/or state (subject to availability) and/or federal level. Criminal courts that are searched are determined by identifying which courts have jurisdictions within places of residence.

American Background is regulated by the FCRA and will report felony and misdemeanor records resulting in a conviction. American Background believes it is in the best interest of our clients to obtain misdemeanor convictions whenever feasible. With increasing plea bargains and sentence reduction due to overwhelmed court dockets, many individuals exhibiting very dangerous or unethical behavior can receive misdemeanor charges that belie the seriousness of their behavior.

All criminal record searches are based on official court indices, which are normally indexed by Name, Date of Birth, and sometimes Social Security Number. The standard for criminal records research is seven (7) years of index history unless court policy prohibits. American Background has identified best practices across all domestic jurisdictions and, consequently, has identified those statewide searches that American Background believes are suitable for recommendation based upon such factors as completeness of reported information, percentage of dispositions, turn around time, and cost structures. It is American Background's practice to create precise jurisdictional rules during the implementation, thereby ensuring that the most effective means of criminal records search is executed based upon the applicant's jurisdiction(s) of residence.

### **US National Federal Search**

The US National Federal Search provides national results from the US criminal and district courts. These results identified represent cases brought by the Federal government against an individual for actions in violations of Federal laws. The results may reveal a wide array of charges and may include the following: fraud, arson, interstate drug trafficking, immigration violations, and weapon charges. The Federal judiciary designed the national search as the public demand increased for details surrounding involvement in Federal criminal convictions. **Note: If no middle name is provided and search resulted in multiple hits, National search may be cancelled if middle name cannot be obtained to clarify the results. In the event that multiple possible records are discovered due to an extremely common name, the US National Federal Search will be cancelled and appropriate Local Federal search(es) will be processed.**

## **CrimeGuard<sup>sm</sup>**

The contents of American Background's CrimeGuard<sup>sm</sup> criminal database are from authoritative sources that include county court records and Department of Corrections data. The current aggregated number of records currently totals over 205 million from 50 states. Any hits must be followed up and verified by traditional local searches before being reported.

### **Verification Services:**

American Background's verification services provide our customers with both consistent application of company policy and detailed process documentation...both of which are critical to the success of any employment-screening program. In a business environment where balance must be maintained between increasingly sensitive privacy and legal issues, and the need to know the details about the individuals our customer's are hiring and/or employing, American Background's highly skilled verification professionals deliver the results they need.

### **1. Employment Verification**

American Background's Employment Verification product meets the needs of the vast majority of our customers. Additional attempts and communication methods are included as well as rated performance related questions.

Description	Detail
Number of Attempts	3 (Up to 5)*
Verification Details:	
Verify Employment	•
Verify Dates of Employment	•
Verify Position	•
Verify Salary	•
Eligible for Re-Hire (Yes/No)	•
Reason for Leaving	•
Overall Performance***	•
Working Relationship with Supervisor***	•
Working Relationship with Peers***	•
Attendance/Reliability***	•
General Attitude***	•
Response to Stress***	•
Send Release for Information to Employer	•
Follow Up on Release for Information	•
Re-Open Search if Response Arrives After Close	•
Search for Employer (if no phone number given or wrong number given)	Up to 4 **Tools

\* An attempt is defined as a communication effort constituting a phone call, fax transmittal, or email. Contact with a human is not necessary to constitute an attempt. To be considered a separate attempt it must be at least six (6) hours since the last attempt.

\*\* American Background uses a set of tools to locate telephone numbers when they are not provided or prove to be incorrect on the applicant's employment application. The four primary tools are:

- ABI Employer Database
- Phone Disc
- Switchboard.com or Equivalent Service
- World Wide Web Corporate Web Site

\*\*\* Performance related questions rated on the following scale:

- 0 = No Response/No Comment
- 1 = Below Average

- 2 = Average
- 3 = Above Average

For the Employment Verification product American Background will make at least three (3) attempts prior to closing the reference. An additional two (2) faxes may be utilized if it is discovered that fax confirmation is needed and any subsequent results will be communicated via a supplemental report.

## 2. Education Verification

American Background's Education Verification product meets the needs of the vast majority of our customers. Additional attempts and communication methods are included as well as the ability to accommodate institutional operating schedules.

Description	Detail
Number of Attempts	Up to 5*
Verification Details:	
Dates of Attendance	•
Verify Degree Earned	•
Send Release for Information to School	•
Follow Up on Release for Information	•
Re-Open Search if Response Arrives After Close	•
Re-Open Search to Accommodate School's Operating Schedule	•
Re-Open Records on Hold	•
Search for School (if no phone number given or wrong number given)	Up to 4 **Tools

- An attempt is defined as a communication effort constituting a phone call, fax transmittal, or email. Contact with a human is not necessary to constitute an attempt. To be considered a separate attempt it must be at least six (6) hours since the last attempt.

## 3. Professional License Verification

American Background's Standard Professional License Verification product meets the needs of the vast majority of our customers. A Professional License is defined as any license or certificate that is issued by a governing body (e.g. Professional Engineer, CPA, etc.). American Background in unable to verify trade certificates or other non-regulated licenses.

Description	Detail
Number of Attempts	3 (Up to 5)*
Verification Details:	
Type of license	•
License number	•
State of Issuance	•
Issuance Date	•
Expiration Date	•
Restrictions/Sanctions	•
Additional License Information	•
Send Release for Information to Licensing Entity	•
Follow-up on Release for Information	•
Re-Open Search if Response Arrives After Close	•
Search for Licensing Entity (if no phone number given or wrong number given)	Up to 4 Tools**

- \* An attempt is defined as a communication effort constituting a phone call, fax transmittal, or email. Contact with a human is not necessary to constitute an attempt. To be considered a separate attempt it must be at least six (6) hours since the last attempt.

\*\* American Background uses a set of tools to locate telephone numbers when they are not provided or prove to be incorrect on the applicant's employment application. The four primary tools are:

- ABI Employer Database
- Phone Disc
- Switchboard.com or Equivalent Service
- World Wide Web Licensing Entity Search

For the Standard Professional License Verification product American Background will make at least three attempts prior to closing the reference. An additional two (2) faxes may be utilized if it is discovered that fax confirmation is needed and any subsequent results will be communicated via a supplemental report.

### **National Sex Offender Registry Search**

National Sex Offender Registry Search is a comprehensive tool to determine if an applicant is listed in one of the State sex offender registration and notification programs. Offender information includes those who have been convicted of an offense as specified in the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act ("the Wetterling Act") and information about individuals convicted of offenses involving sexual molestation or sexual exploitation of children and persons convicted of rape and rape-like offenses (regardless of the age of the victim).

The National Sex Offender Registry Search includes all 50 states plus D.C. and Guam; links to over 400,000 photos (where available by State); 700,000 names.

### **Civil Searches**

American Background's Civil Records search will show the results of legal actions, other than criminal proceedings, between two parties. A local civil search can uncover a history of fraudulent suits filed by the applicant.

### **Treasury Enforcement (OFAC Terrorist Check)**

American Background's Treasury Enforcement product screens your applicants against the United States Department of Treasury, Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List. This product will provide you with the ability to protect your company both operationally and legally against hiring individuals known to possess a risk to national security.

### **Compliance Fulfillment**

American Background's Compliance Fulfillment product ensures compliance with the Fair Credit Reporting Act (FCRA) Adverse Action Compliance. The product assists our customers by fulfilling their FCRA adverse hiring decision responsibilities. A Pre-Adverse letter (including report) and an Adverse Action letter can be sent by American Background to our customer's applicant, whose background screening has uncovered information that may lead to a no-hire decision. This product removes the burden of compliance document generation, preparation, and mailing from the customer.

### **Risk Scoring**

A highly customizable program that compares screening results against employer-defined criteria of acceptability, which can vary by position being hired for objective assessment. A score of red, yellow or green will be provided for review.