



Response to RFQ# 2025-01 for Background Check Services for:



From:

Command Investigations LLC

September 2, 2025

Marci Reading | Vice President of Business Development

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Simplified Screening Solutions

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Letter of Transmittal

September 2, 2025

Municipal Excess Liability Joint Insurance Fund
Attn: Selection Committee
Via BidNet Direct

Subject: Letter of Transmittal – Response to RFQ No. 2025-01 for Background Check Services

Dear Selection Committee,

Command Investigations, LLC is pleased to submit our proposal in response to RFQ No. 2025-01 for Background Check Services. We appreciate the opportunity to present our qualifications and are eager to support MEL JIF and its member municipalities with secure, efficient, and fully compliant background screening services.

The following individual is authorized to contractually obligate Command Investigations for this proposal and is also authorized to negotiate the contract on behalf of the company:

Marci Reading, Vice President of Business Development

Phone: 904-200-1747

Email: marci.reading@gocommand.com

Should you require any additional information or have any questions, please do not hesitate to reach out. Thank you for your time and consideration.

Sincerely,

Marci Reading

Vice President of Business Development
Command Investigations, LLC

Enclosures: Proposal Narrative and Required Forms

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Executive Summary

Command Investigations, LLC is pleased to submit this proposal in response to RFQ No. 2025-01 for Background Check Services for the Municipal Excess Liability Joint Insurance Fund (MEL JIF). With over a decade of experience supporting municipalities, government agencies, and educational institutions nationwide, we deliver accurate, timely, and fully compliant background screening services supported by a robust technology platform and dedicated compliance team.

We conduct hundreds of thousands of screenings annually and are licensed in 47 states, with investigative coverage across all 50. Our services align with the scope outlined in the RFQ, including county, statewide, and federal criminal record searches; National Criminal Database and Sex Offender Registry searches; motor vehicle reports; employment, education, and professional license verifications; and international checks upon request. In accordance with Addendum No. 1, all criminal record checks include alias names identified during the identity verification process to ensure completeness and accuracy.

Our processes are fully compliant with the Fair Credit Reporting Act (FCRA), state privacy laws, and MEL JIF's confidentiality and data security provisions. Average turnaround times range from 24–72 hours depending on jurisdiction, with longer intervals only when additional candidate consent or third-party cooperation is required.

Our secure, web-based portal provides member municipalities with the ability to submit requests, retrieve results, and generate audit-ready reports. The platform is mobile-friendly, requires no special integration, and includes full training and ongoing support to ensure seamless adoption across MEL JIF's 300+ members.

Command Investigations is committed to delivering scalable, cost-effective, and transparent services that help MEL JIF municipalities maintain safe, qualified, and trustworthy workforces while upholding public confidence. We look forward to the opportunity to serve as a qualified vendor under this RFQ.

Understanding of Scope and Requirements

Command understands that MEL JIF requires a comprehensive, fully remote background screening solution designed to support more than 300 member municipalities. The core scope of work includes Social Security number trace and address history, National Criminal Database searches, and National Sex Offender Registry searches. For supervisory positions, MEL JIF additionally requires education and employment verifications, credit checks, Motor Vehicle Records, and reference checks — all of which are included in Command's standard service offerings.

In compliance with the RFQ and Addendum No. 1, all criminal record searches will include alias names identified during identity verification, and any potential records returned from national database searches will be verified directly at the jurisdiction of record through county, statewide, or federal court searches. Our solution is designed to be flexible and scalable to handle the varying volumes of MEL JIF's 300+ member municipalities while consistently meeting the required 96-hour turnaround time. In practice, most screenings are

completed within 1–3 business days, with longer intervals only when additional verification is needed from schools, employers, or courts.

Employers initiate checks through Command's secure, web-based portal, which also supports integration with most applicant tracking systems (ATS) and includes a mobile-friendly interface for ease of use. Completed reports can be printed and saved directly by the employer for recordkeeping. All services are delivered through secure electronic systems that ensure confidentiality, FCRA compliance, and accuracy in reporting. Pricing is guaranteed for a fixed three-year term, as required. Finally, Command's established partnerships with New Jersey insurers and claims administrators demonstrate our direct experience supporting municipal and county entities across the state.

Organizational Qualifications

Company Overview

Founded in 2012, Command Investigations, LLC is headquartered in Lake Mary, Florida, with additional offices in New Mexico, Ohio, Pennsylvania, South Carolina, and Texas. With over 700 employees and a national network of more than 1,500 court researchers, we are well positioned to provide reliable, high-volume, and compliance-driven background screening services to MEL JIF's 300+ member municipalities. Our operations are structured to deliver consistent support through a dedicated account management model. Each client is assigned a primary account manager supported by a trained team familiar with the organization's needs, ensuring responsive communication and eliminating the inefficiencies of call center models.

Background screening is delivered through Command's dedicated screening division, which leverages advanced technology and a highly configurable infrastructure to streamline onboarding, support integration with leading HRIS and applicant tracking systems, and deliver accurate, timely results. Our processes improve turnaround times, reduce risk, and enhance the applicant experience while maintaining the highest standards of compliance. Command's credentials reflect the strength and security required by MEL JIF: all services are FCRA-compliant; our screening platform maintains SOC 2 Type II certification; and we are licensed as a Private Investigative Agency in New Jersey (License #9620) and in 46 other states. We process thousands of background checks monthly, supported by robust insurance coverage, including General Liability, Professional Liability (E&O), and Cyber Liability policies. Most domestic searches are completed within 1–3 business days, well within MEL JIF's 96-hour turnaround requirement.

Our experience includes supporting municipal and insurance clients nationwide, with relevant partnerships in New Jersey through NJM Insurance, Claims Resolution Corporation, and Qual-Lynx. These relationships, combined with national engagements with the Broward Sheriff's Office, Horry County Solid Waste Authority, and the City of Cleveland, demonstrate our ability to serve both large public-sector organizations and insurance-based entities with consistency and accountability.

Customer Service and Support

MEL JIF members will be supported through our centralized operations center in Lake Mary, Florida, ensuring consistent quality control, accuracy, and responsiveness. Clients work directly with assigned account representatives with seamless backup coverage, supported by 24/7 phone and email availability. Oversight will be provided by Paul Seguin, Executive Vice President of Screening Services, who brings deep experience managing compliance-driven background screening programs for public-sector clients.

Financial Stability

Command Investigations is a financially strong, privately held firm with annual revenues exceeding \$30 million and a record of steady growth. The company is supported by a respected private equity partner, and audited financial statements are available upon request at award consideration.

Key Personnel

All services for MEL JIF will be performed by Command Investigations' internal screening team, supported by experienced leadership with decades of compliance and investigative expertise.

Seth Markham
President & CEO

Jason Chofooklun
Chief Operating Officer

Paul Seguin
Executive Vice President

Marci Reading
VP of Business Development

Jim Anderson
Executive VP of
Operations

Angela Leason
Director of Intelligence

Program Leadership

The following individuals will serve in leadership, program management, and subject matter expert roles for the MEL JIF contract.

Paul Seguin, Executive VP

(Based in Myrtle Beach, South Carolina)

Call: 800-217-2464 Ext. 116

Email: paul.seguin@gocommand.com



Paul Seguin brings over 30 years of investigative and leadership experience. A U.S. Army veteran with service in Military Police and the Army CID Drug Suppression team, he went on to found Abacus Research in 1994, building it into a leading investigative firm. He holds a Bachelor's Degree in Marketing Management and is recognized for delivering client-focused, technology-driven solutions.

Marci Reading, CFE – Vice President of Business Development

(Based in Jacksonville, Florida)

Call: 904-200-1747

Email: marci.reading@gocommand.com



Marci Reading brings 15 years of investigations experience and holds a Certified Fraud Examiner designation. As Vice President, she will manage program oversight, including escalations and resolution. Excellent service and client satisfaction are top priorities, and she will be an additional support resource for MEL JIF.

Angela Leason, Director of Intelligence

(Based in Lake Mary, Florida)

Call: 1-800-217-2464 Ext. 217

Email: angela.leason@gocommand.com



Angela Leason is a dedicated and accomplished professional in the field of background and intelligence investigations. With decades of experience, she leads a team of investigators and analysts committed to tailoring services to each client's unique requirements. She has contributed to investigations in both the federal and private sectors, including matters related to U.S. national security, consumer fraud, and insurance investigations. Angela's commitment to excellence and consistent delivery of high-quality results have earned her recognition and respect throughout the industry.

Experience and Capacity

Command Investigations has extensive experience delivering background screening services that align with the scope of work outlined in RFQ 2025-01 for the Municipal Excess Liability Joint Insurance Fund (MEL JIF). Our investigative infrastructure supports large-scale programs across diverse sectors, and we bring deep expertise in managing compliance-sensitive contracts for municipalities, public agencies, and educational institutions.

We currently provide background screening and investigative services to multiple government entities and insurance partners, including NJM Insurance (New Jersey), Claims Resolution Corporation (New Jersey), Qual-Lynx (New Jersey), the Broward Sheriff's Office, Horry County Schools, the City of Fort Myers, Statewide Security, and the City of Cleveland. These partnerships require strict adherence to service-level expectations, rapid turnaround times, and customized reporting—all directly relevant to MEL JIF members' needs.

Services Offered

Our services include, but are not limited to:

- Social Security number trace and address history
- County, statewide, and federal criminal record searches
- National and state sex offender registry checks

- Motor Vehicle Records (MVR)
- Employment and education verifications
- Professional license and certification validations
- Credit history reviews
- Reference interviews with documented outreach and structured questions

Additional services, such as civil record searches or international verifications, are available upon request.

References and Volume

Command Investigations performs thousands of background checks each month across the United States, supported by more than 700 employees and a nationwide network of researchers. Our strong presence in New Jersey, supported by longstanding partnerships with leading insurers and claims administrators, demonstrates our direct experience serving entities that closely resemble MEL JIF's membership. Combined with our work for municipalities and public-sector clients across multiple states, this experience highlights our ability to manage high-volume programs with accuracy, responsiveness, and compliance.

Scalability and Reliability

Command's ability to scale operations while maintaining responsiveness and accuracy makes us a strong fit for MEL JIF members. Our track record demonstrates our capacity to handle fluctuating volumes while upholding compliance, workforce integrity, and efficient service delivery.

Licensing Coverage

Command Investigations is licensed as a Private Investigative Agency in 47 states, enabling full nationwide coverage for MEL JIF's 300+ member municipalities. A detailed listing of license numbers by state is included in the list below.

Command's Private Investigator License Numbers by State:

AK: PD 1284; 12751	LA: 9440-103018-LA	OH: 20192100301747
AZ: 1728551	MD: 23PLU-PD30846	OK: 0189815-IA000135
AR: CMPY.0003344	MA: LP1489A	PA: MCPD 233
CA: PI29059	MI: 3701208223	SC: 1781
CT: A-2955	MN: 2374	TN: 2353
DE: 19-213-A	MO: 2024022491	TX: A10563001
FL: A1000232	NH: M-2023-0780	UT: P111951
GA: PDC002655	NJ: 9620	VA: 11-19576
IL: 117.001919/115.002772	NM: TPI3411	VT: 044.0132691PI
IN: PI22100025	NY: 11000211562	WA: 603279962
IA: PI00291	NC: 348993	WI: 20057-62
KS: A-5959	NV: 4415	WV: 71994
KY: 271759		

References

Command Investigations performs background checks across the United States, with particularly high screening volume in the following states:

1. Ohio
2. Maryland
3. California
4. Virginia
5. South Carolina
6. Canada
7. New York
8. Arizona
9. Georgia
10. North Carolina



**Horry County
Solid Waste Authority**

Katherine Bell

✉ kbell@solidwasteauthority.org

☎ (843) 347-1651

Based in South Carolina

Orders Background Screening



NJM Insurance

Lori Coupe, CIFI, AIC, AIS

✉ LCoupe@NJM.com

☎ (973) 656-8469

Based in New Jersey

Orders Surveillance, PIP, Social
Media, Premium Fraud



City of Cleveland

Wanda Brown

✉ wanda_brown@clevelandwater.
com

☎ (410) 298-2600

Based in Ohio

Orders Background Screening

Experience & Qualifications Questionnaire

Command Investigations has completed and included the required Experience & Qualifications Questionnaire in the forms section of this submission. This document provides detailed information on our years in business, subcontractors, relevant contracts, and client references, as requested in the RFQ.

Scope of Services

Scope of Services

Command Investigations will provide the full range of background screening services outlined in RFQ 2025-01 for the Municipal Excess Liability Joint Insurance Fund (MEL JIF). Our investigative infrastructure, nationwide licensing, and SOC 2 Type II–certified technology platform ensure delivery of accurate, timely, and compliant services to MEL JIF’s 300+ member municipalities. All services are performed remotely, with secure electronic submission, data handling, and reporting.

Core Services

- **Social Security Trace and Address History** – Verification of identity and prior addresses.
- **National Criminal Database Search** – Use of private databases to identify potential records, with required verification at the reporting jurisdiction to ensure accuracy. *In compliance with the Fair Credit Reporting Act (FCRA), any potential record (“hit”) must be confirmed through a county, statewide, or federal court search before being reported.*
- **National Sex Offender Registry Search** – Searches across all 50 states, U.S. territories, and tribal registries, with confirmation of potential matches.
- **County, Statewide, and Federal Criminal Searches** – Direct-source searches covering up to 10 years, including all aliases identified during identity verification, in accordance with Addendum No. 1.
- **U.S. District Court Searches** – District-level federal criminal record checks.
- **Employment Verification** – Confirmation of employment history for the last five years.
- **Education Verification** – Verification of the highest degree earned.
- **Credit Checks** – Screening of financial history as required for supervisory roles.
- **Motor Vehicle Records (MVRs)** – Retrieval of driver histories directly from state DMVs, including license status, suspensions, and violations.
- **Reference Checks** – Professional reference interviews with structured outreach and documented responses.

Service Delivery Features

- **Streamlined Applicant Experience** – A mobile-friendly portal supports applicant self-entry, electronic signatures, secure document upload, and real-time status tracking for both applicants and municipal HR staff.
- **High-Volume Capability** – Command’s infrastructure and nationwide researcher network ensure capacity to handle fluctuating demand across MEL JIF’s 300+ member entities while maintaining turnaround times within the RFQ’s 96-hour requirement.
- **Report Customization** – Tailored reporting options available to meet the distinct

requirements of different member municipalities and job roles.

All services are delivered in compliance with the Fair Credit Reporting Act (FCRA) and applicable state regulations, ensuring accuracy, transparency, and legal adherence in every background check.

Ordering Process

Command Investigations offers a secure, configurable, and FCRA-compliant platform to support background screening of employees, volunteers, contractors, and other individuals associated with MEL JIF's member municipalities. Our system is designed for scalability, enabling members to order screenings efficiently—whether for a single applicant or for high-volume onboarding needs—while ensuring accuracy, compliance, and ease of use.

Each authorized municipal user receives a unique login with access to pre-configured screening packages aligned to MEL JIF's required services. Orders may be placed individually or in batches, and the platform provides real-time dashboards displaying pending, completed, draft, and applicant-pending reports. Final reports are delivered securely through the online portal, with full audit trail visibility and optional automated notifications.

A dedicated Account Manager will oversee implementation, user training, and daily operations, ensuring responsive support and consistent communication. All background checks are conducted in full compliance with the Fair Credit Reporting Act (FCRA), state law, and MEL JIF's confidentiality and data security requirements

You can order background screening and/or drug testing services through our secure online screening platform via three pathways:

1. Email & SMS Text Messaging Invitations: This is the preferred option for most clients. Simply email and/or text candidates a link inviting them to begin the background screening process. Candidates access our secure platform through the invitation, enter the Candidate Portal, provide authorization, acknowledge the screening disclosure, and submit all necessary data and documentation.
2. Direct Data Entry: Your personnel can log in to our secure platform and manually order background screening packages. While this option is less common, it is helpful when candidates complete paper applications and background screening authorizations so your team can transfer the information into our system for processing.
3. Through Integration with Third-Party Platforms: Our platform integrates with a wide variety of HRIS, applicant tracking systems, and other third-party platforms, enabling clients to order background screening and drug testing services within the systems they use every day. This integration streamlines onboarding and ordering workflows, reduces manual data entry, and improves turnaround times.



Command Investigations delivers a user-friendly, applicant-friendly, and fully integrated solution that enhances efficiency, accuracy, and compliance throughout the pre-employment, pre-contract, and pre-placement screening process.

Service Offering

Below is a list of our most commonly requested background screening services, several of which directly align with MEL JIF's Scope of Work. We also offer a wide range of additional services, including customized, industry-specific, and job-specific searches. This overview highlights our core capabilities that are most relevant to your requirements.

Average turnaround times are provided for each service. Upon request, we can share jurisdiction-specific heatmaps displaying real-time turnaround estimates. This list reflects both our compliance with current requirements and our flexibility to support optional screenings as needed in the future. Detailed service summaries and links to supporting materials are available upon request.

Types of Services:

SSN Trace / Name & Address History Average Turnaround Time: Instant	Description: A search of a social security number against a national database that includes credit header information and information provided by hundreds of sources and public records including utility companies, subscriptions, etc. The resulting findings details all names, date-of-birth, and addresses associated with the SSN. This information is then used to confirm names and areas to search.	How the service is performed: Our system instantly gathers names, date-of-birth, and residential address history for the candidate. For compliance reasons, this information is not included in the background report unless the client requires it. An employer should not deny employment based on anything found in an SSN Trace, so we recommend employers not see it in the background report.
County & Statewide Criminal History Searches Average Turnaround Time: Varies – View Current County Criminal History Turnaround Time View Current Statewide Criminal History Turnaround	Description: County criminal history searches are recommended as your best source for uncovering criminal records in the jurisdictions a person has lived in, worked in, or gone to school in. These criminal searches can go back at least 7 years (using names provided by the applicant or names we develop from other sources). Results include felonies and misdemeanors where applicable. Statewide criminal history searches will provide records for all counties in a given state, and are helpful for discovering crimes outside of the immediate	How the service is performed: Jurisdictions for criminal searches are determined by data provided by the candidate and/or data provided in an SSN Trace or National Criminal Database Search. For many counties, Command has direct interfaces with the courts enabling us to instantly run the criminal search. For many other counties, Command has researchers on the ground that will physically go to the court and conduct a search onsite (and then securely upload their findings

	<p>area where the applicant lives or works. While all counties report to the state level, there can be instances where a conviction has been recorded at the county level, but not elevated to the state level. In those instances, you can decide to conduct a county or multi-county criminal history search.</p>	<p>into our system). Some counties require us to deploy a blend of direct interface searches and onsite physical searches with our researchers because some jurisdictions will return record information that has limited identifying information, which requires us to send in a court researcher to gather the missing identifying information so we can determine if the record is a match.</p>
<p>Federal Criminal History Searches</p> <p>Average Turnaround Time: Instant</p>	<p>Description: Many background screening programs focus on local level searches and forget to search for federal criminal records. Crimes reported in a federal criminal record include only those offenses that are violations of federal law (as opposed to local and state law). Federal violations will generally not appear in either a county or statewide criminal check and offenses can include kidnapping, drug trafficking, interstate transportation of stolen goods, bank robbery, and embezzlement.</p>	<p>How the service is performed: Ordered and received through a direct interface with the federal government.</p>
<p>International Criminal History Searches</p> <p>Average Turnaround Time: Varies greatly by country</p>	<p>Description: We report all criminal information found in an overseas courthouse's records as it conforms to local data privacy regulations, and statutory provisions regulating legal employment access. Though it depends on a country's criminal justice system, most countries provide for three tiers within the justice system. The tiers are usually comprised of a local (city) or district level, provincial level and federal level. Research for relevant criminal court information is best accomplished initially at the district or city court level when available. Court files are usually archived manually with very little automation and require local investigative personnel to travel</p>	<p>How the service is performed: Our researchers on the ground in the country to be searched, securely receives the candidate data, and goes to the court or engages via the determined required access method in the country being searched. Results are returned via a secure online interface where they are reviewed and uploaded into our secure screening platform. We will only report criminal records if we are able to verify the identity of the individual using two identifiers. Typically, this is name and date of birth, name and address, or name and country identification number.</p>

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	<p>to remote locations. Records may also be available through a local prosecutor's office requiring a similar approach to data collection.</p> <p>Reports will include the country, province or city where a record exists, sentence, date of sentence, case number, date of the offense, classification, and defendant's name, address and date of birth.</p>	
<p>Sex Offender Registry Searches</p> <p>Average Turnaround Time: Instant</p>	<p>Description: A search of all U.S. sex offender registries (states, territories, and tribes) that are able to be used for employment screening purposes.</p>	<p>How the service is performed: The search instantly runs through all sex offender registries at once (All 50 States, Territories, and Reservations)</p>
<p>National Criminal Database</p> <p>Average Turnaround Time: Instant</p>	<p>Description: A search of almost 2,000 U.S. and international sources and over 900 million criminal records from across the U.S. While our national criminal database does contain sources and records from every state, it is not a search of all jurisdictions and all records. Screening programs that include national criminal database searches typically more than double their hit rates.</p>	<p>How the service is performed: The search instantly runs through our database. If any county, state, or federal criminal records are returned, Command will analyze the information to determine if it may be a match and if it may be reportable. If it is determined that it may be a match and reportable, then Command will conduct a search at the source the record came from. The results of the county, statewide, or federal criminal history search will be what is potentially reported rather than any of the data that was returned in the National Criminal Database Search. The National Criminal Database Search is simply powerful pointer data for county, statewide, and federal records. Any other matching results discovered in the search that are not court records (e.g. OFAC, most wanted list, global watch lists, etc.) will be reported in the National Criminal Database search results.</p>

Motor Vehicle Records Average Turnaround Time: Varies – View Current Turnaround Here	Description: Both commercial (CDL) and non-commercial (Non-CDL) driving records are available in all 50 states plus Washington D.C., providing instant results in most. A Motor Vehicle Report is necessary for those who drive company vehicles or for those who drive their own vehicles on company business. States differ in the information provided, but the average history available is for three to seven years. International MVR reports are available as well.	How the service is performed: When ordering this search, the candidate will have been required to provide their license number during the authorization, disclosure, and data gathering process. Command has direct interfaces for MVRs with all U.S. states (and can provide MVR data on an international level as well).
Professional & Personal References Average Turnaround Time: 2.5 Days (Heavily dependent upon the responsiveness/accessibility of the reference and the accuracy of the contact information provided by the candidate)	Description: We will contact both professional and personal references to obtain a more subjective look than provided from the employment verification. Reference checks can help you confirm personal qualities such as dependability, integrity, character, and work ethic.	How the service is performed: When ordering this search, the candidate will have been required to provide contact information for references during the authorization, disclosure, and data gathering process. Command will contact the references to collect answers to a variety of questions (we have standard questions we ask personal or professional references and/or our clients can customize the questions they wish to ask).
Employment Verifications Average Turnaround Time: 2.5 Days (Heavily dependent upon the responsiveness/accessibility of the employer and the accuracy of the information provided by the candidate)	Description: A check of candidate provided employment history against a previous employers' records via interviews with past supervisors and Human Resources to obtain a comprehensive evaluation of work history and capabilities. Information obtained can include dates of employment, job position, reason for leaving and eligibility for rehire. We can work off a standard question base or work with you to customize a specific question set. We also provide DOT-compliant and industry-specific employment verifications.	How the service is performed: When ordering this search, the candidate will have been required to provide previous employment information during the authorization, disclosure, and data gathering process. Command contacts previous employers to verify provided information (e.g. employer, position, dates of employment, full-time or part-time status, eligible for rehire). Many employers will not verify previous employment and have outsourced that task to a third-party (most of which are with Equifax – The Work Number), in which case Command has an interface

		with Equifax and other third-parties to verify the employment.
DOT Employment Verifications Average Turnaround Time: 2.5 Days (Heavily dependent upon the responsiveness/accessibility of the employer and the accuracy of the information provided by the candidate)	Description: This is a standard employment verification, combined with a pre-employment drug alcohol questionnaire of previous employers where there was driving history.	How the service is performed: A standard employment verification is ordered as described previously, and additionally we will contact the previous employers to complete drug and alcohol questionnaires to provide accident and substance testing data history from the previous employer.
Education Verifications and Professional License Verifications Average Turnaround Time: 2.5 Days (Heavily dependent upon the responsiveness/accessibility of the education institution and the accuracy of the information provided by the candidate)	Description: We contact the educational institution to confirm education, including dates of attendance, degrees or credentials received and if any honors were attached to the degree.	How the service is performed: When ordering this search, the candidate will have been required to provide education information during the authorization, disclosure, and data gathering process. Command will contact the educational institution to verify provided information (e.g. education institution, dates attended, what degree was sought and was it awarded, major, GPA, honors, and name attended under). Many educational institutions will not verify education and have outsourced that task to a third-party (most of which are with the National Student Clearinghouse), in which case Command has an interface with National Student Clearinghouse and other third-parties to verify the education. We also are accustomed to candidates not knowing the correct contact information for verifying their education, so we have our own database with contact information for most major educational institutions and how to verify education with them.

Drug Testing	Description: DOT and Non-DOT drug testing services, providing employers with labs located in easy access for their workforce. Drug tests can be ordered online via our secure online system at the same time as you order background reports, with drug testing results consolidated within your final background report. We provide urinalysis (from standard 5 panel to any combination of expanded panels), oral fluids, hair testing, and alcohol testing.	How the service is performed: When ordering this search, the candidate will select the location of their drug test and the time when they are completing their authorization, disclosure, and data gathering process. The candidate will arrive at the chosen lab for their appointment and the lab will collect required specimens, and handles and processes the testing as required (e.g. by FMCSA, DOT, SAMHSA, etc.). Once complete, the results receive MRO review (and possible candidate contact to provide prescriptions and other details). Then the lab securely electronically uploads the results and any required forms (e.g. U.S. Department of Transportation Alcohol Testing Form) to Command Investigations.
Average Turnaround Time: 2.5 Days. Negative results are returned in 15 minutes, and Non-Negative results require MRO review. Most delays are due to extended time frame from the time of order to the time the candidate arrives for the drug test.		
Credit Reports	Description: We provide employment credit reports and tenant credit reports. These credit reports are considered “soft pulls” meaning that they do not impact the candidate as a typical credit report such as when they may have a credit report pulled for their credit rating and other details for a mortgage, loan, etc.	How the service is performed: Ordered via a direct interface with Equifax, with results returned directly into our secure online system.
Average Turnaround Time: Instant		
Social Media Screening	Description: A worldwide search of social media sites for 8 types of workplace misconduct to detect fraudulent or illegal activities and identify extreme behaviors that are detrimental to the workplace. As an employment background screening provider, we filter out protected class and irrelevant information (e.g. race, disability, religion, sexual orientation, etc.)	How the service is performed: When ordering this search, the candidate will have been required to provide their email address during the authorization, disclosure, and data gathering process.
Average Turnaround Time: 1 Day		
Civil Records Searches	Description: We provide civil history records to identify high-risk applicants by revealing information about claims, suits, and judgments filed by	How the service is performed: These are processed almost identically to criminal searches, except it is searching a different public
Average Turnaround Time: Varies (Similar to County)		

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<p><u>Criminal History Turnaround Times</u> – Federal Civil Searches are Instant)</p>	<p>individuals or corporations against other private parties or corporations at both the county and federal level. Examples of findings on the county level include divorce, product liability suits, violation of civil rights, judgments, nonpayment of goods, and other similar cases; while federal includes interstate commerce, violation(s) of civil rights, issues involving the federal government and/or financial institutions.</p>	<p>index at the county jurisdiction.</p>
<p>Healthcare Compliance Search</p> <p>Average Turnaround Time: Instant</p>	<p>Description: A search of over 1,000 sources for medical exclusions, federal and state sanctions, board actions, and licensing for all provider types. Includes OIG-LEIE, SAM.gov, Medicaid, among other sources.</p>	<p>How the service is performed: An instant search of our medical compliance datasets of 100% direct-sourced information, with results securely delivered into our secure background screening platform.</p>
<p>PSP Reports</p> <p>Average Turnaround Time: 1 Day</p>	<p>Description: A driver's most recent 5 years of crash data and the most recent 3 years of roadside inspection data from the FMCSA MCMIS database. MCMIS is a federal government database, which is different from the state data sources used to generate Motor Vehicle Records (MVRs).</p>	<p>How the service is performed: Our staff requests PSP reports from the Federal Motor Carrier Safety Administration on our client's behalf and uploads the report into our secure background screening platform to consolidate it with your background report.</p>
<p>vID Biometric Identification</p> <p>Average Turnaround Time: Instant</p>	<p>Description: Biometric Identification strengthens applicant verification by combining facial recognition and government-issued ID authentication. This ensures that the individual completing the screening is the true applicant and not an imposter or stolen identity.</p>	<p>How the service is performed: Applicant is prompted (via the candidate portal or email link) to capture a live selfie along with an image of their government-issued ID. The system performs a biometric comparison between the selfie and ID photo, and validates the ID document against security features to confirm authenticity. Results are stored in the applicant's screening record.</p>

Optional Technology Solutions

In addition to core screening services, Command offers optional enhancements:

- **Biometric Identity Validation** – Mobile technology matches a candidate's photo and ID documents, verifies consistency, and auto-populates data fields to reduce errors and speed turnaround.
- **Social Media Screening** – AI-powered analysis of publicly available online content to flag job-relevant risk factors such as threats, hate speech, or illegal activity. Reports are customizable and typically returned within one business day.

Databases Used

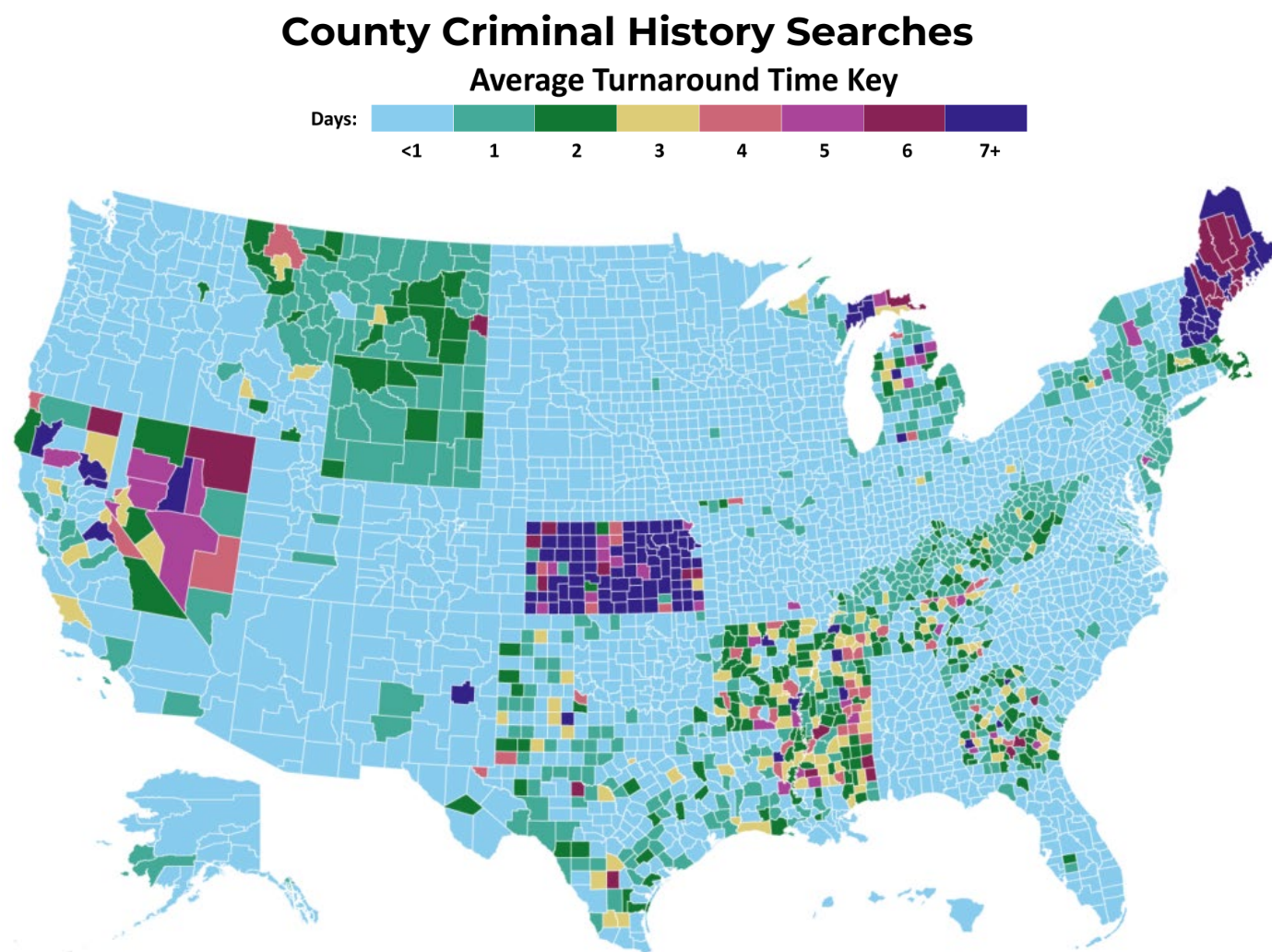
All information included in our background reports is verified directly at the source and is not reported from a third-party database. While Command Investigations utilizes a powerful National Criminal Database containing over 850 million records from more than 2,000 sources across all 50 states, federal agencies, and international partners, this tool is only used to identify potential locations where adverse records may exist. No data from this database is directly reported to our clients.

In accordance with our obligations under the Fair Credit Reporting Act (FCRA), we validate all potential matches by conducting thorough, source-level searches prior to reporting any criminal record. The only exceptions to this rule are federal sources that are themselves part of our National Criminal Database, such as OIG, OFAC, FINRA, terrorist watch lists, and other exclusion or sanctions databases, where records may be reported directly.

We do not use any additional databases. Our platform is integrated with over 1,800 direct interfaces to court systems across the country. These interfaces are not considered databases under the FCRA. Rather, they function similarly to in-person courthouse searches, ensuring real-time, first-source results. In jurisdictions where interfaces are not available, we deploy over 1,300 on-the-ground court researchers to conduct in-person record searches on our clients' behalf.

Turnaround Time

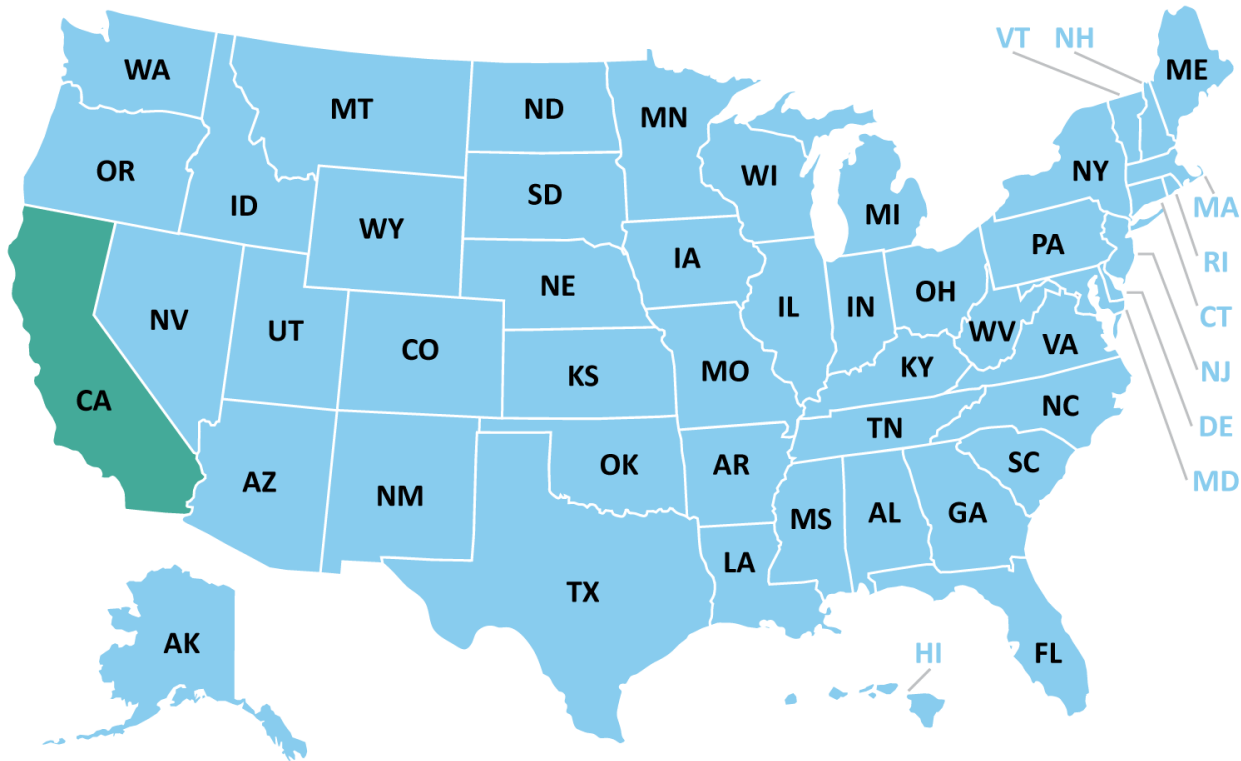
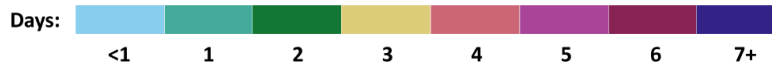
Our current average turnaround times for some of our most popular searches are provided below.



Criminal history searches are returned on average in under 48 hours. Typical cause of county criminal history searches exceeding 2 days is from limited access areas and/or identifiers such as date of birth are missing from a public index requiring Command Investigations to conduct additional research on site with the court.

Motor Vehicle Record Reports

Average Turnaround Time Key



Additional Services and Average Turnaround Times

Federal Criminal Searches (<1 Day)
National Criminal Database (<1 Day)
Ongoing Criminal Screening (<1 Day)
International Searches (Varies)
Global Security Watch List (<1 Day)
Sex Offender Registry Searches (<1 Day)
Motor Vehicle Records (<1 Day)
Employment Verifications (2.5 Days)
Education Verifications (2.5 Days)
Professional License Verifications (2.5 Days)

Professional References (2.5 Days)
Drug Testing (1 Day)
Employment Credit Reports (<1 Day)
Civil Searches (Varies) Not in all cases, but
turnaround time can often match county
criminal history search turnaround time
Social Media Screening (1 Day)
Health Care Compliance Searches (<1 Day)
OIG Search (<1 Day)
DOT Employment Verifications (2.5 Days)
PSP Reports (<1 Day)

Implementation Plan

Thanks to the advanced capabilities of our screening technology, Command Investigations offers one of the fastest and most streamlined implementation processes in the background screening industry. The typical timeline from contract award to full go-live is outlined below:

Post-Award Kickoff Meeting

Following the contract award, our first step is to host a kickoff meeting with all key stakeholders.

This introductory session will:

- Establish a shared understanding of client expectations
- Outline required products and services
- Review necessary training on the Command systems
- Assess any integration needs
- Introduce the Command team to ensure alignment and a smooth project launch

Account Setup

We will configure MEL JIF's account, build out screening packages aligned with the Scope of Work, and set ordering preferences. This process is typically completed within 1 business day. Once products are configured and user credentials are established within the Command system, we will schedule a client training session.

Client Training

Our Command staff will conduct initial training on the system, covering:

- Product details and naming conventions
- How to enter applicants into the system
- How to interpret screening results

At the conclusion of this session, we will determine whether additional group training or personalized one-on-one sessions are needed.

System Integration (If Required)

If integration with MEL JIF's applicant tracking or HR system is requested, implementation typically averages 14–25 business days, depending on coordination between MEL JIF, our integration team, and any third-party provider. In practice, many integrations are completed toward the shorter end of this range, as our platform already supports connections with a wide range of commonly used systems.

Clients may also begin ordering directly through our secure online platform immediately after account setup and training, with the option to complete integrations at a later stage.

Post-Implementation Support

Once implementation is complete, your dedicated Account Manager will serve as your primary point of contact to ensure smooth daily operations.

Ongoing support is available:

- Monday through Friday, 8:00 AM to 8:00 PM ET
- 24/7 for critical issues

Users will also have access to our online Customer Support Center, which includes:

- Training guides
- System tutorials
- Help ticket tracking

Contingency Planning

In the event of an unexpected delay during implementation, we will immediately provide alternative ordering methods—such as secure manual ordering via email or direct portal access—to prevent disruption to MEL JIF's hiring and screening workflows. Our team will work closely with MEL JIF staff to communicate status updates and minimize downtime.

Security

Our secure background screening platform is SOC2 certified and maintains compliance with industry-recognized standards such as PCI-DSS. Additionally, a third-party PCI DSS Approved Scanning Vendor (ASV) conducts external and internal network vulnerability scans at least quarterly and after any significant changes to our networking environments. An independent third-party security vendor conducts penetration testing at least annually and after significant changes.

A risk-based approach is used to prioritize remediation of any findings. For example, prioritizing critical and high severity vulnerabilities higher than lower scoring vulnerabilities. Remediation must ensure that no vulnerabilities exist that are scored greater than a 4.0 by the CVSS, or that are classified as "Critical" or "High Severity".

Our background screening platform stores all data in the United States. Specifically, the data resides in the US-West-2 (Oregon) and US-East-1 (Virginia) AWS Regions. Amazon does not publish the exact locations of their Availability Zones (i.e. Data Centers) within their Regions, so we are unable to provide exact address or city information.

Our system utilizes real-time database mirroring across multiple geographically isolated availability zones in the US-West-2 (Oregon) and US-East-1 (Virginia) AWS Regions to ensure the availability and durability of Command screening system data. In the event of a catastrophic primary database failure, the system can automatically promote a reader instance to primary in a matter of minutes. Additionally, nightly, encrypted database snapshots are kept for fourteen days allowing point-in-time recovery.

Our secure background screening platform encrypts sensitive data using industry standard protocols and ciphers. Sensitive data in motion or transit (e.g. data transmitted across a network) is encrypted using HTTPS and TLS 1.2. Sensitive data at rest (e.g. data stored in a database) is encrypted using AES-256.

Integration Compatibility

Command Investigations offers seamless integration with a wide range of leading Human Resource Information Systems (HRIS), Applicant Tracking Systems (ATS), and onboarding platforms. These integrations automate data transfer, minimize manual entry, and improve turnaround times. Our platform is highly configurable and has been successfully integrated with dozens of widely used systems—helping employers maintain efficiency, ensure compliance, and deliver a superior candidate experience.



ApplicantPRO



ARCORO
THE BRIDGE TO BETTER HR

ATS OnDemand
Innovative Applicant Tracking



Avature

bamboohR™



Bullhorn

Bullhorn
One

CADIENT
TALENT™

CDLSuite



ClearCompany



cornerstone

Deltek

erecruit™

FastWorkforce

fountain

frontline
education™

greenhouse

HealthcareSource™
Quality Talent. Quality Care.



hirebridge

Hirelink

HireTouch™

Hirezon | Interview
Exchange

HiringThing™

HRsmart

IBM Kenexa

icims

JOBVITE

KPA



LEVER

NEOGOV

NOWHIRE
GOING BEYOND APPLICANT TRACKING™

ORACLE
PEOPLESFT

ORACLE
TALEO

PageUp

PAYCHEX

PEOPLEADMIN
A PowerSchool Company

RIVAL
Formerly Universal Technology

SAP SuccessFactors



SmartSearch

talentReef
MITR/TECH



tenstreet

UKG

UKG READY™

Ultra-Staff EDGE



vikus

VIRTUS®

workday

Disputes

Command Investigations is committed to delivering accurate and compliant background reports, reflected in our 0.007% error rate over the past year. In the rare event of a dispute, our process is designed to comply fully with the Fair Credit Reporting Act (FCRA). Disputes are acknowledged immediately, paused from any employment decision-making, and resolved quickly through direct re-verification with the original source. If corrections are required, updated reports are promptly provided to both the consumer and the client. All actions are logged for a minimum of five years to ensure transparency and regulatory compliance.

Business Continuity

Command Investigations maintains multiple secure U.S.-based data centers with redundant infrastructure and daily backups to protect all MEL JIF's records and audit trails. Systems are monitored 24/7, and our disaster recovery protocol provides full restoration of services within 24 hours or less. In the event of a disruption, we immediately provide alternative ordering methods (secure email or direct portal access) to prevent workflow interruption. A dedicated Account Manager will serve as MEL JIF's primary point of contact, supported by our help desk (Monday–Friday, 8:00 AM–8:00 PM ET) and 24/7 emergency support.

Demo / Platform Capabilities

Secure and User-Friendly System

Command Investigations offers a secure, modern background screening platform that supports ordering, report review, and system management in a streamlined and intuitive environment. The system is accessible 24/7 via desktop or mobile browser and is supported by a U.S.-based customer service team and dedicated account manager.

Role-Based Access Control

Each member municipality user receives a unique login with customizable permissions (e.g., order placement, report access, billing, exports). All actions are logged and traceable through system audit trails.

Real-Time Dashboards and Status Visibility

The system includes multiple dashboards to support transparency and operational efficiency:

- Pending Reports – Reports in progress
- Completed Reports – Reports finalized and ready to view
- Applicant Pending – QuickApp invitations where the applicant has not yet completed authorization
- Draft Orders – Orders started but not submitted

Each dashboard is filterable and exportable to Excel for tracking, auditing, or reporting needs.

Notifications and Alerts

Configurable email or portal notifications include:

- Report completion alerts
- Applicant non-response reminders
- Status updates for pending verifications

Secure Report Delivery and Audit Trails

Completed reports are delivered through the secure portal. All report access and user interactions are time-stamped and retained in audit logs to support internal accountability and regulatory compliance.

Mobile-Responsive Candidate Portal

Applicants can access a mobile-friendly portal to complete background screening forms, sign disclosures, upload documents, and track status. This helps ensure higher completion rates and faster turnaround times, especially for on-the-go candidates.

Integration and Automation Capabilities

The platform integrates with leading ATS/HRIS platforms, including Workday, iCIMS, UKG, Greenhouse, Oracle, SAP SuccessFactors, and ADP. Integration supports real-time data exchange, eliminating duplicate entry and enabling automated workflows.

Security and Compliance

Our platform is SOC 2 certified, PCI-DSS and EI3PA certified, and hosted in U.S.-based AWS data centers. Data is encrypted at rest (AES-256) and in transit (TLS 1.2+). Regular penetration testing, vulnerability scans, and audit logs ensure integrity. All processes comply with FCRA, EEOC, and New Jersey state law.

Disclosures and Compliance

Current Lawsuits and Litigation

Command Investigations, LLC has no current litigation, defaults, or contract terminations. Neither the company nor its executives have been subject to claims or litigation with MEL JIF or other entities within the past ten years.

Conflict of Interest Statement

No actual or potential conflicts exist. Should one arise, we will promptly disclose it and work with MEL JIF in good faith.

Objections to Terms and Conditions

Command Investigations accepts MEL JIF's contract terms. As a CRA, we are required to maintain a Services Agreement with all clients to ensure compliance with the Fair Credit Reporting Act (FCRA). A copy can be provided upon request or award. Reasonable redlines will be considered if they do not alter FCRA obligations.

Compliance with General Conditions

We accept all General Conditions, including compliance with New Jersey Public Records Law, nondiscrimination, conflict-of-interest standards, and WMBE participation. Command will self-perform all services under this contract and does not anticipate subcontracting.

Insurance Compliance

Command Investigations maintains all required insurance coverage, including Commercial General Liability, Automobile Liability, Workers' Compensation, and Professional Liability. Certificates of Insurance will be provided within the required timeframe upon award.

Subcontractors

Command Investigations will perform all services directly and will not use subcontractors for this engagement. As required, MEL JIF's subcontractor forms have been completed and uploaded in the portal.

Pricing

Command Investigations has completed the required MEL JIF Proposal Form in full, as instructed. That form provides standardized pricing for the scope of services defined in RFQ 2025-01.

In addition to the required form, we are including a supplemental pricing schedule for other common background screening services that MEL JIF members may request outside the scope of the RFQ. This additional schedule allows members to see a wider range of services and costs upfront and demonstrates our transparency in pass-through and follow-up fees.

Product	Your Pricing	Possible Additional Fees?
Basic Package: (all aliases included) SSN Trace & Address History, National Criminal Database Search, National Sex Offender Registry Search	\$27.00	*/**In compliance with the Fair Credit Reporting Act (FCRA) , any potential record ("hit") identified through the National Criminal Database Search must be verified directly with the originating jurisdiction (county, statewide, or federal court). Verification searches are required by law to ensure accuracy. Additional fees, including any applicable court or access fees, will apply; see the fee schedules provided in the County Criminal and Statewide Criminal sections for details.
Comprehensive Package: (aliases included) SSN Trace & Address History, National Criminal Database Search, National Sex Offender Search, Education Verification, Employment Verification, Credit Check, Motor Vehicle Record, Reference Check	\$69.50	*/**In compliance with the Fair Credit Reporting Act (FCRA) , any potential record ("hit") identified through the National Criminal Database Search must be verified directly with the originating jurisdiction (county, statewide, or federal court). Verification searches are required by law to ensure accuracy. Additional fees, including any applicable court or access fees, will apply; see the fee schedules provided in the County Criminal, Statewide Criminal, and MVR sections for details.
County Criminal Search	\$15.00	See Current List Here
Statewide Criminal Searches	\$20.50	See Current List Here
Federal Criminal Search (All Districts)	\$15.50	
County Civil Searches (Upper or Lower)	\$17.00	Varies*
Federal Civil Searches	\$15.00	
National Criminal Database Search	\$24.00	Varies**
National Sex Offender Registry Search	\$2.00	
International Searches	Varies	
SSN Trace - Name & Address History	\$3.00	
Credit Report	\$11.00	
MVR	\$9.00	See Current List Here

**Response to RFQ# 2025-01 for Background Check Services for
Municipal Excess Liability Joint Insurance Fund**

Employment Verification	\$12.00	Varies*
Education Verification	\$12.00	Varies*
Professional License Verification	\$12.00	Varies*
Professional or Personal Reference Check	\$11.00	
Social Media Search	\$19.50	
Biometric Identification (vID)	\$3.00	
Global Security Watchlist/OFAC/Sanctions Check	\$2.75	
OIG	\$2.00	
Drug Testing – 5 Panel	\$59.00	
Drug Testing – 10 Panel	\$59.00	
Drug Testing – DOT Panel	\$61.00	
DOT Employment Drug Questionnaire	\$7.00	
Explanation of Possible Additional Fees:		
<p>*Pass Through Fees: Certain sources of information (e.g., county courts, statewide repositories, motor vehicle departments, employers, or schools) charge access fees for searches. These fees are set by the source, not by Command, and are passed through at cost. We maintain current fee lists for county criminal searches, statewide criminal searches, and motor vehicle records so customers know what to expect. Some fees, such as employment or education verifications, vary widely depending on the institution and may be relatively high.</p>		
<p>**Verification of Hits: In compliance with the Fair Credit Reporting Act (FCRA), any potential record (“hit”) identified through the National Criminal Database Search must be verified at the originating jurisdiction. This typically requires a county or statewide criminal history search. Additional fees, including any applicable court or access fees, will apply.</p>		

Closing Statement

Command Investigations is proud to offer MEL JIF a secure, efficient, and fully compliant background screening solution tailored to the unique needs of employment-related screenings. Our deep industry experience, cutting-edge technology, and unwavering commitment to accuracy and service ensure that MEL JIF will receive timely, transparent, and legally defensible results.

We appreciate the opportunity to submit this proposal and look forward to the possibility of supporting MEL JIF in its mission to ensure a safe, compliant, and well-qualified workforce. Should you require any additional information or clarification, please do not hesitate to contact us.

Thank you for your consideration.

Marci Reading

Vice President of Strategy & Business Development

Command Investigations, LLC

1540 International Parkway, Suite 3070

Lake Mary, FL 32746

Direct: 904-200-1747

Office: 800-217-2464

Email: MReading@GoCommand.com

Website: www.GoCommand.com

Required Forms

All required forms listed in the MEL JIF RFQ #2025-01 Document Checklist have been completed, signed, and included with this submission. These include:

- Document Checklist
- Vendor Information Sheet
- Affirmative Action Compliance Affidavit
- New Jersey Anti-Discrimination Provisions
- Ownership Disclosure Certification Form
- Acknowledgment of Principal (Notarized)
- Non-Collusion Affidavit (Notarized)
- Prohibited Russia-Belarus Activities & Iran Investment Activities Certification
- Experience & Qualifications Questionnaire
- Certification of Bidder's Status on the State Treasurer's List of Debarred, Suspended, and Disqualified Contractors
- Certification of Non-Debarment for Federal Government Contracts
- Acknowledgment of Receipt of Addenda
- Proposal Form

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
CONTRACT #RFQ 2025-01 – RFQ FOR BACKGROUND CHECK SERVICES
DOCUMENT CHECKLIST**

Required by MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND	Item	Page	Initial each entry, and submit the required form if the box contains an <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Document Checklist – COMPLETE AND SIGN	i	<i>MR</i>
<input checked="" type="checkbox"/>	Legal Notice to Bidders – READ	ii	<i>MR</i>
<input checked="" type="checkbox"/>	Schedule & Project Contacts – READ	iii	<i>MR</i>
<input checked="" type="checkbox"/>	Project Contacts and Description of Work – READ	iv	<i>MR</i>
<input checked="" type="checkbox"/>	Instructions to Bidders and Statutory Requirements – READ	1-16	<i>MR</i>
<input checked="" type="checkbox"/>	Insurance Requirements – READ	5-6	<i>MR</i>
<input checked="" type="checkbox"/>	Vendor Information Sheet – COMPLETE	17	<i>MR</i>
<input checked="" type="checkbox"/>	Business Registration Certificate – SUBMIT PRIOR TO AWARD	18	<i>MR</i>
<input checked="" type="checkbox"/>	Mandatory Equal Employment Opportunity Language – Exhibit A Goods, Professional Service & General Service Contracts - READ	19-20	<i>MR</i>
<input checked="" type="checkbox"/>	Affirmative Action Compliance Affidavit – Goods, Professional & General Service Contracts – SIGN	21	<i>MR</i>
<input checked="" type="checkbox"/>	New Jersey Anti-Discrimination Provisions – SIGN	22	<i>MR</i>
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language - READ	23	<i>MR</i>
<input checked="" type="checkbox"/>	Ownership Disclosure Certification Form – SIGN	24-27	<i>MR</i>
<input checked="" type="checkbox"/>	Acknowledgment of Principal (select one)– SIGN AND NOTARIZE	28-30	<i>MR</i>
<input checked="" type="checkbox"/>	Non-Collusion Affidavit – SIGN AND NOTARIZE	31	<i>MR</i>
<input checked="" type="checkbox"/>	Prohibited Russia-Belarus Activities & Iran Investment Activities – COMPLETE	32-33	<i>MR</i>
<input checked="" type="checkbox"/>	Experience & Qualifications Questionnaire – COMPLETE	34-35	<i>MR</i>
<input checked="" type="checkbox"/>	Certification of Bidder's Status on the State Treasurer's List of Debarred, Suspended, and Disqualified Contractors – SIGN	36	<i>MR</i>
<input checked="" type="checkbox"/>	Certification of Non-Debarment for Federal Government Contracts – SIGN	37-40	<i>MR</i>
<input checked="" type="checkbox"/>	Acknowledgment of Receipt of Addenda – SIGN	41	<i>MR</i>
<input checked="" type="checkbox"/>	General Requirements – READ	42-43	<i>MR</i>
<input checked="" type="checkbox"/>	Proposal Form – COMPLETE AND SIGN	44-45	<i>MR</i>
<u>AFTER THE AWARD OF THE CONTRACT</u>			
<input checked="" type="checkbox"/>	Signed Agreement – SIGN & SEAL		
<input checked="" type="checkbox"/>	IRS Form W-9 – COMPLETE & SIGN		
<input checked="" type="checkbox"/>	Certificate of Insurance – SUBMIT WITH EXECUTED CONTRACT	5-6	

Corporate Name: Command Investigations, LLC

Signature: *Marci Reading* Date: 09-2-2025

Print Name: Marci Reading Title: Vice President of Business Development

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND, NEW JERSEY
VENDOR INFORMATION SHEET**

LEGAL NAME OF COMPANY: Command Investigations, LLC

FEDERAL TAX ID NUMBER (EIN): 46-1086359

BUSINESS ADDRESS: 1540 International Parkway, Suite 3070, Lake Mary FL 32746

MAIN PHONE NUMBER: 800-217-2464

FAX NUMBER: 321-275-4205

WEBSITE (IF APPLICABLE): www.gocommand.com

CONTACT PERSON FOR CORRESPONDENCE REGARDING THE PROPOSAL

NAME OF PERSON PREPARING BID: Marci Reading

TITLE: Vice President of Business Development

PHONE: 904-200-1747

FAX NUMBER: _____

E-MAIL ADDRESS: marci.reading@gocommand.com

AUTHORIZED CONTACT FOR CORRESPONDENCE (IF DIFFERENT FROM ABOVE)

NAME: _____

TITLE: _____

PHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

PROJECT COORDINATION CONTACT

NAME: Marci Reading

TITLE: Vice President of Business Development

OFFICE PHONE: 904-200-1747

FAX NUMBER: _____

MOBILE (DIRECT) PHONE: _____

E-MAIL ADDRESS: marci.reading@gocommand.com

AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

Pursuant to State law, all successful bidders must submit evidence of compliance with affirmative action requirements to the Fund and to the State Division of Purchase & Property Contract Compliance and Audit Unit ("Division"). Prior to contract execution, vendors must submit one of the following:

- A.** A current Letter of Federal Approval showing the vendor has a federally-approved EEO/AA program (valid for one year).

Do you have a federal approval letter? Yes ☐ No ☒

If yes, please submit a photocopy of such approval.

- B.** A valid State Certificate of Employee Information Report (Form M-302).

Do you have this certificate? Yes ☐ No ☒

If yes, please submit a photocopy of such approval.

- C.** Complete and submit Form AA-302 with the \$150 fee to the Division and provide a copy to the Fund. The AA-302 form is available at: www.nj.gov/treasury/contract_compliance/.

The undersigned certifies awareness of and agreement to comply with the affirmative action requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27. Failure to do so will render this bid non-responsive.

COMPANY: Command Investigations, LLC

SIGNATURE: Marci Reading

PRINT NAME: Marci Reading

TITLE: Vice President of Business Development

DATE: 08-28-2025

Command Investigations, LLC has submitted Form AA-302 with the required fee to the NJ Division of Purchase & Property (August 2025). A copy of the certificate will be provided upon receipt.

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 et seq.

Pursuant to *N.J.S.A. 10:2-1*, if awarded a contract, the contractor agrees as follows:

- a. In the hiring of persons for the performance of work under this contract or any subcontract, or for the procurement, manufacture, assembling, or furnishing of any materials, equipment, supplies, or services under this contract, the contractor or any person acting on its behalf shall not discriminate against any qualified individual by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation, or sex.
- b. No contractor, subcontractor, or person acting on their behalf shall intimidate or discriminate against any employee engaged in the performance of work under this contract or engaged in the procurement, manufacture, assembling, or furnishing of such materials or services on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation, or sex.
- c. A penalty of \$50.00 per day per person may be deducted from payments due to the contractor for each calendar day such discrimination or intimidation occurs, in violation of this section.
- d. The Fund may cancel or terminate this contract, and all monies due or to become due may be forfeited, for any violation of this section occurring after notice of a prior violation has been given to the contractor by the Fund.

Nothing in this section shall be construed to prevent a board of education from designating that a contract, subcontract, or procurement of goods, services, or construction be awarded to a small business enterprise, minority business enterprise, or women's business enterprise pursuant to P.L. 1985, c.490 (N.J.S.A. 18A:18A-51 et seq.).

The undersigned contractor certifies awareness of and agrees to comply with these requirements. Failure to do so shall render this bid non-responsive.

COMPANY: Command Investigations, LLC

SIGNATURE: Marci Reading

PRINT NAME: Marci Reading

TITLE: Vice President of Business Development

DATE: 08-28-2025

**STATEMENT OF OWNERSHIP
OWNERSHIP DISCLOSURE CERTIFICATION FORM**

Required pursuant to N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This Statement Shall Be Included with All Bid and Proposal Submissions

Name of Business: Command Investigations, LLC

Address of Business: 1540 International Parkway, Suite 3070, Lake Mary, FL 32746

Name of person completing this form: Marci Reading

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent Ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

CONTINUED ON NEXT PAGE

THIS FORM IS ONLY REQUIRED IF DENOTED ON THE DOCUMENT CHECKLIST BY AN (X).

STATEMENT OF OWNERSHIP
OWNERSHIP DISCLOSURE CERTIFICATION FORM (CONTINUED)
Required pursuant to N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

PART I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
☐ For-profit Corporation (any type) ☒ Limited Liability Company (LLC)
☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

PART II

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST IN THIS SECTION ON THE NEXT PAGE)

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV)

CONTINUED ON NEXT PAGE

THIS FORM IS ONLY REQUIRED IF DENOTED ON THE DOCUMENT CHECKLIST BY AN (X).

STATEMENT OF OWNERSHIP
OWNERSHIP DISCLOSURE CERTIFICATION FORM (CONTINUED)
Required pursuant to N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

Name: Incline Equity Partners

Name: _____

Address: 625 Liberty Ave, Pittsburgh, PA 15222

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

PART III

DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #’s

CONTINUED ON NEXT PAGE

Command Investigations, LLC is owned by Incline Equity Partners, a privately held company that is not publicly traded.

STATEMENT OF OWNERSHIP
OWNERSHIP DISCLOSURE CERTIFICATION FORM (CONTINUED)
Required pursuant to N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

PART III (CONTINUED)

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent Ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

PART IV Command Investigations, LLC is owned by Incline Equity Partners, a privately held company that is not publicly traded.

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND to notify the MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND to declare any contract(s) resulting from this certification void and unenforceable.

Marci Reading
Signature of Authorized Agent

08-28-2025
Date

Marci Reading
Full Name (Printed)

Vice President of Business Development
Title

(Corporate Seal, if appropriate)

END OF STATEMENT OF OWNERSHIP

THIS FORM IS ONLY REQUIRED IF DENOTED ON THE DOCUMENT CHECKLIST BY AN (X).

**ACKNOWLEDGEMENT OF PRINCIPAL
(IF A CORPORATION)**

STATE OF Florida)
) SS:
COUNTY OF Seminole)

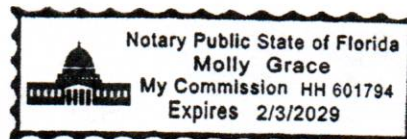
BE IT REMEMBERED, that on this 29 day of August in the year 2025, AND before me, the subscriber, a Notary Public of the State of Florida personally appeared who, being by me duly sworn on their oath, doth depose and make proof to my satisfaction that they are the Secretary or Assistant Secretary of Command Investigations, LLC, the Corporation named in the within Instrument; that Seth Markham is the President of said Corporation; that the execution, as well as the making of this Instrument has been duly authorized by a proper resolution of the Board of Directors of said Corporation; that the deponent is familiar with the corporate seal of said Corporation; and the seal affixed to said Instrument is such Corporation seal and was thereto affixed and said Instrument signed and delivered by said President, as and for their voluntary act and deed and as and for the voluntary act and deed of said Corporation; in presence of deponent, who thereupon subscribed his/her name thereto as witness.

Marci Reading
Signature of Secretary or
Signature of Assistant Secretary

Subscribed and sworn to before me this

29th day of August, 2025
Mrs Grace
Notary Public

Commission Expires: 2/3/29
(Notary Stamp/Seal)



THIS FORM IS ONLY REQUIRED IF DENOTED ON THE DOCUMENT CHECKLIST BY AN (X).

NON-COLLUSION AFFIDAVIT

STATE OF Florida)
) SS:
COUNTY OF Seminole)

I, Marci Reading residing in Jacksonville
 name of affiant (name of municipality)

in the County of Duval and State of Florida

of full age, being duly sworn according to law, on my oath, depose and say that:

I am VP of Business Development of the firm of Command Investigations, LLC
(title or position) (name of firm)

_____ the bidder making this Proposal for the proposal entitled
RFQ for Background Check Services _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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

Command Investigations, LLC

Marci Reading
Signature

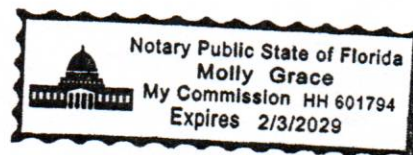
Marci Reading
Type or Print name

Subscribed and sworn to before me this

29th day of August, 2020

MB Grace
Notary Public

Commission Expires: 2/3/29
(Notary Stamp/Seal)



PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN INVESTMENT ACTIVITIES

[Required pursuant to P.L. 2022, c. 3, N.J.S.A. 52:32-55 et seq., and N.J.S.A. 40A:11-2.1]

Person or Entity: Command Investigations, LLC

Part 1: Certification

COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

The OFAC list is available at: <https://sanctionssearch.ofac.treas.gov>
www.nj.gov/treasury/purchase/pdf/Chapter25List.pdf

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification. A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

CONTRACT AWARDS AND RENEWALS

☒ I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS

☒ I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN INVESTMENT ACTIVITIES (continued)

[Required pursuant to P.L. 2022, c. 3, N.J.S.A. 52:32-55 et seq., and N.J.S.A. 40A:11-2.1]

IF UNABLE TO CERTIFY

- ☐ I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

(Use additional sheets, if necessary)

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Municipal Excess Liability Joint Insurance Fund is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Municipal Excess Liability Joint Insurance Fund to notify the Municipal Excess Liability Joint Insurance Fund in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Municipal Excess Liability Joint Insurance Fund and that the Municipal Excess Liability Joint Insurance Fund at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Marci Reading Title: Vice President of Business Development

Signature: Marci Reading Date: 8-28-2025

Rev. 08/2025 – MEL Compliance Form for P.L. 2012, c.25 & P.L. 2022, c.3

EXPERIENCE & QUALIFICATIONS QUESTIONNAIRE

This questionnaire must be completed and submitted as part of the proposal. **Failure to complete this form or to provide any of the requested information may result in rejection of the proposal.** If additional space is required, attach separate sheets clearly labeled with the corresponding question number.

1. Number of years in business under present name and address: Command Investigations, LLC has been
in business for 13 years, and has operated at the current address since 2023.

2. If less than five (5) years, list all previous business names and addresses:

The previous address was 250 International Parkway, Suite 100, Lake Mary FL32746

3. Within the last five (5) years, has the business or any officer/partner failed to complete a contract awarded to them?

☐ Yes ☒ No

If yes, provide details on a separate page.

4. Have any liens or lawsuits been filed against the company within the last five (5) years?

☐ Yes ☒ No

If yes, provide details on a separate page.

5. List any similar services for which you are currently under contract but have not yet started work:

N/A

6. List all major subcontractors proposed for this contract and describe their responsibilities:

We will not subcontract for this contract.

7. Provide at least three (3) references for similar services provided:

Reference #1

Name: City of Cleveland - Wanda Brown, Personnel Administrator

Phone: (216) 664 2444 x 74622 (Email: wanda_brown@clevelandwater.com)

Address: 601 Lakeside Ave, Cleveland, OH 44144

Equipment/Service Provided: Background Screening Services, including criminal searches and motor vehicle records searches

Contract Amount: As-Needed

EXPERIENCE & QUALIFICATIONS QUESTIONNAIRE (CONTINUED)

Reference #2

Name: NJM Insurance - Lori Coupe, CIFI, AIC, AIS, Administrator

Phone: (973) 656-8469 (Email: LCoupe@NJM.com)

Address: 301 Sullivan Way, Trenton, NJ 08628

Equipment/Service Provided: Surveillance, PIP, Social Media, Premium Fraud

Contract Amount: As-Needed

Reference #3

Name: Horry County Solid Waste Authority - Katherine Bell, HR Manager/Risk Manager

Phone: (843) 347-1651 (Email: kbell@solidwasteauthority.org)

Address: 1886 Highway 90, Conway, SC 29526

Equipment/Service Provided: Background Screening Services

Contract Amount: As-Needed

Acknowledgment:

It is understood and agreed that the submission of this Experience & Qualifications Questionnaire is made solely at the risk, cost, and expense of the respondent. It is further acknowledged that the Municipal Excess Liability Joint Insurance Fund (the "Fund") accepts this information solely for the purpose of evaluating the respondent's qualifications to submit a proposal. No rights, claims, or causes of action—whether legal or equitable—shall arise against the Fund based on the acceptance, review, use, or rejection of this questionnaire, or any determination regarding the respondent's eligibility to submit a proposal.

Command Investigations, LLC

Company

Command Investigations, LLC

Company Name

1540 International Parkway, Suite 3070

Lake Mary, FL 32746

Address

800-217-2464

Telephone Number

Marci Reading

Signature

8-28-2025

Date

**CERTIFICATION OF BIDDER'S STATUS ON THE
STATE TREASURER'S LIST OF DEBARRED,
SUSPENDED AND DISQUALIFIED CONTRACTORS**

I, Marci Reading, of the City/Township/Borough/Village (*circle one*) of Lake Mary, in the State of Florida, being of full age and duly sworn according to law, depose and say:

I am the Vice President of Business Development (*title*) of the firm of Command Investigations, LLC, the bidder submitting the proposal for the attached named project, and I am duly authorized to make this certification on behalf of the bidder.

I hereby certify that the bidder is not currently listed on the State of New Jersey Department of the Treasury's List of Debarred, Suspended and Disqualified Bidders.

I further certify that if, at any time prior to or during the term of the contract (including any guarantee or warranty periods), the bidder is added to such list, I will immediately notify the Municipal Excess Liability Joint Insurance Fund of such listing.

I understand that, pursuant to *N.J.A.C. 7:1D-2.1 et seq.* and *N.J.A.C. 7:26C-5.2*, a contractor may be debarred, suspended, or disqualified from contracting with the State of New Jersey and its instrumentalities, including the Fund, for certain violations or conduct as defined in those regulations or applicable law.

By: Marci Reading
(Signature of Authorized Representative)

Print Name: Marci Reading

Title: Vice President of Business Development

Date: 8-28-2025

**CERTIFICATION OF NON-DEBARMENT
FROM FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	Command Investigations, LLC
Physical Address of Individual or Organization	1540 International Parkway, Suite 3070, Lake Mary FL 32746
Unique Entity ID (if applicable)	L1WZBB6R74Q6
CAGE/NCAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
☐ For-Profit Corporation (any type) ☒ Limited Liability Company (LLC)
☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
<p>I hereby certify that the individual or organization listed in Part I is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal contracts by any federal agency. I further acknowledge that I am authorized to execute this certification on behalf of the above-named organization; that the Municipal Excess Liability Joint Insurance Fund is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by Municipal Excess Liability Joint Insurance Fund to notify the Municipal Excess Liability Joint Insurance Fund in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Municipal Excess Liability Joint Insurance Fund, permitting the Municipal Excess Liability Joint Insurance Fund to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):	Marci Reading	Title:	VP of Business Development
Signature:	<i>Marci Reading</i>	Date:	08-28-2025

CERTIFICATION CONTINUED ON THE NEXT PAGE

**CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS (CONTINUED)**

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization	
Section A (Check the Box that applies)	
<input checked="" type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	Incline Equity Partners
Physical Address	625 Liberty Ave, Pittsburgh, PA 15222
OR	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
Section B (Skip if no Business entity is listed in Section A above)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	No publicly traded parent entity; Incline Equity Partners is a private equity firm. Individual ownership details are not publicly available.
Physical Address	
OR	
<input checked="" type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.

CERTIFICATION CONTINUED ON THE NEXT PAGE

**CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS (CONTINUED)**

Section C – Part III Certification			
<p>I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the Organization listed above in Part I or, if applicable, owns greater than 50 percent of the organization's parent entity, if applicable. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Municipal Excess Liability Joint Insurance Fund is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award Municipal Excess Liability Joint Insurance Fund to notify the Municipal Excess Liability Joint Insurance Fund in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Municipal Excess Liability Joint Insurance Fund, permitting the Municipal Excess Liability Joint Insurance Fund to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):	Marci Reading	Title:	VP of Business Development
Signature:	<i>Marci Reading</i>	Date:	08-28-2025

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities	
Section A	
<input type="checkbox"/>	Below is the name and address of the corporation(s) in which the Organization listed in Part I owns more than 50 percent of voting stock, or of the partnership(s) in which the Organization listed in Part I owns more than 50 percent interest therein, or of the limited liability company or companies in which the Organization listed above in Part I owns more than 50 percent interest therein, as the case may be.
Name of Business Entity	Physical Address
Add additional sheets if necessary	
OR	
<input checked="" type="checkbox"/>	The Organization listed above in Part I does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

CERTIFICATION CONTINUED ON THE NEXT PAGE

**CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS (CONTINUED)**

Section B (skip if no business entities are listed in Section A of Part IV)			
<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).		
Name of Business Entity Controlled by Entity Listed in Section A of Part IV		Physical Address	
Add additional Sheets if necessary			
OR			
<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.		
Section C – Part IV Certification			
I hereby certify that the Organization listed above in Part I does not own greater than 50 percent of any entity that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turn owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Municipal Excess Liability Joint Insurance Fund is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by Municipal Excess Liability Joint Insurance Fund to notify the Municipal Excess Liability Joint Insurance Fund in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Municipal Excess Liability Joint Insurance Fund, permitting the Municipal Excess Liability Joint Insurance Fund to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):	Marci Reading	Title:	VP of Business Development
Signature:	<i>Marci Reading</i>	Date:	08-28-2025

END OF CERTIFICATION

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

[Required pursuant with N.J.S.A 40A:11-23.2(e)]

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Acknowledge Receipt (Bidder Initial)
1	8-22-2025	<i>MR</i>

☐ **No addenda were received.**

Acknowledged for: Command Investigations, LLC
(Name of Bidder/Company)

By: *Marci Reading*
(Signature of Authorized Representative)

Name: Marci Reading
(Print or Type)

Title: Vice President of Business Development

Date: 08-28-2025

Type text here

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
CONTRACT #RFQ 2025-01 – RFQ FOR BACKGROUND CHECK SERVICES
PROPOSAL FORM**

Firm Name: Command Investigations, LLC

Address: 1540 International Parkway, Suite 3070, Lake Mary FL 32746

Principal Contact: Marci Reading Title: Vice President of Business Development

Phone: 904-200-1747

Email: marci.reading@gocommand.com

Certification and Acknowledgement

- A. The undersigned certifies that the firm will provide all services as described in accordance with the terms and requirements of this RFQ.
- B. The undersigned confirms possession of the qualifications and authority to bind the firm.
- C. The undersigned affirms the accuracy of all information provided in this proposal.

Fee Schedule

A. Part-Time Summer Employees & Volunteers

(Interacting with minors — lifeguards, counselors, coaches, etc.)

Description	Price Per Search
National Database Criminal History Search	24.00*
National Sex Offender Search	2.00**
Social Security Trace/Validation	3.00

B. Full-Time Supervisory Positions (Programs Involving Minors)

Description	Price Per Search
National Database Criminal History Search	24.00*
National Sex Offender Search	2.00**
Social Security Trace/Validation	3.00
Education Verification	10.00
Employment Verification	10.00
Credit Check	9.50
Motor Vehicle Record	6.00
Reference Check	9.00

CONTINUED ON NEXT PAGE

CONTRACT #RFQ 2025-01 – RFQ FOR BACKGROUND CHECK SERVICES

*If the National Database Criminal History Search returns a potential record ("hit"), a jurisdictional criminal history search (county or statewide) must be performed to verify the record. Additional state fees may apply.

**The National Sex Offender Search is included as part of the National Database Criminal History Search. Pricing shown here is for transparency only.

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
CONTRACT #RFQ 2025-01 – RFQ FOR BACKGROUND CHECK SERVICES
PROPOSAL FORM (CONTINUED)**

C. Additional Requirements

- Web-based process for employers to initiate checks
- Written documentation of data security
- 96-hour maximum turnaround time
- Three-year fixed pricing
- Ability to print and save reports
- Required Certificate of Insurance
- Experience with NJ municipal/county entities preferred

D. Small Business Status

_____ YES

X NO

If YES, please indicate applicable designation: SWMVB (Small, Women, Minority, Veteran Business Enterprise)

Have any exceptions to the specifications been taken?

_____ YES

X NO

If YES, have you attached them to your proposal?

_____ YES

_____ NO

Marci Reading
Signature of Authorized Agent

09-02-2025
Date

(Corporate Seal)