



**REQUEST FOR QUALIFICATIONS (RFQ) FOR  
BACKGROUND CHECK SERVICES  
CONTRACT NUMBER: RFQ 2025-01**

Welliver & Associates DBA Hire Honest LLC  
Duly Organized under the laws of the State of Utah

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09/03/2025



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**September 3, 2025**

**MUNICIPAL EXCESS LIABILITY**

**JOINT INSURANCE FUND**

Matthew Cavallo, MPA, CMFO, QPA

Qualified Purchasing Agent

[mcavallo@laracyllc.com](mailto:mcavallo@laracyllc.com)

Hire Honest is proud to submit this proposal to Municipal Excess Liability Joint Insurance Fund (MEL) in response to Request for Qualifications for Background Check Services RFQ 2025-01. As a trusted partner to public and private sector organizations, we understand the critical role of comprehensive, accurate, and timely background screening in empowering your teams to make informed hiring decisions. Our tailored solutions are designed to meet MEL's strict compliance standards while seamlessly integrating with existing platforms like Workday, UKG, and Oracle, enhancing operational efficiency and reducing the administrative burden. Our client portal is also an effective way to run secure, accurate and quick background checks.

With over 35 years of experience, we offer a broad range of services that extend beyond background checks to include I-9 and E-Verify services, along with secure document storage solutions. These additional capabilities provide a seamless, end-to-end solution for compliance and record-keeping needs, ensuring that all hiring processes are efficient, secure, and aligned with industry best practices.

Leveraging advanced technology and human expertise, Hire Honest delivers fast, precise, and secure results with industry-leading turnaround times and award-winning client support. We are dedicated to promoting equity, safety, and inclusion, values that align with the mission of MEL and inform every aspect of our operations.

Hire Honest offers a comprehensive suite of background screening and compliance services, a clear integration plan, and a strong commitment to sustainability and local business engagement. Our proven track record in high-compliance environments, combined with our affiliation as an OMNIA Partners vendor, makes us the ideal partner to support MEL in fostering safe, reliable, and inclusive hiring practices.

Hire Honest is a national firm with extensive experience in providing pre-employment screening services across the United States. We also have the capacity to conduct checks internationally. Employing team members nationwide, our headquarters in Heber City, Utah, houses employees, including client services, operations, and technical support staff. The work for this project will be performed at our office located at 125 E 100 N Ste 305 Heber City, UT 84032. Hire Honest has been providing pre-employment



screening services for over 35 years. For this RFP, please contact Quinn McDonough, Senior Vice President of Sales & Marketing, at [quinn@hirehonest.com](mailto:quinn@hirehonest.com). Hire Honest confirms its ability to meet all Service Requirements specified in this RFP.

Hire Honest is pleased to submit our proposal in response to this solicitation for Background Screening. We have carefully reviewed and fully understand the scope of work outlined in the solicitation. Our team is committed to providing services that not only meet but exceed the specified requirements, including accurate criminal record checks, employment and education verifications, and identity validation. With a steadfast focus on quality, compliance, and efficiency, we are prepared to serve as your trusted partner for these critical processes.

At Hire Honest, we take pride in managing the entire background check process in-house, eliminating reliance on third-party services. This approach ensures complete control over data security, adherence to applicable legal and regulatory standards (e.g., FCRA, GDPR, EEOC), and consistency in delivering high-quality outcomes. Our internal team leverages advanced technology and proprietary methodologies to produce accurate and timely results while safeguarding sensitive information. We recognize the vital role background check services play in empowering our clients to make informed and confident hiring decisions. Our services are designed to streamline processes, reduce administrative burdens, and provide a seamless experience for employers and candidates alike. With over 35 years of industry experience, we bring the expertise and infrastructure needed to deliver results that align with your expectations for timeliness, accuracy, and reliability.

Hire Honest understands the unique needs, including the volume of screenings required for employees as well as the need for MVR and education verification solutions. We recognize that these services are essential for maintaining operational efficiency, meeting compliance requirements, and supporting the diverse needs of departments, employees, and stakeholders. Our approach combines tailored, technology-driven solutions with dedicated client support to ensure the seamless execution of services. Whether it is through integrating with existing systems like Workday, UKG, or NEOGOV, or offering additional capabilities such as international verifications, social media searches, and volunteer-specific processes, Hire Honest is equipped to meet and exceed your expectations.

As a vendor of OMNIA Partners, we bring added value through an established track record of successfully serving institutions with complex needs. We also offer services such as electronic storage and archiving, which ensure compliance with record retention requirements, and a robust support structure to assist with adverse action management and adjudication.



Hire Honest is honored to have the opportunity to partner with MEL. We are confident in our ability to deliver exceptional services that align with your mission to uphold equity, safety, and inclusion while maintaining operational excellence. Thank you for considering our proposal. We look forward to the opportunity to support your team and contribute to the success of MEL.

### Key Personnel

Hire Honest is proud to introduce our leadership team, whose collective expertise and commitment drive the success of our background screening, compliance, and investigation services. Each team member plays a critical role in ensuring exceptional client experiences and operational excellence:

#### **William Welliver – Chief Executive Officer**

125 E 100 N Ste 305  
Heber City, UT 84032  
949-689-7195  
[will@hirehonest.com](mailto:will@hirehonest.com)

William (“Will”) Welliver serves as the Chief Executive Officer of Hire Honest, bringing over 35 years of industry experience in background screening, loss prevention, retail investigations, and compliance. Will has been at the forefront of advancing industry practices, leveraging his extensive knowledge to develop cutting-edge solutions that address the evolving needs of businesses. His leadership has been instrumental in shaping Hire Honest into a trusted partner for organizations across diverse sectors. Will’s strategic vision and dedication to excellence ensure that the company consistently delivers secure, reliable, and efficient screening services to clients nationwide.

#### **Quinn McDonough – Senior Vice President of Sales & Marketing**

125 E 100 N Ste 305  
Heber City, UT 84032  
801-673-7103  
[quinn@hirehonest.com](mailto:quinn@hirehonest.com)

Quinn McDonough brings a wealth of experience in sales, HR technology, and the background screening industry to his role as Senior Vice President of Sales & Marketing. He leads strategic client engagement efforts, overseeing customer relations and driving new business development. Quinn’s deep understanding of



background screening complexities enables him to craft tailored solutions that meet diverse client needs. His expertise in sales strategy and client support ensures a smooth and productive experience for every client.

**Megan Holzer – Director of Operations**

125 E 100 N Ste 305

Heber City, UT 84032

[megan@hirehonest.com](mailto:megan@hirehonest.com)

With over 12 years at Hire Honest, Megan Holzer serves as the Director of Operations. She oversees all aspects of background screening processes, including data management, verification workflows, and compliance procedures. Megan's meticulous attention to detail and strong leadership ensure that every background check is conducted efficiently, securely, and in full compliance with local, state, and federal regulations. Her ability to streamline operations ensures exceptional service delivery and client satisfaction.

**Ali Mears – Executive Vice President and Compliance Officer**

125 E 100 N Ste 305

Heber City, UT 84032

949-274-6226

[ali@hirehonest.com](mailto:ali@hirehonest.com)

Ali Mears is the Executive Vice President and Compliance Officer, responsible for ensuring that Hire Honest's screening processes adhere to all legal and regulatory standards, including the FCRA, GDPR, and EEOC requirements. With 16 years of experience in regulatory compliance, risk management, and privacy laws, Ali plays a pivotal role in safeguarding the integrity of Hire Honest's services. Their comprehensive legal expertise guarantees that every background check is conducted ethically and in compliance with applicable standards.

**Jun Mar Lemosnero – VP Information Technology Operations**

125 E 100 N Ste 305

Heber City, UT 84032

[jun@hirehonest.com](mailto:jun@hirehonest.com)

Jun Mar Lemosnero leads the technical support team as Technical Support Manager, with over 20 years of



experience in IT management and software development, particularly in HR technology solutions. Jun ensures the seamless integration of Hire Honest's background check platform with client systems and oversees ongoing technical support to resolve issues quickly and efficiently. His dedication to system reliability and innovation helps maintain the high-quality standards Hire Honest is known for.

Each of these leaders brings unparalleled expertise and dedication to their respective roles, ensuring Hire Honest's clients receive exceptional service and support. Together, they represent a team that combines strategic vision, operational excellence, regulatory compliance, and technical innovation to deliver best-in-class background screening and compliance solutions.

#### Business Background and Experience

Hire Honest is a leading provider of background screening services, including comprehensive criminal background checks, electronic I-9 services, and E-Verify solutions. With over 35 years of industry experience, we have earned a reputation for delivering precise, timely, and secure services tailored to meet the diverse needs of our clients. Our extensive expertise spans public and private sectors, higher education, healthcare, retail, and government, making us uniquely qualified to handle high-volume, high-compliance contracts efficiently and effectively.

Our qualifications include:

- Proficiency in integrating with leading HR platforms such as Workday, UKG, and NEOGOV.
- Expertise in navigating complex regulatory requirements, ensuring strict compliance with FCRA, GDPR, EEOC, and other legal standards.
- A commitment to innovation, leveraging cutting-edge technology and a highly skilled internal team to deliver exceptional results without reliance on third-party vendors.

#### Confirmation of Services

Hire Honest is fully capable of delivering the services outlined in this solicitation. These include:

- Seven-year criminal background checks across all jurisdictions, covering all names associated with each Social Security Number.
- Identity verification, SSN trace, federal and state criminal searches, and sex offender registry reviews.



- Education and employment verifications, along with options for certification and licensure verification, credit checks, international background checks, and more.
- Compliance-focused I-9 and E-Verify management, ensuring adherence to federal work authorization requirements.

### Experience with Healthcare Institutions and Municipalities

Hire Honest is proud to announce our recent award as an OMNIA Partners vendor. This prestigious designation solidifies our commitment to providing exceptional background screening and compliance services to higher education institutions nationwide. Through this partnership, Hire Honest is uniquely positioned to offer unparalleled value, efficiency, and tailored solutions to cities and universities, ensuring streamlined operations and full compliance with federal, state, and institutional requirements.

Our partnership with OMNIA Partners enables us to extend our services to a broader network of higher education and city clients, delivering comprehensive background checks, electronic I-9 and E-Verify services, and seamless integration with HR platforms like Workday, UKG, and NEOGOV. This award highlights our dedication to supporting higher education institutions with innovative solutions designed to enhance hiring processes and maintain regulatory compliance. Relevant Industry Certifications

Hire Honest is committed to maintaining the highest standards of quality and compliance, holding certifications that reflect our expertise and dedication:

- FCRA (Fair Credit Reporting Act) Compliance Certification
- NAPBS (National Association of Professional Background Screeners) Accreditation
- ISO 27001 Certification for Information Security Management

### Ownership of the Company

Hire Honest is a woman owned, privately held organization headquartered in Heber City, Utah. The company is led by CEO William Welliver, who brings over 35 years of experience in background screening, loss prevention, retail investigations, and compliance management. Under his leadership, Hire Honest has become a trusted name in the industry, known for its unwavering commitment to quality and innovation.

### Company Size

Hire Honest has a robust operational infrastructure, with multiple offices across Utah and California with the capacity to serve clients nationwide and globally. We employ 11-50 professionals, including background



screening experts, compliance officers, technical support staff, and account managers. This dedicated team ensures the highest level of service delivery to all clients, regardless of size or complexity.

#### Office Locations

Our primary office, which will manage MEL's account, is located in:

Heber City, Utah:

125 E 100 N Ste 305

Heber City, UT 84032

This office will handle all day-to-day operations and provide dedicated account management for MEL.

#### **Primary Contact Information for Hire Honest**

For your account, the primary contacts are:

##### **Quinn McDonough**

Senior Vice President of Sales & Marketing

Phone: (801) 673-7103

Email: [quinn@hirehonest.com](mailto:quinn@hirehonest.com)

##### **Ali Mears**

Executive Vice President and Compliance Officer

Phone: (949) 274-6226

Email: [ali@hirehonest.com](mailto:ali@hirehonest.com)

##### **Megan Holzer – Director of Operations**

Phone: (800) 569-5677

[megan@hirehonest.com](mailto:megan@hirehonest.com)

#### **Company Mailing Address:**

Hire Honest

125 E 100 N Ste 305

Heber City, UT 84032

These individuals will be directly responsible for servicing your account and ensuring that all services meet your needs and expectations.

#### **SUPPLIER'S APPROACH**

Work Plan to Accomplish the Scope and Implement the Solution



Hire Honest has designed a comprehensive and structured work plan to ensure the successful implementation of the services outlined in the solicitation. Our approach focuses on accuracy, efficiency, security, and compliance, ensuring that you receive tailored solutions that integrate seamlessly with existing systems. The work plan is divided into three key phases: Initial Setup, Service Execution, and Ongoing Maintenance.

- Phase 1: Initial Setup and Integration (0–14 Days)
  - Project Kickoff:

We will begin by scheduling a project kickoff meeting with your representatives to align on key goals, timelines, and deliverables. This will also include a discussion of the specific requirements, expectations, and any customization needs for the background screening services.
  - System Integration & Configuration:

Hire Honest will integrate our platform with your HR and applicant tracking systems, if applicable, including but not limited to Oracle, Workday, UKG, and NEOGOV. This will ensure seamless data transfer, accurate reporting, and an automated workflow for background checks and compliance tasks. We will configure the system to streamline background screening orders, I-9 completions, and E-Verify actions with built-in safeguards for compliance.
  - Testing & Quality Assurance:

Prior to the full rollout, we will conduct comprehensive system testing to ensure smooth functionality, including data synchronization, document processing, and reporting features. This will also include reviewing any potential issues related to candidate or employee data input.
  - Staff Training:

Hire Honest will conduct training sessions for key personnel to ensure they are well-versed in using the platform. This will include tutorials on managing background screening requests, processing I-9 forms, handling E-Verify actions, and accessing real-time reporting tools.
- Phase 2: Service Execution and Ongoing Operations (14–28 Days)
  - Onboarding and Service Launch:

Once the integration is complete and training has been conducted, we will begin processing



background checks for employees, volunteers, and clinical placements. Our system will automatically trigger background check orders when required, generating reports and maintaining full compliance with legal and institutional standards.

- Real-Time Monitoring & Reporting:  
Hire Honest provides a dashboard for real-time tracking of background checks, I-9 forms, and E-Verify actions. This will allow the HR teams to monitor progress, ensure deadlines are met, and review the status of pending or completed tasks. Automated notifications and alerts will be sent for any actions that require attention or follow-up.
- Dedicated Support:  
During this phase, we will assign a dedicated account manager to your account, ensuring that the team has direct access to support for any questions or technical issues. Weekly or bi-weekly check-ins will be held to discuss any operational concerns, assess service quality, and troubleshoot any issues if needed.
- Phase 3: Ongoing Maintenance and Optimization (28+ Days)
  - Performance Review and Optimization:  
Based on feedback, we will make necessary adjustments or improvements to optimize workflows and service delivery.
  - Compliance and Regulatory Updates:  
Hire Honest will remain vigilant about regulatory changes and updates that could impact background checks or I-9/E-Verify processes. We will proactively adapt our services to comply with evolving laws, ensuring that you remain fully compliant with federal, state, and local requirements.
  - Continuous Improvement:  
We will provide key performance indicators (KPIs), including turnaround times, background check outcomes, I-9 and E-Verify completion rates, and compliance adherence. Regular reviews will help identify opportunities for process enhancements and ensure that evolving needs are met.

#### Clarification Questions and Requests for Information

Throughout the process, we will submit any clarification questions or requests for additional information in a timely manner. Each query will be clearly labeled with the corresponding section and subsection numbers to



ensure it is easy for teams to identify and respond. Any questions raised will be based on the specific details of the solicitation, and our responses will be aimed at ensuring full alignment with your needs and requirements. We will actively seek clarification where necessary to provide the most accurate and effective solution.

### Assumptions

The following assumptions are made in our response to the solicitation:

- **Data Availability and Access:**

It is assumed that you will provide full access to the necessary HR systems (e.g., Oracle, Workday, UKG, NEOGOV) and applicant tracking systems (ATS) for integration. Timely access to these systems is critical for the successful implementation of the background check and compliance solutions.

- **Data Security and Privacy Compliance:**

Hire Honest assumes that you will cooperate in ensuring that any sensitive candidate or employee information shared during the screening process is handled in accordance with applicable privacy laws and internal data security policies.

- **Volume Fluctuations:**

We acknowledge that the volume of background checks and compliance actions (I-9/E-Verify) may fluctuate depending on hiring cycles, turnover, and other factors. While volumes you have provided estimates for these volumes, we assume that these numbers may vary each year, and we are equipped to handle such fluctuations.

- **Assistance in Customization:**

We assume that you will provide any additional documentation or specific requirements that might be needed to customize certain background screening processes (e.g., volunteer background checks, clinical placements). Any special handling instructions for these cases will be communicated in advance.

Any assumptions not explicitly mentioned here but raised later during the award process could potentially impact the scope of the project and must be discussed and clarified promptly.



Hire Honest is well-equipped to meet and exceed the scope of work requirements outlined by the RFP. We provide comprehensive, accurate, secure, and timely background checks, electronic I-9 services, and E-Verify solutions tailored to meet the needs of organizations with high compliance standards and complex operational requirements. Below is a detailed explanation of our capabilities and proposed solutions for your institution:

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## **Background Checks**

Hire Honest offers a comprehensive background check system, serving all counties in the United States and most countries in the world. Our services are designed to ensure accuracy, compliance, and thoroughness while meeting the requirements specified by this RFP.

**Criminal History Checks:** We perform searches covering a minimum of seven (7) years of criminal history in all jurisdictions, including every name associated with each Social Security Number (SSN). Our searches include:

- Statewide criminal searches.
  - Federal criminal searches.
  - Sex offender registry reviews.
  - Nationwide criminal database searches.
  - Verification and disclosure of all convictions.
- **SSN Verification and Trace:** Our system verifies the validity of Social Security Numbers and traces historical address usage to ensure thorough investigations.
- **Education and Employment Verifications:** We provide detailed education and employment history verifications, ensuring candidates meet the necessary qualifications.
- **A La Carte Services:** Additional verifications available include but not limited to:
  - Certification and licensure verifications.
  - Credit checks/reports.
  - International education and criminal verifications.



## Additional Background Check Services

To enhance your package, we offer optional services such as:

- **Motor Vehicle Records Checks:** Essential for roles requiring driving, these checks provide insight into driving history and compliance.
  - **Drug Screening:** Customizable testing options tailored to your institution's policies.
  - **Workers' Compensation Reviews:** Helps assess any past claims that could impact a candidate's suitability.
  - **Social Media Screening:** Evaluates candidates' online presence for reputational risks.
  - **Healthcare and Childcare Specific Checks:** Includes sanctions and exclusion checks, and specialized reviews for roles involving vulnerable populations.
- 

## Integration of Additional Background Check Solutions

Hire Honest can provide additional solutions for checks currently managed by other suppliers, including:

1. **Motor Vehicle Records Checks for Employees and Volunteers:**
  - Fully customizable packages for compliance with requirements.
  - Dedicated interfaces for managing departmental needs.
  - Role-based access to ensure departments outside the primary management unit can handle checks independently.
2. **Clinical Placement Background Checks:**
  - Specialized packages for students in healthcare or similar programs.
  - Integration with department-specific workflows to streamline the review process.

Our solutions are flexible, allowing these additional background checks to be managed by departments other than the primary office handling background and verification reviews.

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## Key Features and Benefits



- **Comprehensive Solutions:** A one-stop solution for all background checks, I-9, and E-Verify needs, reducing administrative burden and ensuring efficiency.
  - **Customized Options:** Tailored packages to address unique institutional needs, such as student placement and volunteer background checks.
  - **Ease of Use:** User-friendly interfaces with robust reporting tools for all departments.
  - **Integration:** Seamless compatibility with existing systems like Workday, UKG, and NEOGOV.
  - **Scalability:** Capable of managing fluctuating volumes annually due to vacancies, turnover, and new positions.
  - **Security:** Adherence to industry-leading standards for data protection and privacy.
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## **Proposed Solutions in List Form**

### **Background Check Services**

- 7+ years of criminal history checks in all jurisdictions.
- Federal and statewide searches.
- SSN verification/trace.
- Sex offender registry searches.
- Education and employment verifications.
- A la carte services : certification/licensure checks, credit reports, international verifications.

### **Optional Additional Services**

- Motor vehicle records checks.
- Drug screenings.
- Workers' compensation reviews.
- Social media screenings.
- Healthcare and childcare-specific checks.



### **Electronic I-9 and E-Verify Services**

- Secure, electronic I-9 form completion and storage.
- Automated notifications for updates and reverifications.
- Seamless E-Verify integration for real-time verifications.

### **Flexibility and Scalability**

- Solutions tailored for departmental management of additional checks.
- Comprehensive student placement background check services.
- Scalable infrastructure to handle varying annual request volumes.

Hire Honest is confident that our experience, technology, and customer-focused approach make us the ideal partner to support you in achieving its hiring and compliance goals. Let us know if you need further information or clarification.

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### **Education and Employment Verifications**

- **Process:**
    - Education and employment verifications are conducted using direct employer outreach, third-party databases, or document reviews.
    - Self-employment verifications include review of tax documents, client references, or business licenses.
    - For degrees from non-accredited institutions, we evaluate through alternate methods such as verifying course syllabi or supplemental certifications.
  - **Fees:** Standard fees apply for verification services. However, you can opt to waive fees or handle verifications internally for cost-saving purposes.
- 

### **Automatic Correspondence Samples**

Hire Honest provides customizable templates for all correspondence related to background checks, including:



- Acknowledgment of initiation.
- Notifications of incomplete or missing information.
- Completion and results notifications.
- Adverse action notices (if applicable).

Samples of these templates can be shared upon request.

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## **Reporting and Dashboards**

- Our platform includes robust dashboards for real-time tracking of background checks. Key features include:
  - Metrics on turnaround times, flagged results, and completion rates.
  - Filters for role-specific or department-specific reporting.
  - PDF exports and scheduled reports for audits.
- Comprehensive reporting samples can be shared to demonstrate functionality.

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## **Electronic Storage and Archiving**

- Hire Honest offers secure electronic storage and archiving capabilities with no restrictions on minimum or maximum retention periods.
- Files are encrypted and stored in compliance with state, federal, and institutional standards.
- Integration with HR/ATS software solutions is supported, ensuring seamless data access and management.

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## **Adverse Action, Adjudication, and Compliance Management**

### **Adverse Action Process**

- Hire Honest manages adverse action processes in full compliance with FCRA and state laws. Services include:



- Sending pre-adverse and adverse action notices.
- Providing candidates with opportunities to dispute results.
- Detailed recordkeeping of the entire adverse action process.

### **Managed Adjudication**

- Adjudication reviews are handled using your criteria to determine suitability for roles. Our team provides managed services to ensure consistency in decision-making.

### **Comprehensive Reporting**

- Regular reports detail adverse action outcomes, flagged results, and compliance metrics, ensuring adherence to all regulatory standards.

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### **Cost and Requirements**

- Cost for services is determined based on volume, with transparent pricing models for scalability.
- Adjudication and adverse action services are included as part of the partnership at no additional charge.

### **Process for Converting Files and Information**

Hire Honest recognizes the importance of a smooth transition and data conversion process to ensure that all relevant information is transferred accurately and securely should our solution be selected. We commit to providing a seamless file conversion process, guided by the following steps:

#### **1. Pre-Conversion Assessment:**

- A detailed review of the current data and systems will be conducted to identify any data requirements, formats, or restrictions. This includes background check data, I-9 and E-Verify records, and any historical compliance documentation.
- Our technical team will meet with your IT department to discuss and assess any data security requirements or limitations that could impact the migration process.

#### **2. Data Conversion and Migration:**



- Our team will work with you to convert existing data into the format needed for our system. This could involve mapping and cleaning data from existing background check systems, I-9 forms, and E-Verify records to ensure compatibility with our platform.
- The migration process will take approximately 2–4 weeks, depending on the size and complexity of the data to be converted.

### **3. Testing and Validation:**

- Once data has been converted, it will be tested for accuracy and integrity. This process will include validating data fields, ensuring compliance with security protocols, and performing end-to-end testing of data flow into our platform.
- A feedback loop will be established during this phase, allowing your team to review test results and ensure the accuracy of the conversion.

### **4. Data Availability and Restrictions:**

- During the migration process, access to historical data may be limited for a short period, but we will ensure continuous access to any essential data that may be needed for ongoing operations.
- We will provide clear communication about data availability, restrictions, and timelines during the conversion process to ensure transparency.

### **5. Post-Conversion Support:**

- After the conversion, we will provide a post-implementation review to verify that the migration is complete and accurate. Ongoing support will be available for any questions or adjustments that may be needed.

## **Account Set-Up Fees, Integration Costs, Invoicing, and Additional Charges**

Hire Honest is committed to ensuring transparency regarding all costs associated with the implementation and ongoing operation of our services. Below is an outline of costs and fees, as well as information on continued support and service.

### **1. Account Set-Up Fees:**

- Account setup and integration fees will be determined based on the scope of services required, including the complexity of data migration and system integration. For all



institutions, there are no fees for initial consultation, system configuration, data migration, and integration into existing HR platforms.

## **2. Integration Costs:**

- The cost to integrate with HR/ATS and other HR systems will be included in the award and have no cost. However, if custom integration beyond the standard requirements is needed, additional costs may apply depending on the level of customization and data flow complexities.

## **3. Invoicing Periods and Processes:**

- We typically invoice on a monthly basis for background check services and any ongoing I-9/E-Verify services. Invoices will be generated at the start of each month based on the volume of services used during the previous month.
- Invoices will be sent electronically and can be paid via check, ACH transfer, or credit card. We offer flexible payment terms, including net 30, with the option to pay via credit card if preferred.

## **4. Additional Fees/Charges:**

- Fees for additional services, such as expedited background checks, special education or employment verifications, or criminal history checks in multiple jurisdictions, will be detailed at said time.
- There may also be occasional fees for re-running background checks or reprocessing I-9 forms if needed due to errors or updates beyond our control.

## **5. Ongoing Support, Customer Service, and Quality Assurance:**

- We will provide continuous support through our dedicated customer service team, which is available during regular business hours (Monday–Friday, 8 AM to 5 PM MST).
- Our team will work with you to ensure all background check processes run smoothly, handling any questions, issues, or adjustments. Additional support is available via phone, email, or our online support portal.

## **6. Training Provided:**



- Comprehensive training on using the Hire Honest platform will be provided to all designated staff members. This training will cover the background screening process, report generation, and compliance best practices. Refresher training will be available as needed.

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## **Customer Service**

### **1. Customer Training and Continuing Education**

At Hire Honest, we prioritize customer success by providing ongoing training and education. We offer:

- **Initial Training:**

A comprehensive onboarding training for all staff on how to use the platform, submit background check requests, manage I-9 forms, and integrate the system with existing HR software.

- **Continual Education:**

We offer periodic refresher courses and updates on industry best practices, regulatory changes, and system enhancements. These can be delivered via webinars, video tutorials, or in-person training sessions.

#### **a. Dedicated Account Executive:**

A dedicated account executive will be assigned to your account to ensure consistent service and support throughout the relationship. This individual will be your primary point of contact for all queries, issues, and support requests.

#### **b. Customer Service Methodology:**

Our internal customer service methodology includes a structured process for resolving issues quickly. Each support request is logged, prioritized, and assigned to a specialist. We ensure follow-through on all open tickets within 24 hours.

#### **c. Problem Escalation Procedures:**

If issues cannot be resolved promptly, we have a tiered escalation process. The issue will first be addressed by our customer service team, and if unresolved, it will be escalated to the account manager, and finally to senior leadership if necessary.



## **2. Account Set-Up and Implementation Process**

The account set-up process begins with the integration of your systems, including HR platforms, followed by configuration, testing, and training. We ensure that all stakeholders are trained and ready to use the platform once it is live.

### **a. No Outsourcing of Customer Service:**

Our customer service is 100% in-house, based in the United States. We do not outsource customer service, ensuring a high level of quality and consistency.

### **b. Hours of Service:**

Our customer service is available Monday–Friday, from 8 AM to 5 PM MST. After-hours support can be arranged as needed, with a dedicated line for urgent issues.

### **c. After-Hours Support:**

For after-hours issues, we provide emergency support with a dedicated on-call team. Support availability in the Mountain Standard Time Zone is from 5 PM to 8 AM MST on weekdays and 24/7 on weekends.

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## **3. Measuring Customer Satisfaction**

We measure customer satisfaction using post-interaction surveys, regular feedback sessions, and annual customer satisfaction reports. Our average customer satisfaction rating is 99%, and we consistently strive to improve our service delivery based on feedback.

## **4. Refund Policy**

Our refund policy is clearly defined in our service agreement. Generally, refunds are offered in cases where services were not rendered as agreed upon, or in instances of billing errors.

### **TURNAROUND TIME**

At Hire Honest, we prioritize efficiency and transparency in delivering background screening results. Below are detailed responses to your turnaround time inquiries:

#### **1. Typical Response Times for Services**



- For standard background checks covering criminal history, SSN verification, and nationwide searches, our typical response time is 12-48 hours if not faster.
- Employment and education verifications are generally completed within 24-48 hours, depending on the responsiveness of the institutions or employers involved.
- A la carte services, such as international searches or motor vehicle records checks, are completed within 2-7 business days, depending on the complexity of the search.

## 2. Ability to Generate Turnaround Time Reports

- Our platform provides comprehensive, real-time reporting capabilities. Employers can access detailed turnaround time reports for each order and individual searches via our online portal.
- Reports include timestamps for order placement, initiation of each search, and completion, offering full transparency into the process.

## 3. Notifications for Delays in Reporting Results

- Employers are promptly notified of any delays through automated email alerts and portal updates.
- Notifications include specific reasons for the delay (e.g., pending court searches, employer responsiveness for verifications) and an estimated resolution window.
- Our dedicated client support team is available to provide additional updates and assist with expediting the process where possible.

## 4. Experience Performing Background Checks

- Hire Honest has experience conducting background checks in all states, including all counties.
- Average turnaround times for criminal record searches are typically within 24-48 hours, depending on court access and processing times.
- For counties requiring manual searches, such as smaller jurisdictions with less automated systems, results are generally available within 2-5 business days.



Our commitment to fast and reliable turnaround times ensures that you can make informed hiring decisions without unnecessary delays.

At Hire Honest, we are committed to delivering reliable and measurable services tailored to your specific needs. We are prepared to establish a comprehensive Service Level Agreement (SLA) to define clear metrics and expectations. This SLA can include metrics such as turnaround times for various services: 24-48 hours for criminal background checks, 2-3 business days for education and employment verifications (subject to respondent availability), and 2-7 business days for specialized services like drug testing and international checks. We can ensure that 95% of background checks are completed within the agreed-upon timeframes while maintaining a 99% accuracy rate for all delivered reports. Additionally, our dedicated client support team, including a dedicated account manager, will respond within 2 hours during business hours and resolve critical issues within 24 hours.

To enhance transparency, we can deliver monthly performance reports that detail turnaround times, reasons for delays (if any), and compliance audit results. Quarterly business reviews can be scheduled to assess SLA adherence and explore opportunities for improvement. In the case of delays, we commit to notifying you within 2 hours and providing an expected resolution timeframe. We are also open to including escalation protocols and potential SLA penalties or credits for non-compliance with critical metrics.

Our SLA approach is flexible and collaborative, designed to evolve with your needs. We propose revisiting and adjusting SLA terms annually or as required to ensure ongoing alignment. By leveraging our proprietary technology, we will monitor and uphold all SLA commitments, ensuring performance transparency and accountability. Our goal is to provide timely, accurate, and cost-effective services while fostering a true partnership that supports the operational goals effectively.

Hire Honest utilizes a proprietary online platform designed to streamline background screening and compliance processes efficiently. This system is fully developed and maintained in-house, allowing us to implement customizations tailored to client requirements. The platform does not rely on third-party software, ensuring greater control over functionality, security, and adaptability. Customization capabilities include tailored workflows, reporting configurations, and user interface adjustments to align with the specific needs of MEL.

#### Order Submission Process

Employers can initiate background checks via multiple methods, ensuring flexibility and ease of use:



- **Employer Entry:** Employers log into our secure platform to manually input candidate details, select services, and submit orders.
- **Candidate Entry:** Employers can generate email invitations to candidates, allowing them to complete necessary forms and provide required information securely.
- **Batch Upload:** For high-volume orders, employers can upload data in bulk using a provided template, minimizing manual entry time.

#### Notification of Results

Employers are informed of completed background checks through automated email notifications, including a secure link to access detailed reports. Results are accessible directly from the employer dashboard on our platform, ensuring streamlined and timely communication.

#### Progress Updates

Employers receive real-time updates on the status of background checks through a secure, encrypted platform. The dashboard provides visibility into individual requests, including progress stages and estimated completion times. Notifications are triggered for delays, with detailed explanations and expected resolution timeframes provided.

- **Encryption and Authentication:** All web transactions are safeguarded using encryption protocols (SSL/TLS) and multi-factor authentication to protect confidentiality and ensure compliance with security standards.
- **Management Reporting Tools:** The platform includes robust management reporting capabilities, offering insights into turnaround times, order volumes, compliance metrics, and cost analysis. These reports can be scheduled or generated on demand.



## Sample Report



**Michael Scott**

Order No.:2717664

Status :Complete

Requested By :

Demo Account

Date Requested :

8/27/2024

Address :

1352 Lowell Ave, Scranton

PA 01802

SSN :

111-11-1111

DOB :

1970-01-10

E-mail :

(No E-mail) 

Driver's License :

Location :

Adverse Letter Sent Date :

Pre-Adverse Letter Sent Date :

### Criminal Check Result

All searches were performed with the applicant's name and date of birth.

Counties searched: Butler, PA / Centre, PA

No criminal records were found in: Butler, PA

Possible criminal records were found in Centre, PA

Case # 08-CP-CR-0514561-2018

File Date: 01/20/2018

Charge: Disorderly conduct

Disposition: Convicted misdemeanor

Sentencing/Notes: 28 days community service, \$120 fines

No criminal records were found in the Nationwide Scan.

No records were found in the Sex Offender Registry.



In an effort to keep response under 40 pages, we can provide additional sample background reports upon request to demonstrate our reporting format and comprehensiveness.

#### Pre-Adverse/Adverse Action Process

- **Employer Perspective:** Employers receive pre-adverse/adverse action notifications directly through the platform, complete with templated correspondence compliant with the Fair Credit Reporting Act (FCRA). Employers can initiate and manage the process seamlessly via the dashboard, including documentation tracking.
- **Candidate Perspective:** Candidates are notified via email, provided access to their reports through a secure portal, and given the opportunity to dispute any findings. The system includes detailed instructions for submitting disputes or additional documentation.

#### Candidate Portal

Our dedicated candidate portal offers a user-friendly experience, enabling candidates to:

- Complete required forms and authorizations.
- Access their reports securely.
- Submit disputes or additional documentation directly through the portal.

#### Integration with HR/ATS other systems

Hire Honest's platform is fully compatible with Oracle, Workday, UKG and other HR/ATS systems, providing seamless integration for both background checks and electronic I-9/E-Verify services. This integration enables real-time data synchronization and minimizes duplicate entry efforts. A typical integration timeline spans 6-8 weeks, depending on the scope and requirements.

#### Ease of Use

The system is designed with usability as a priority. It features an intuitive interface for both employers and candidates, reducing the learning curve and ensuring efficient adoption. The platform includes guided workflows, real-time support, and mobile optimization for enhanced accessibility.

Hire Honest's implementation process ensures a seamless and efficient transition for MEL. Our team will collaborate closely with key stakeholders to tailor the onboarding process to your specific needs while minimizing disruption to operations. The implementation includes the following phases:



#### 1. Initial Planning and Kickoff:

- Conduct a kickoff meeting with representatives to align goals, identify key contacts, and set milestones.
- Review the current processes, data requirements, and integration needs with HR/ATS system.
- Create a detailed implementation roadmap, including timelines and deliverables.

#### 2. Platform Configuration:

- Customize the Hire Honest platform to align with MEL's requirements, including unique workflows, reporting preferences, and compliance standards.
- Establish user roles, permissions, and access levels for specified staff.

#### 3. Data Migration and Conversion:

- Convert existing files and data, including historical background checks and employment verification records, into the Hire Honest system.
- Utilize secure data transfer methods to ensure confidentiality and integrity.
- Estimated timeframe: 4-6 weeks, depending on data volume and complexity.

#### 4. Testing and Validation:

- Perform extensive testing to verify system functionality, including chosen HR/ATS system integration.
- Conduct mock transactions to simulate real-world scenarios and address any issues.

#### 5. Training and Deployment:

- Provide comprehensive training for staff, focusing on system navigation, ordering processes, and reporting tools.
- Roll out the solution incrementally or fully, depending on preferences, with live support during the transition.

#### 6. Post-Implementation Support:



- Offer ongoing client support and periodic reviews to address questions, optimize functionality, and incorporate feedback.

#### Sample Timeline:

- Week 1-2: Planning and kickoff.
- Week 3-4: Platform configuration and initial integration.
- Week 5-7: Data migration and testing.
- Week 8: Training and deployment.

#### Value-Added/Additional Services

Hire Honest is committed to delivering exceptional value beyond core services. The following enhancements are available to further benefit MEL:

##### 1. Custom Reporting and Dashboards:

- Advanced reporting tools to analyze trends, compliance metrics, and turnaround times, helping the you optimize its hiring and screening processes.

##### 2. Continuous Monitoring:

- Real-time updates on criminal activity for employees, ensuring MEL maintains a safe environment.

##### 3. Social Media Screening:

- Optional social media checks to provide additional insights on candidates, aligning with your policies and legal standards.

##### 4. Dedicated Compliance Resources:

- Access to compliance experts to assist with regulatory changes and adherence to federal and state requirements.

##### 5. Certifications and Licenses:

- Hire Honest holds FCRA certifications and ISO compliance for data security, ensuring adherence to industry best practices and legal requirements.



## 6. Potential Challenges and Solutions:

- Challenge: Integrating the platform with existing systems.
  - Solution: Hire Honest's in-house technical team ensures seamless HR/ATS integration within the proposed timeline.
- Challenge: Training staff on the new system.
  - Solution: Comprehensive training modules and dedicated onboarding support reduce the learning curve and ensure user confidence.

By offering these value-added services and solutions, Hire Honest ensures you achieve maximum benefit from its background screening and compliance partnership.

### **Description of Web Access Solution**

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

#### **User-Friendly Interface**

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

#### **Robust Functionality**

- **End-to-End Background Check Management:** Users can seamlessly request background checks, upload necessary documents, and monitor investigation statuses from a centralized location.
- **Real-Time Updates:** The system provides live updates on the progress of each investigation, offering transparency and reducing administrative follow-ups.



- **Automated Notifications:** Alerts for completed reports or required actions are sent directly to users, ensuring timely responses and minimizing delays.

### Security and Compliance

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

### Mobile Accessibility

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

### Reporting and Analytics

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

### Support and Training

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

### Regulatory Compliance



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

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

## Policy Criteria

### Corporate Sustainability

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

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



- Each employee has their own coffee mug as well as water cup to eliminate the need for disposable cups.

#### Business Certification

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

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

#### Hire Honest Service Fees

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

#### Governmental Fees

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

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

- Price Guarantee: Hire Honest guarantees the proposed pricing for the term of the contract.

#### Conclusion

#### Summary of Key Benefits

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

- Unmatched Speed and Accuracy: Industry-leading turnaround times of 24-48 hours, powered by automated processes and rigorous quality controls.
- Seamless Integration: Proven expertise in integrating with Workday and other HR platforms, streamlining workflows and improving operational efficiency.



- **Compliance and Security:** Full adherence to FCRA and other regulations, backed by robust data safeguard measures and ongoing audits.
- **Exceptional Client Support:** Dedicated account managers and a client-centric approach ensure personalized and responsive service.
- **Innovative Technology:** Real-time updates and transparency through our secure client portal, empowering efficient decision-making.

#### Closing Remarks

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

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

## SECTION V

### REFERENCES

Support relevant experience by providing three (3) references. Four (4) year colleges or university references are preferred. Oracle Cloud customer references are also preferred. References shall include the length of time the company provided service to the institution, phone number and email address of main contact. The University reserves the right to contact any reference, whether provided by the Supplier or obtained by the University in connection with evaluation of this RFP.

1.     Company Name   Abercrombie & Fitch  
           Address       6301 Fitch Path, New Albany, Ohio, USA  
           Contact Person   Kevin Bitters  
           Telephone       614-352-4497  
           Email           kevin\_bitters@anfcorp.com  
           Describe length of time and services performed  
           15+ Years of criminal background checks, SSN Trace, Sex Offender, Drug Testing, MVR Records, E-Verify etc.
2.     Company Name   OMNIA Partners  
           Address       5001 Aspen Grove Drive, Franklin, Tennessee 37067  
           Contact Person   Dalton McMenamin  
           Telephone       615-535-9432  
           Email           dalton.mcmenamin@omniapartners.com  
           Describe length of time and services performed  
           New Contract including Criminal background checks, SSN, Sex Offender, I-9 & E-verify, drug testing, education verification, employment verification, professional references and more.
3.     Company Name   P.F. Chang's  
           Address       8377 E. Hartford 2nd floor Scottsdale, AZ 85255  
           Contact Person   Susan Walsh  
           Telephone       480-589-3919  
           Email           susan.walsh@pfc.com  
           Describe length of time and services performed  
           3+ years of criminal background checks, SSN Trace, Sex Offender, Drug Testing, MVR Records, education verification, employment verification, E-Verify etc.



## **Case Study 1: P.F. Chang's – Enhancing Efficiency in High-Volume Hiring**

**Client:** P.F. Chang's China Bistro

**Industry:** Restaurant/Hospitality

**Services Provided:** Background Checks, Employment Verifications, Criminal Searches, Continuous Monitoring

### **Project Overview:**

P.F. Chang's partnered with Hire Honest to improve the speed, accuracy, and reliability of background screening across over 200 restaurant locations nationwide. Their previous provider created bottlenecks in onboarding, delaying the hiring of critical front-line and management staff.

### **Goals and Objectives:**

- Drastically reduce turnaround time for background checks
- Improve communication and client support throughout the hiring process
- Ensure compliance across multiple jurisdictions and roles
- Streamline onboarding to reduce candidate drop-off rates

### **Results:**

- Reduced background check turnaround time by over 60%, from an average of 5-6 business days to under 48 hours
- Implemented real-time support system—eliminated reliance on call centers
- Enabled direct integration with ATS, reducing manual data entry
- Increased candidate onboarding rate by 22% within the first 90 days
- Improved hiring manager satisfaction through dedicated account support

## **Case Study 2: University of Findlay – A Modernized Screening Process for Higher Education**

**Client:** University of Findlay

**Industry:** Higher Education

**Services Provided:** Background Screening, Education and Credential Verification, Drug Testing

### **Project Overview:**

The University of Findlay sought a more responsive and compliant screening partner to support the diverse needs of student workers, faculty, and staff hires. The university experienced delays with their legacy vendor and sought better service and system flexibility.



### Goals and Objectives:

- Reduce time-to-hire for both full-time and adjunct faculty and staff
- Comply with educational hiring regulations and federal guidelines
- Centralize background checks for students in clinical and volunteer roles
- Ensure transparent pricing and eliminate hidden fees

### Results:

- Cut average screening time from 6 days to less than 2 days
- Created tailored workflows for different departments (HR, Nursing, Athletics)
- Delivered compliance-friendly drug testing and credential verifications
- Enabled secure online document upload for FERPA compliance
- Achieved 95% satisfaction rating from HR staff and hiring managers

### Pricing

#### HH PRICING SCHEDULE AND DESCRIPTION OF SERVICES

No.	Service Description	Volume	Proposed Per Unit Pricing
1.a.	County Criminal Records Search	per county	\$ 4.50
1.b.	Statewide Criminal	per state	\$ 4.45
1.c.	National Criminal Database	per name	\$ 2.15
1.d.	Federal Criminal	per name	\$ 2.25
2.a.	Social Security Trace	per applicant	\$ 0.74
2.b.	Social Security Validation (Death Master)	per applicant	\$ 0.74
4.	National Sex Offender Registry	per applicant	\$ 1.50
5.	EPLS/SAM/Healthcare Sanctions	per applicant	\$ 3.00
6.	Credential/Education Verification	per school/degree	\$ 4.75
7.	Credential Monitoring	per active record	\$ 4.95
8.	Employment History Verification	per employer	\$ 4.75



9.	Professional License Verification	per license	\$ 4.79
10.	Professional References	Per Reference	\$ 6.25
11.	Bankruptcies, Liens & Judgements	per applicant	\$ 6.80
12.	Civil Search Single County	per county	\$ 6.00
13.	Medical License Verification	per license	\$ 6.50
14.	Medicare Fraud Search	per applicant	\$ 6.50
15.	Workers Compensation Verification	per applicant	\$ 6.50
16.	Motor Vehicle Report	per license (state specific)	\$ 1.75
17.	Military Search	per applicant	\$ 6.50
18.	Honors and Awards Verification	per request	\$ 6.50
19.	Credit Report	per applicant	\$ 2.95
19.	Credit History	per applicant	\$ 2.50
20.	Global Watch Alert (Prohibited Parties)	per applicant	\$ 2.50
21.	Fingerprinting	per person	\$ 58.47
22.	Drug Screening	per person	\$ 64.97
23.	Commercial Driver's License Information System (CDLIS)	per person	\$ 7.31
24.	GSA/OIG Excluded & Prohibited Parties	per person	\$ 1.65
25.	Driving Records	per person	\$ 1.75
26.	International Criminal Searches	per person	\$ 7.08
27.	International Employment and Education Verification	per person	\$ 14.36
28.	I-9 Services	per applicant	\$ 4.54
29.	e-Verify Services	per applicant	\$ 4.54

*All package prices reflect Hire Honest's flat fee for services, covering anticipated costs for performing background checks. However, access fees may apply, including but not limited, to governmental fees, education verification costs, and other expenses required to obtain candidate information. These additional costs will be charged at cost with no markup. In the state of New York, a mandatory court fee of \$98.00 applies.*



## TURNAROUND TIME SCHEDULE AND DESCRIPTION OF SERVICES

No.	Service Description	Volume	Avg. Turnaround Time
1.a.	County Criminal Records Search	per county	6 hours
1.b.	Statewide Criminal	per state	8 hours
1.c.	National Criminal Database	per name	4 hours
1.d.	Federal Criminal	per name	8 hours
2.a.	Social Security Trace	per applicant	4 hours
2.b.	Social Security Validation (Death Master)	per applicant	4 hours
4	National Sex Offender Registry	per applicant	4 hours
5	EPLS/SAM/Healthcare Sanctions	per applicant	24 hours
6	Credential/Education Verification	per school/degree	24-48 hours
7	Credential Monitoring	per active record	24-48 hours
8	Employment History Verification	per employer	48-72 hours
9	Professional License Verification	per license	24-48 hours
10	Professional References	Per Reference	48-72 hours
11	Bankruptcies, Liens & Judgements	per applicant	24 hours
12	Real Property Search	per applicant	24 hours
13	Medical License Verification	per license	24 hours
14	Medicare Fraud Search	per applicant	24 hours
15	Workers Compensation Verification	per applicant	24 hours
16	Motor Vehicle Report	per license (state)	6 hours
17	Military Search	per applicant	48-72 hours
18	Honors and Awards Verification	per request	48-72 hours
19	Credit Report	Per Applicant	7 days
19	Credit History	per applicant	48-72 hours
20	Global Watch Alert (Prohibited Parties)	per applicant	48-72 hours
21	Fingerprinting	per person	4 weeks
22	Drug Screening	per person	7 days
23	Commercial Driver's License Information System (CDLIS)	per person	48-72 hours
24	GSA/OIG Excluded & Prohibited Parties	per person	48-72 hours
25	Driving Records	per person	24 hours

26	International Criminal Searches	per person	7 days
27	International Employment and Education Verification	per person	7 days
28	I-9 Services	per applicant	48-72 hours
29	e-Verify Services	per applicant	24-48 hours
<b>Package C</b>			
A.	Products include: Drug Screening - 5 panel (Amphetamines, Cocaine, Marijuana, Opiate, Phencyclidine [PCP])	per person	7 days
B.	Products include: Drug Screening - 10 panel (Amphetamines, Cocaine, Marijuana, Opiate, Phencyclidine [PCP]), Barbiturate, Benzodiazepine, Propoxyphene, Methadone, Fentanyl	per person	7 days
<b>List below</b>			
30	County Civil Search	per person	24-48 hours
31	National Security Watch List (OFAC)	per person	24 hours
32	Adverse Action	per person	same day
	Access fees applied with no markup		



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Afghanistan	Adverse Media	\$35.00
Albania	Criminal	\$52.00
Algeria	Criminal	\$52.00
Andorra	Criminal	\$52.00
Angola	Criminal	\$52.00
Anguilla	Criminal	\$52.00
Antigua and Barbuda	Criminal	\$65.00
Argentina	Criminal	\$52.00
Armenia	Criminal	\$52.00
Aruba	Criminal	\$52.00
Australia	Criminal	\$81.00
Austria	Criminal	\$50.00
Azerbaijan	Criminal	\$52.00
Bahamas	Criminal	\$93.00



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Bahrain	Criminal	\$52.00
Bangladesh	Criminal	\$52.00
Barbados	Criminal	\$52.00
Belarus	Criminal	\$52.00
Belgium	Criminal	\$66.00
Belize	Criminal	\$82.00
Benin	Criminal	\$52.00
Bermuda	Criminal	\$82.00
Bhutan	Criminal	\$82.00
Bolivia	Criminal	\$52.00
Bosnia and Herzegovina	Criminal	\$52.00
Botswana	Criminal	\$52.00
Brazil	Criminal	\$70.00
British Virgin Islands	Criminal	\$52.00



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Brunei Darussalam	Criminal	\$82.00
Bulgaria	Criminal	\$52.00
Burkina Faso	Criminal	\$52.00
Burundi	Criminal	\$52.00
Cambodia	Criminal	\$52.00
Cameroon	Criminal	\$52.00
Canada	Criminal	\$27.00
Cape Verde	Criminal	\$52.00
Cayman Islands	Criminal	\$75.00
Central African Republic	Criminal	\$52.00
Chad	Criminal	\$52.00
Chile	Criminal	\$52.00
China	Criminal	\$50.00
Christmas Island	Adverse Media	\$35.00



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Colombia	Criminal	\$80.00
Comoros	Criminal	\$52.00
Congo	Criminal	\$70.00
Congo, Democratic Republic	Criminal	\$82.00
Cook Islands	Criminal	\$52.00
Costa Rica	Criminal	\$60.00
Côte d'Ivoire	Criminal	\$52.00
Croatia	Criminal	\$52.00
Cuba	Criminal	\$60.00
Cyprus	Criminal	\$52.00
Czech Republic	Criminal	\$52.00
Denmark	Criminal	\$50.00
Djibouti	Adverse Media	\$35.00
Dominica	Criminal	\$82.00



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Dominican Republic	Criminal	\$52.00
Ecuador	Criminal	\$50.00
Egypt	Criminal	\$52.00
El Salvador	Criminal	\$82.00
Equatorial Guinea	Criminal	\$52.00
Eritrea	Criminal	\$52.00
Estonia	Criminal	\$52.00
Eswatini	Criminal	\$52.00
Ethiopia	Criminal	\$52.00
Falkland Islands	Criminal	\$70.00
Fiji	Criminal	\$80.00
Finland	Criminal	\$50.00
French Guiana	Adverse Media	\$35.00
French Polynesia	Adverse Media	\$35.00



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France	Criminal	\$50.00
Gabon	Criminal	\$52.00
Gambia	Criminal	\$52.00
Georgia	Criminal	\$52.00
Germany	Criminal	\$75.00
Ghana	Criminal	\$52.00
Gibraltar	Criminal	\$52.00
Greece	Criminal	\$70.00
Greenland	Criminal	\$52.00
Guadeloupe	Adverse Media	\$35.00
Grenada	Criminal	\$82.00
Guernsey & Alderney	Adverse Media	\$35.00
Guatemala	Criminal	\$52.00
Guinea	Criminal	\$52.00



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Phone (800) 569-5677 • Fax (949) 459-5922 • Website: [www.hirehonest.com](http://www.hirehonest.com)

Guinea-Bissau	Criminal	\$52.00
Guyana	Criminal	\$52.00
Haiti	Criminal	\$52.00
Hong Kong	Adverse Media	\$35.00
Honduras	Criminal	\$52.00
Hungary	Criminal	\$52.00
Iceland	Criminal	\$52.00
India	Education verification	\$12.00
India	Employment verification	\$10.00
India	Criminal	\$32.00
Iran	Adverse Media	\$35.00
Indonesia	Criminal	\$52.00
Iraq	Criminal	\$52.00
Isle of Man	Adverse Media	\$35.00



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Ireland	Criminal	\$32.00
Israel	Adverse Media	\$35.00
Italy	Criminal	\$52.00
Japan	Adverse Media	\$35.00
Jamaica	Criminal	\$76.00
Jersey	Adverse Media	\$35.00
Jordan	Criminal	\$52.00
Kazakhstan	Criminal	\$52.00
Kiribati	Adverse Media	\$35.00
Kenya	Criminal	\$52.00
Kuwait	Criminal	\$52.00
Kyrgyzstan	Criminal	\$52.00
Laos	Adverse Media	\$35.00
Latvia	Criminal	\$52.00



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Lebanon	Criminal	\$95.00
Lesotho	Criminal	\$52.00
Liberia	Criminal	\$52.00
Libya	Criminal	\$52.00
Liechtenstein	Criminal	\$52.00
Lithuania	Criminal	\$52.00
Luxembourg	Criminal	\$65.00
Macao	Adverse Media	\$35.00
Madagascar	Criminal	\$52.00
Malawi	Criminal	\$52.00
Malaysia	Criminal	\$40.50
Maldives	Criminal	\$52.00
Mali	Criminal	\$52.00
Malta	Criminal	\$55.00



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Marshall Islands	Criminal	\$65.00
Martinique	Criminal	\$52.00
Mauritania	Adverse Media	\$35.00
Mauritius	Criminal	\$52.00
Mayotte	Adverse Media	\$35.00
Mexico	Criminal	\$60.00
Micronesia	Adverse Media	\$35.00
Moldova	Criminal	\$52.00
Monaco	Criminal	\$65.00
Mongolia	Criminal	\$65.00
Montenegro	Criminal	\$52.00
Montserrat	Criminal	\$52.00
Morocco	Criminal	\$52.00
Mozambique	Criminal	\$52.00



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Myanmar	Criminal	\$82.00
Namibia	Criminal	\$52.00
Nauru	Criminal	\$70.00
Nepal	Criminal	\$82.00
Netherlands (out of country)	Criminal	\$86.00
Netherlands (in country)	Criminal	\$86.00
Netherlands Antilles	Criminal	\$95.00
New Caledonia	Criminal	\$52.00
New Zealand	Criminal	\$75.00
Nicaragua	Criminal	\$52.00
Niger	Criminal	\$52.00
Nigeria	Criminal	\$80.00
North Macedonia	Criminal	\$52.00
Norway	Criminal	\$65.00



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Oman	Criminal	\$52.00
Pakistan	Criminal	\$52.00
Palau	Criminal	\$110.00
Palestinian Territories	Criminal	\$52.00
Panama	Criminal	\$65.00
Papua New Guinea	Criminal	\$52.00
Paraguay	Criminal	\$52.00
Peru	Criminal	\$65.00
Philippines	Criminal	\$35.00
Poland	Criminal	\$65.00
Portugal	Criminal	\$52.00
Qatar	Criminal	\$52.00
Romania	Criminal	\$52.00
Russia	Criminal	\$52.00



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Rwanda	Criminal	\$52.00
Saint Kitts and Nevis	Criminal	\$52.00
Saint Lucia	Criminal	\$52.00
Saint Martin	Criminal	\$75.00
Samoa	Criminal	\$52.00
San Marino	Criminal	\$62.00
Sao Tome and Principe	Criminal	\$52.00
Saudi Arabia	Criminal	\$52.00
Senegal	Criminal	\$52.00
Serbia	Criminal	\$65.00
Sierra Leone	Adverse Media	\$35.00
Seychelles	Criminal	\$52.00
Singapore	Criminal	\$30.00
Slovakia	Criminal	\$52.00



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Slovenia	Criminal	\$52.00
Soloman Islands	Criminal	\$52.00
Somalia	Criminal	\$52.00
South Africa	Criminal	\$45.00
South Korea	Adverse Media	\$35.00
Spain	Criminal	\$35.00
Sri Lanka	Criminal	\$82.00
St Vincent & Grenadines	Criminal	\$52.00
Sudan	Criminal	\$52.00
Suriname	Criminal	\$82.00
Sweden	Criminal	\$65.00
Switzerland	Criminal	\$52.00
Syria	Adverse Media	\$35.00
Taiwan	Criminal	\$50.00



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Tajikistan	Criminal	\$52.00
Tanzania	Criminal	\$52.00
Timor-Leste	Adverse Media	\$35.00
Thailand	Criminal	\$52.00
Togo	Criminal	\$52.00
Tonga	Criminal	\$65.00
Trinidad & Tobago	Criminal	\$52.00
Tunisia	Criminal	\$52.00
Turkey	Criminal	\$52.00
Turkmenistan	Criminal	\$52.00
Turks and Caicos Islands	Criminal	\$82.00
Tuvalu	Criminal	\$82.00
Uganda	Criminal	\$52.00
Ukraine	Criminal	\$52.00



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United Arab Emirates	Criminal	\$52.00
United Kingdom	Criminal	\$68.00
Uruguay	Criminal	\$52.00
Uzbekistan	Criminal	\$52.00
Vanuatu	Criminal	\$82.00
Venezuela	Criminal	\$82.00
Vietnam	Criminal	\$82.00
Western Sahara	Criminal	\$82.00
Yemen	Criminal	\$52.00
Zambia	Criminal	\$52.00
Zimbabwe	Criminal	\$52.00

**SambaSafety**

PO Box 1970

Rancho Cordova, CA 95741-1970

**UTAH Driver Record - S9400****Order Date: 06/10/2025****Seq #: 0**

Host Used: Online  
Rec Type: STANDARD

Bill Code:  
Reference:  
License: 192093961  
Name: MEARS, ALEXANDRA PATRICIA  
Address:  
City, St:

Sex: Weight: DOB: Age:  
Eyes: Height: Iss Date: 04/12/2021  
Hair: Exp Date: 03/30/2029

STATUS: VALID

**Violations/Convictions Failures To Appear Accidents**

\*\*\* NONE TO REPORT \*\*\*

**Suspensions/Revocations**

\*\*\* NO ACTIVITY \*\*\*

**License and Permit Information**

License: PERSONAL Issue: 04/12/2021 Expire: 03/30/2029 Status: VALID  
Class: D REGULAR OPERATOR

**Miscellaneous State Data**

VALID LICENSE THAT HAD LAPSED IN THE PAST

EXPIRATION DATES IN THIS DOCUMENT MAY HAVE BEEN EXTENDED PURSUANT TO EXECUTIVE  
OR LEGISLATIVE ACTION OF THE ISSUING JURISDICTION RELATED TO COVID-19.  
PLEASE CONSULT WITH THE JURISDICTION FOR FURTHER DETAILS.

CONFIDENTIAL INFORMATION - TO BE USED AS PER STATE AND FEDERAL LAWS.  
MISUSE MAY RESULT IN A CRIMINAL PROSECUTION

END OF REPORT FOR MEARS, ALEXANDRA PATRICIA

(CONTROL NUMBER: K6HUMK)

**PRINT**

# DegreeVerify Certificate

**Transaction ID#:** 372382062

**Date Requested:** 06/10/2025 14:53 EDT

**Requested By:** William Welliver

**Date Notified:** 06/10/2025 14:53 EDT

**Status:** Confirmed

**Fee:** \$39.95

## INFORMATION YOU PROVIDED

**Subject Name:** ALEXANDRA

First Name

Middle Name

WELLIVER

Last Name

**Date of Birth:** 03/30/1989

mm/dd/yyyy

**School Name:** UNIVERSITY OF UTAH

**Attempt To:** Verify a degree

## INFORMATION VERIFIED

**Name On School's Records:** ALEXANDRA PATRICIA WELLIVER

**Date Awarded:** 08/02/2013

**Degree Title:** BACHELOR OF ARTS

**Official Name of School:** UNIVERSITY OF UTAH

**School Division:** COLLEGE OF HUMANITIES

**Major Course(s) of Study:** MAJOR IN ENGLISH

**(and NCES CIP Code, if available):** 230101

**Disclaimer** - All information verified was obtained directly and exclusively from the individual's educational institution. The Clearinghouse disclaims any responsibility or liability for errors or omissions, including direct, indirect, incidental, special or consequential damages based in contract, tort or any other cause of action, resulting from the use of information supplied by the educational institution and provided by the Clearinghouse. The Clearinghouse also does not verify the accuracy or correctness of any information provided by the requestor.

**Do Not Distribute** - This certificate and the information it contains is governed by the Verification Services Terms, which you accepted when you requested this verification. Neither the certificate nor its contents may be disclosed or shared with any other parties unless the disclosure is to the entity or individual on whose behalf the verification was requested, or to the student or certificate holder whose enrollment, degree, diploma, or certification was verified.



# Michael Scott

Order No.:2717664

Status :Complete

Requested By :

**Demo Account**

Date Requested :

**8/27/2024**

Address :

**1352 Lowell Ave, Scranton**

**PA 01802**

SSN :

**111-11-1111**

DOB :

**1970-01-10**

E-mail :

**(No E-mail)** 

Driver's License :

Location :

Adverse Letter Sent Date :

Pre-Adverse Letter Sent Date :

## Criminal Check Result

All searches were performed with the applicant's name and date of birth.  
Counties searched: Butler, PA / Centre, PA

No criminal records were found in: Butler, PA

Possible criminal records were found in Centre, PA

Case # 08-CP-CR-0514561-2018

File Date: 01/20/2018

Charge: Disorderly conduct

Disposition: Convicted misdemeanor

Sentencing/Notes: 28 days community service, \$120 fines

No criminal records were found in the Nationwide Scan.

No records were found in the Sex Offender Registry.



# Leslie Knope

Order No.:2717663

Status :Complete

Requested By :

**Demo Account**

Date Requested :

**8/27/2024**

Address :

**123 Main Street, Pawnee**

**IN 68023**

SSN :

**111-11-1111**

DOB :

**1980-01-01**

E-mail :

**(No E-mail)** 

Driver's License :

Location :

Adverse Letter Sent Date :

Pre-Adverse Letter Sent Date :

## Criminal Check Result

All searches were performed with the applicant's name and date of birth.

Counties searched: Statewide Indiana

No criminal records were found in the above listed areas.

No criminal records were found in the Nationwide Scan.

No records were found in the Sex Offender Registry.

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

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

Corporate Name: Welliver & Associates LLC

Signature: *[Signature]* Date: 09/02/2025

Print Name: Quinn McDonough Title: SVP Sales & Marketing

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

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

LEGAL NAME OF COMPANY: Welliver & Associates LLC

FEDERAL TAX ID NUMBER (EIN): 33-1023267

BUSINESS ADDRESS: 1776 Park Ave 4-405  
Park City, UT 84060

MAIN PHONE NUMBER: 800-569-5677

FAX NUMBER: \_\_\_\_\_

WEBSITE (IF APPLICABLE): www.hirehonest.com

**CONTACT PERSON FOR CORRESPONDENCE REGARDING THE PROPOSAL**

NAME OF PERSON PREPARING BID: Quinn McDonough

TITLE: SVP Sales & Marketing

PHONE: 801-673-7103 FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: quinn@hirehonest.com

**AUTHORIZED CONTACT FOR CORRESPONDENCE (IF DIFFERENT FROM ABOVE)**

NAME: Ali Mears

TITLE: EVP

PHONE: 949-274-6226 FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: ali@hirehonest.com

**PROJECT COORDINATION CONTACT**

NAME: Ali Mears

TITLE: EVP

OFFICE PHONE: 800-569-5677 FAX NUMBER: \_\_\_\_\_

MOBILE (DIRECT) PHONE: 949-274-6226

E-MAIL ADDRESS: ali@hirehonest.com

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES

Business Registration - Confirmation Filing

**DLN 10000058197**

**Business Name**

Sequence Number	5984635
Filing Date	05/12/2025
Authorized Representative	William Welliver
Responsible Owner Name	William Welliver
EIN Number (NJ Taxpayer ID)	###-###-267/000
Trade Name on Certificate	
Other Trade Names	
Beginning Date in NJ	05/12/2025
Open all Year	Yes
Business Location	2069 Oquirrh Mountain Circle Heber City UT 84032
Mailing Name and Address	William Welliver 2069 Oquirrh Mountain Circle Heber City UT 84032
Ownership Type	Partnership
Last Month of Fiscal Year	December
Registering because you have a NJ resident as a Partner	No
Is a subsidiary	No
Owners	William Welliver Owner (Owns 49%) ###-###-1677
Has your business been approved as a Federal S Corporation or Qualified Subchapter S subsidiary (QSSS) ?	No
Enter the approval date of the Federal S corporation or QSSS election ?	
New Jersey S corporation OR New Jersey QSSS status is to be effective on the following date	
Business Code	2754
Principal Product or Service	Background check services
Principal Activity	Background check services
Industrial Code	
NAICS Code	561611

# Number of Workers

## Activities applicable to this business:

Paying employees working in New Jersey	No
Paying New Jersey residents working outside of New Jersey	No
Paying a pension or annuity to any New Jersey residents	No

Operates more than one facility in New Jersey with employees	No
Acquired assets, trade/business, and/or employees	No

## Activities applicable to this business:

Sell or use taxable goods or services in New Jersey	No
Need to make exempt purchases	No
Wholesale sales or distribution of tobacco products	No
Sell or transport motor fuels or petroleum	No
Store petroleum and/or hazardous chemicals	No
Manufacture, distribute or sell litter generating products	No
Required to file for solid waste disposal facility	No
Required to file for solid waste transport	No
Operate a sanitary landfill	No
Sell or deliver natural gas or electricity	No
Sell goods or services to State Agencies or Casinos	No
Operate a Motor Vehicle Rental Company	No
Sell new tires or sell or lease Motor Vehicles	No
Sell voice grade access/mobile telecommunications	No
Operate a Hotel, Motel or Other Facility that rents rooms	No
Operate a Gambling Hall that holds games of chance	No
Operates in the Millville Sports & Entertainment District	No
Other business activities subject to miscellaneous taxes	None

Contact Name	Will Welliver
Title	Owner
Email	will@hirehonest.com
Daytime Phone	(949) 689 - 7195
Evening Phone	

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
***N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) & N.J.A.C. 17:27***  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

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

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

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
***N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) & N.J.A.C. 17:27***  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**  
**(CONTINUED)**

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

(REVISED 4/10)

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

**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/](http://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: Welliver & Associates dba Hire Honest

SIGNATURE: 

PRINT NAME: Quinn McDonough

TITLE: SVP Sales & Marketing

DATE: 09/02/2025

**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: Welliver & Associates dba Hire Honest

SIGNATURE: 

PRINT NAME: Quinn McDonough

TITLE: SVP Sales & Marketing

DATE: 09/02/2025

**AMERICANS WITH DISABILITIES ACT OF 1990**  
*Equal Opportunity for Individuals with Disability*

The contractor and the Municipal Excess Liability Joint Insurance Fund ("Fund") agree that the provisions of Title II of the Americans with Disabilities Act of 1990 ("ADA"), 42 U.S.C. § 12101 et seq., which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the applicable rules and regulations promulgated pursuant thereto, are hereby incorporated into this contract.

In providing any aid, benefit, or service on behalf of the Fund pursuant to this contract, the contractor agrees that its performance shall be in strict compliance with the ADA. In the event the contractor, its agents, employees, or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the contractor shall defend the Fund in any action or administrative proceeding commenced pursuant to the ADA.

The contractor shall indemnify, protect, and hold harmless the Fund, its officers, agents, and employees from and against any and all claims, losses, demands, damages, suits, or expenses arising from any such alleged or actual violation. The contractor shall, at its own expense, appear, defend, and pay all legal fees and other costs incurred in connection therewith.

The contractor agrees to abide by the Fund's grievance procedure for any complaints brought under the ADA. If any proceeding results in an award of damages or the Fund incurs expenses to remedy an ADA violation caused by the contractor's actions, the contractor shall promptly satisfy and discharge such obligations at its sole expense.

The Fund shall, as soon as practicable, provide written notice to the contractor of any claim or proceeding, including copies of all relevant notices, complaints, or pleadings received.

It is understood that any approval by the Fund of services provided by the contractor does not relieve the contractor of its obligations under the ADA or the indemnification provisions of this agreement.

Furthermore, the Fund assumes no obligation to indemnify or hold harmless the contractor for any claim arising from its performance. This clause shall not limit other legal remedies available to the Fund.

The undersigned contractor understands and certifies that failure to comply with the ADA may result in rejection of this bid as non-responsive.

COMPANY: Welliver & Associates dba Hire Honest

SIGNATURE: 

PRINT NAME: Quinn McDonough

TITLE: SVP Sales & Marketing

DATE: 09/02/2025

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

**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: Welliver & Associates dba Hire Honest

Address of Business: 1776 Park Ave 4-405 Park City, UT 84060

Name of person completing this form: Quinn McDonough

**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: William Welliver

Address: 125 E 100 N St 305

Heber City, UT 84032

Name: Cari Welliver

Address: 125 E 100 N St 305

Heber City, UT 84032

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

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
N/A	

**CONTINUED ON NEXT PAGE**

**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
N/A	

**PART IV**

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.

  
\_\_\_\_\_  
Signature of Authorized Agent

09/02/2025

\_\_\_\_\_  
Date

Quinn McDonough  
\_\_\_\_\_  
Full Name (Printed)

SVP Sales & Marketing  
\_\_\_\_\_  
Title

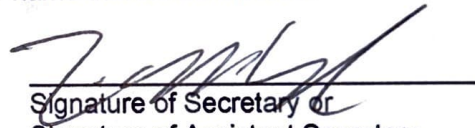
*(Corporate Seal, if appropriate)*

**END OF STATEMENT OF OWNERSHIP**

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

STATE OF South Carolina )  
 ) SS:  
COUNTY OF Pickens )

BE IT REMEMBERED, that on this 3rd day of September in the year 2025, AND before me, the subscriber, a Notary Public of the State of South Carolina 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 Melliver Associates, the Corporation named in the within Instrument; that William Melliver 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.

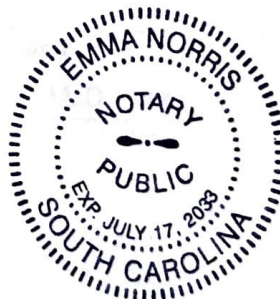
  
\_\_\_\_\_  
Signature of Secretary or  
Signature of Assistant Secretary

Subscribed and sworn to before me this

03<sup>rd</sup> day of September, 2025

  
\_\_\_\_\_  
Notary Public

Commission Expires: 01-17-33  
(Notary Stamp/Seal)



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

### NON-COLLUSION AFFIDAVIT

STATE OF South Carolina )  
COUNTY OF Pickens ) SS:

I, Quinn McDonough residing in Clemson  
name of affiant) (name of municipality)

in the County of Pickens and State of South Carolina

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

I am SVP Sales & Marketing of the firm of Welliver & Associates dba Hire Honest  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the proposal entitled  
REQUEST FOR QUALIFICATIONS (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

[Signature]  
Signature

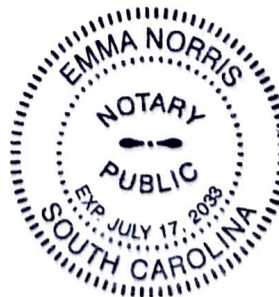
Quinn McDonough  
Type or Print name

Subscribed and sworn to before me this

03<sup>rd</sup> day of September, 2025

[Signature]  
Notary Public

Commission Expires: 01-17-33  
(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: Welliver & Associates dba Hire Honest

**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](http://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.)

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

**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.

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*(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): Quinn McDonough Title: SVP Sales & Marketing

Signature:  Date: 09/02/2025

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: 20

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

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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:

Currently under contract to perform similar services for Public Building Authority in Knoxville TN.

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

Hire Honest does not have or currently use subcontractors.

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

**Reference #1**

Name: Kevin Bitters, Abercrombie & Fitch

Phone: (614) 352-4497

Address: 6301 Fitch Path, New Albany, OH 43054

Equipment/Service Provided: Background check including but not limited to criminal, sex offender, national criminal database, fingerprinting, drug testing, 19 and E-Verify, and more.

Contract Amount: Ongoing

### EXPERIENCE & QUALIFICATIONS QUESTIONNAIRE (CONTINUED)

**Reference #2**

Name: Sue Walsh, P.F Chang's

Phone: (480) 589-3919

Address: 8377 E Hartford Dr suite 200 suite 200, Scottsdale, AZ 85255

Equipment/Service Provided: Background check including but not limited to criminal, sex offender, national criminal database, fingerprinting, drug testing, I9 and E-Verify, and more.

Contract Amount: \_\_\_\_\_

**Reference #3**

Name: Mandy Temple

Phone: University of Findlay

Address: Old Main, Office Suite 304 | Findlay, OH 45840

Equipment/Service Provided: Background check including but not limited to criminal, sex offender, national criminal database, fingerprinting, drug testing, I9 and E-Verify, and more.

Contract Amount: \_\_\_\_\_

**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.

Welliver & Associates LLC

Company

Hire Honest

Company Name

125 E 100 N St 305

Heber City, UT 84032

Address

801-673-7103

Telephone Number

Signature

09/02/2025

Date

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

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

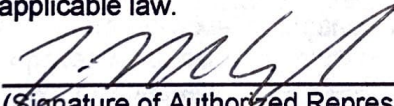
I, Quinn McDonough, of the City ~~Township/Borough/Village~~ (circle one) of Clemson, in the State of South Carolina, being of full age and duly sworn according to law, depose and say:

I am the SVP Sales & Marketing (title) of the firm of Hire Honest, 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:   
(Signature of Authorized Representative)

Print Name: Quinn McDonough

Title: SVP Sales & Marketing

Date: 09/02/2025


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

**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	Welliver & Associates dba Hire Honest
Physical Address of Individual or Organization	125 E 100 N St 305 Heber City, UT 84032
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
<b>Check the box that represents the type of business organization:</b>	

- ☐ 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			
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.			
Full Name (Print):	Quinn McDonough	Title:	SVP Sales & Marketing
Signature:		Date:	09/02/2025

**CERTIFICATION CONTINUED ON THE NEXT PAGE**

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

<b>PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization</b>	
<b>Section A (Check the Box that applies)</b>	
<input 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.
<b>Name of Individual or Organization</b>	
<b>Physical Address</b>	
<b>OR</b>	
<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.
<b>Section B (Skip if no Business entity is listed in Section A above)</b>	
<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.
<b>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</b>	
<b>Physical Address</b>	
<b>OR</b>	
<input 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)**

<b>Section C – Part III Certification</b>			
<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):		Title:	
Signature:		Date:	

<b>Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities</b>	
<b>Section A</b>	
<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
<b>**Add additional sheets if necessary**</b>	
<b>OR</b>	
<input 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)**

<b>Section B (skip if no business entities are listed in Section A of Part IV)</b>			
<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).	
<b>Name of Business Entity Controlled by Entity Listed in Section A of Part IV</b>		<b>Physical Address</b>	
<b>**Add additional Sheets if necessary**</b>			
<b>OR</b>			
<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.	
<b>Section C – Part IV Certification</b>			
<p>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.</p>			
<b>Full Name (Print):</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

**END OF CERTIFICATION**

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

**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	08/27/2025	

☐ No addenda were received.

Acknowledged for: Welliver & Associates dba Hire Honest  
(Name of Bidder/Company)

By:   
(Signature of Authorized Representative)

Name: Quinn McDonough  
(Print or Type)

Title: SVP Sales & Marketing

Date: 09/02/2025

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

**1. PURPOSE AND INTENT**

- 1.1. The Municipal Excess Liability Joint Insurance Fund ("MEL" or "Fund"), on behalf of its member local government agencies, is soliciting qualifications from firms to provide background check services on an as-needed basis for the 2025, 2026, and 2027 fund years.
- 1.2. The intent of this RFQ is to exceed the minimum statutory procurement requirements and to prequalify service providers who may be engaged by MEL members when such services are needed.
- 1.3. MEL members are not obligated to contract with a vendor from the qualified list and may use alternate contracting methods at their discretion. MEL reserves the right to accept late proposals and may amend the list of qualified vendors by action of the Board of Fund Commissioners.

**2. PROPOSAL SUBMISSION**

- 2.1. Proposals must be submitted electronically in accordance with the instructions in the Legal Notice. No hard copies will be accepted.

**3. FUND STRUCTURE AND MEMBERSHIP**

- 3.1. The MEL was established pursuant to N.J.S.A. 40A:10-36 to provide property and casualty insurance to member local units. Governed by a Board of Fund Commissioners and an Executive Committee, the MEL is regulated by the New Jersey Departments of Banking & Insurance and Community Affairs. See [www.njmel.org](http://www.njmel.org) for more information.
- 3.2. MEL includes 19 individual Joint Insurance Funds representing over 580 local public entities. A list of current members is available at: <https://njmel.org/programs-and-affiliates>

**4. MINIMUM QUALIFICATIONS**

- 4.1. Proposers must demonstrate experience and capacity to deliver background check services as described herein.
- 4.2. Services requiring licensure must be provided by licensed professionals or subcontractors.
- 4.3. Proposers shall maintain General Liability and Workers' Compensation insurance and provide Certificates of Insurance to MEL members as required.
- 4.4. Proposals must disclose applicable licenses or certifications.

**5. CONTRACT PROVISIONS**

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

- 5.1. This solicitation is for background check services.
- 5.2. Proposers shall include all-inclusive pricing and rate sheets.
- 5.3. Services must comply with all applicable legal, confidentiality, and industry standards.
- 5.4. Contracts shall be entered into directly between the proposer and the participating MEL member.

## 6. PROPOSAL CONTENTS

- 6.1. Contact Information: Include firm name, address, contact person, phone, and email.
- 6.2. Include:
  - Counties served
  - Location(s) of office(s) providing service
  - List of services offered
  - Price sheets and rate schedules
  - Pricing method for unlisted services

## 7. REFERENCES AND RESOURCES

- 7.1. Provide three (3) references from New Jersey public entities (municipalities, housing authorities, utility/sewer authorities, or fire districts).
- 7.2. Describe the firm's relevant experience, resources, and qualifications.

## 8. EVALUATION COMMITTEE

- 8.1. The MEL Management or Safety & Education Committee will serve as the Evaluation Committee.

## 9. INTERVIEWS & CLARIFICATIONS

- 9.1. MEL reserves the right to interview proposers and request clarifications following submission.

## 10. SELECTION PROCESS AND CRITERIA

- 10.1. Responsive proposals will be evaluated based on qualifications, completeness, cost, and experience. Non-responsive proposals will be rejected without further review.

## END OF GENERAL REQUIREMENTS

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

Firm Name: Welliver & Associates dba Hire Honest

Address: 125 E 100 N St 305  
Heber City, UT 84032

Principal Contact: Quinn McDonough Title: SVP Sales & Marketing

Phone: 801-673-7103

Email: quinn@hirehonest.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	2.15
National Sex Offender Search	1.45
Social Security Trace/Validation	.74

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

Description	Price Per Search
National Database Criminal History Search	2.15
National Sex Offender Search	1.45
Social Security Trace/Validation	.74
Education Verification	4.75
Employment Verification	4.75
Credit Check	2.95
Motor Vehicle Record	1.75
Reference Check	6.25

**CONTINUED ON NEXT PAGE**

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**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**

  X   YES

       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

\*\*\*\*\*  
  
\_\_\_\_\_  
Signature of Authorized Agent

09/02/2025  
\_\_\_\_\_  
Date

(Corporate Seal)