

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 02/13/2020

Contract/Lease Control #: C20-2917-HR

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: TRUSTED EMPLOYEES

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 02/10/2020

Expiration Date: 02/09/2021 W/YEARLY RENEWALS

Description of BACKGROUND CHECK SOFTWARE FOR COUNTY EMPLOYEES

Department: HR

Department Monitor: SISSON

Monitor's Telephone #: 850-689-5870

Monitor's FAX # or E-mail: ESISSON@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: TBD Tracking Number: 3765-20
Procurement/Contractor/Lessee Name: Trusted Employees Grant Funded: YES ___ NO X
Purpose: Background check for County Employees
Date/Term: 1 yr w/ auto renewals 1. GREATER THAN \$100,000
Department #: various depts 2. GREATER THAN \$50,000
Account #: various dept 3. \$50,000 OR LESS
Amount: per request 12.00 per check
Department: HR Dept. Monitor Name: S

Purchasing Review

Procurement or Contract/Lease requirements are met:
White Mc Date: 2-3-2020
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge

2CFR Compliance Review (if required)

Approved as written: no federal funds Grant Name: _____

Date: _____
Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written: no risk element Date: _____

Risk Manager or designee Edith Gibson or Karen Donaldson

County Attorney Review

Approved as written: see email attached Date: 2-7-2020

County Attorney Lynn Hoshihara, Kerry Parsons or Designee

Department Funding Review

Department funding confirmed: _____

Date: _____

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Friday, February 7, 2020 1:22 PM
To: DeRita Mason
Cc: Lynn Hoshihara; Karen Donaldson
Subject: RE: Trusted Employees Online Client Signup

This is approved for legal purposes.

Kerry A. Parsons, Esq.



1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4170
kparsons@ngn-tally.com

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From: DeRita Mason <dmason@myokaloosa.com>
Sent: Monday, February 3, 2020 4:26 PM
To: Parsons, Kerry <KParsons@ngn-tally.com>
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>; Karen Donaldson <kdonaldson@myokaloosa.com>
Subject: FW: Trusted Employees Online Client Signup

Kerry,

Please see link below to view a contract for HR. I am sure that they will need to sign the vendor's on scrutinized form, but do we need to add anything else.

We want to use it for 3 years so we will have Jeff sign.

Simply click below to access our easy online signup or copy and paste the address into your web browser:
<https://www.rhris.com/ClientContractWelcome.cfm?InviteID=7DBF4230-B53D-6FDA-ACE4B227C8AC7A06>

Thank you

DeRita Mason



7900 West 78th Street, Suite 400
Edina, MN 55439
Ph (888) 389-4026 | (952) 259-3030
Fax (888) 389-4023 | (952) 259-3031
www.TrustedEmployees.com

CONTRACT#: C20-2917-HR
TRUSTED EMPLOYEES
BACKGROUND CHECK SOFTWARE FOR
COUNTY EMPLOYEES
EXPIRES: 02/09/2021 W/YEARLY RENEWALS

Online Client Signup

TE User ID: 312005

The Parties

Trusted Employees

7900 West 78th Street, Suite 400
Edina, MN 55439
Ph (888) 389-4026 (952) 259-3011
Fax (888) 389-4023 (952) 259-3031
www.TrustedEmployees.com
David Haight, Sales Executive

Client

Company Name*

Okaloosa County BCC

Business Type*

WebSite URL

www.myokaloosa.com

Corporate Address

Street*

302 N. Wilson St.

City*

Crestview

State*

FL

Zip*

32536

Contact

Name*

SHANNON CLOWES

Title*

Phone*

850-689-5870

Email*

SCLOWES@MYOKALOOSA.COM

Package(s) of Products

PACKAGE 4: Advanced - Employment Report - includes:

Cost: **\$29.99** per report

- **Federal Level Criminal Search** (includes 2 states)*
- **Most Wanted Search**
- **Nationwide Criminal SuperSearch**

- **Nationwide Sex Offender Registry Search**
- **OFAC / Global Terrorist Search**
- **Social Security Trace Plus**
- **Statewide/County Criminal Search** (includes 2 counties)*

PACKAGE 6: MVR Only - includes:

Cost: **\$10.00** per report

- **Motor Vehicle Record Search***

PACKAGE 7: Pre Employment Credit Only - includes:

Cost: **\$12.00** per report

- **Pre-Employment Credit Report (Experian)**

Complimentary Services

- Apply Now and Invite Applicant on-line background release authorization
- Auto-Fill Adverse Action Letters

- 24/7/365 Secure Online access
- Forms / Documents / Resource Library

Ala Carte Products and Pricing per transaction

Product	Price
Consent-Based SSN Verification	\$7.50
Education Verification	\$12.00
Employment Verification	\$12.00

Federal Criminal Search (per state)	\$10.00
Motor Vehicle Record Search	\$10.00
Pre Employment Credit Report	\$12.00
Professional License Verification	\$15.00
Statewide/County Criminal Search	\$12.00

Additional fees may apply for County searches, MVR searches, Education and Employment verifications when the Work Number, National Student Clearinghouse or any other data warehouse is used to house verification data.

Due to IDENTITY THEFT ISSUES all Credit Reporting Agencies require ONSITE INSPECTIONS on any employer requesting credit related information on applicants. This entails a one-time fee of \$75.00.

There is no fee if you will not be using Pre-employment Credit Reports.

Exemptions may apply for Financial, Non-Profit and Publicly Traded organizations.

General Company Information

Company Name*

Okaloosa County BCC

Years in Business*

▼ yrs

▼ mos.

Type of Ownership*

Corporation ▼

Number of Employees*

900

Do you have any other company name(s) or dba?* Yes No

If Yes, please list

Billing Address*

302 N. Wilson St.

City*

Crestview

State*

FL ▼

Zip*

32536

Phone*

850-689-5870

Physical Street Address* (no P.O. box numbers, please)

302 N. Wilson St.

City*
Crestview

State*
FL

Zip*
32536

Have you been located at this address for more than 1 year?* Yes No

Direct Dial Phone*
850-689-5870

Will you maintain your file at home or in an office?* Home Office

Have you previously been a Rental History Reports or Trusted Employees customer?* Yes No

Business Information

Tax ID # (Business and Corporations)

Estimated # of Reports you will order monthly*

Permissible Purpose/Appropriate Use

Please check the specific purpose for which the product information will be used. (What will you do with the information obtained?)*

- Residential Background Screening
- Employment Screening or Volunteer Screening

In connection with a business transaction that is initiated by the consumer," but only upon the express written consent of any person that will be screened. See 15 U.S.C. Â§ 1681b(a)(3)(F)(i).

Signatures

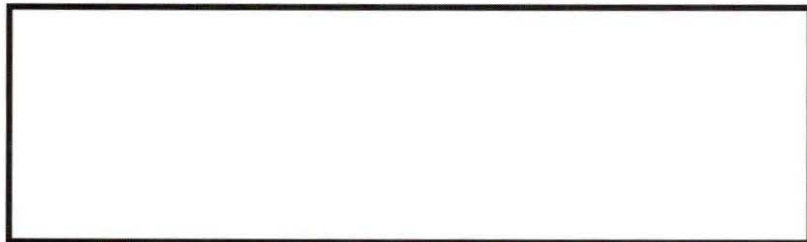
The Initial Term of this Order Document is twelve (12) months. Services shall automatically terminate, without notice to the Client, if the Client ceases all use of the Services for a period of at least ninety (90) consecutive days.

This Order Document is an offer to make an offer and does not constitute a valid contract between the Parties until countersigned by MRI. Any pricing terms in this Order Document are valid for thirty (30) days following issuance of this Order Document. The terms and conditions found at www.mrisoftware.com/screeningtermsandconditions ("MRI Terms and Conditions"), are incorporated by reference and made a part of this Order Document as fully as if set forth herein. The MRI Terms and Conditions may be amended from time to time by MRI. Capitalized terms that are not otherwise defined in this Order Document shall have the meanings set forth in the MRI Terms and Conditions. The Master Agreement, Screening Services Schedule, Access Security Requirement, Internet Delivery Security Requirements, Additional Fair Credit Reporting Requirements, and Professional Services Schedule shall specifically govern this Order Document. In the event of a conflict between an Order Document and the Master Agreement, the Master Agreement shall prevail, provided, however, that such standard variable terms such as price, quantity, term length and License Metrics, tax exempt status, payment terms and the like shall be as specified on each Order Document. If the Order Document contains language that specifically overrides an enumerated section of the Master Agreement, such specific language in the Order Document shall prevail against the

enumerated language in the Master Agreement.

By signing this Order Document, Client verifies that it has read the MRI Terms and Conditions, and acknowledges its agreement to be bound by them.

Client



Invalid signature. Please try again.



Jeffrey A Hyde

Name*

Purchasing Manager

Title*

02/10/2020

Date*

Complete

A copy of this Order Document will be emailed to you upon completion of the enrollment process.