

Effective July 1st 2013 Telgian will be performing annual audits requesting certification your company is performing employee background checks according to the bulleted list of requirements outlined below. These requirements can be found in the Master Services Agreement (MSA) Section 11 Personnel Assurances. The MSA is posted at <http://www.telgian.com/subcontractor-documents/>.

If you have a company that you are currently using feel free to keep using them as long as the background checks are completed and the requirements listed below are met.

If not, to help make the process simple for you and your firm we have reached out to TriCor, the company that performs Telgian's background checks, and negotiated a special discount price and package that TriCor has agreed to extend to our Contractor partners. To take advantage of this special pricing from TriCor please contact Gary Becher and mention that your firm is a Telgian Contractor. Gary's contact information and the package pricing are outlined below the requirements.

Background Check Requirements (MSA)

- *Unless otherwise exempted by Telgian, Contractor shall at its expense conduct a background screening consistent with the guidelines outlined below and in accordance with then applicable federal laws. Background screenings shall be updated as required by applicable federal laws and as requested by Telgian.*
- *The background screening shall apply to all employees, subcontractors, subcontractor employee, or subcontractor representatives who have access to Telgian customer information (e.g., inspection or testing services reports, invoicing, repair and maintenance work) or perform on-site services or maintenance at a Telgian customer location.*
- *Requirements:*
 - *Validate that employee or representative has United States (US) citizenship or a certificate to work in the US.*
 - *Perform a Social Security Number (SSN) search to verify the employee or representative identity and address history.*
 - *Perform a comprehensive criminal background check of all criminal court records (misdemeanor, felony and federal courts) in each venue of the employee or representatives current and previous home addresses for the past ten (10) years.*
 - *To the extent permitted by law, not assign or permit any employee or representative to provide Services under this Agreement who, in the previous ten (10) year period, pled guilty to, no contest, or has been convicted of, or entered a pretrial diversion program in connection with, the prosecution of any criminal offense (regardless of whether described as a felony or as a misdemeanor) involving dishonesty, breach of trust, money laundering, violence, theft or use or distribution of illegal drugs.*
 - *Ensure employees or representatives do not use illegal drugs.*
 - *Keep copies of background screening documentation and drug screening, and provide certification of completion of same to Telgian as requested. Additionally, Contractor shall*

allow Telgian, or Telgian's customers for whom Contractor provides services to audit screening documentation and compliance when requested.

- *These requirements flow from, among other places, Section 19 of the Federal Deposit Insurance Act (12 U.S.C. 1829) and other laws applicable to Telgian and Telgian customers. Telgian will require confirmation in the form of certifications or other information from Contractor to ensure compliance with US rules.*

TriCor Information

Contact: Gary Becher
TriCor Employment Screening
Phone – 800-818-5116 x-202
GBecher@tricorinfo.com
www.tricorinfo.com

Gary will then walk you through setting up an account with TriCor, reviewing their standard T&C's, validating your business credentials and performing a quick site visit (\$75 charge). This process can usually be completed within one week, and you will be up and running.

The package consists of 5 standard checks and meets the needs of our revised MSA terms and our clients. The 5 checks are:

1. E-Verify/Form I-9 Verification = \$1.25 per name, need special Department of Homeland Security Memorandum of Understanding signed
2. Social Security Number Trace Report = \$3.75 each
3. All County level Criminal Record checks based on addresses on the Social Security Number Trace Report = County Criminal Record Search = \$10.75 per name per County
4. All Federal level Criminal Record checks based on addresses on the Social Security Number Trace Report = Federal Criminal Record Search = \$9.75 per name per District
5. Standard 10 Panel Drug screen = \$30.50 per test

If you have any questions please email Contracts@telgian.com or call (800) 306-4122 ext. 9 and your questions will be routed to the appropriate Contracting Account Executive.