

RESOLUTION 2026-H

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,
AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR
PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES
WITH PUBLIC SAFETY TESTING, INC.**

WHEREAS, the Town of Eatonville has a current agreement with the National Testing Network (“NTN”) for Pre-Employment Testing Services; and

WHEREAS, the NTN level of service has not met the expectations of the Eatonville Police Department (“EPD”) and as a result EPD does not intend to continue to utilize NTN for background investigation or hiring processes; and

WHEREAS, EPD will continue to utilize NTN for advertising services, which are provided at no cost; and

WHEREAS, Public Safety Testing, Inc (“PTN”) is a recognized provider of pre-employment background investigation services; and

WHEREAS, EPD wishes to utilize PTN for advertising, background investigations and other recruitment related services associated with testing and hiring lateral police officer candidates; now, therefore

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

THAT: The Mayor is authorized to execute on behalf of the Town the attached Agreement for Pre-Employment Background Investigation Services with Public Safety Testing, Inc attached hereto as Exhibit A.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 9th day of February 2026.

Emily McFadden, Mayor

ATTEST:

Miranda Doll, Town Clerk



AGREEMENT FOR PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES

This Agreement ("Agreement") is entered into by and between:

- A. **PST Investigations (PSTi), a division of Public Safety Testing, Inc.**, a Washington corporation located at 20818 – 44th Ave. W., Suite 160, Lynnwood, WA 98036 (hereinafter "PST"); and
- B. **Eatonville Police Department**, a political subdivision of the State of **Washington**, located at **201 Center Street, W, Eatonville, WA 98238** (hereinafter "Client"),

This Agreement consists of:

- **Part 1 – Statement of Work: Pre-Employment Background Investigations**
- **Part 2 – Standard Terms and Conditions**
- **Attachment A – Scope of Work**
- **Attachment B – Professional Fees**

In the event of any conflict between Part 1 (Statement of Work) and Part 2 (Standard Terms and Conditions), the terms of Part 2 shall control, unless Part 1 expressly states otherwise.

Effective Date: [Effective Date]

PART 1 – STATEMENT OF WORK

Pre-Employment Background Services

1. PURPOSE AND SCOPE

This Statement of Work ("SOW") sets forth the scope, deliverables, fees, and responsibilities associated with pre-employment background investigation services provided by PST Investigations to the Client for law enforcement officer, corrections officer, firefighter, and/or public safety telecommunications (911/dispatch) or civilian roles.

This SOW is governed by, and subject to, the Standard Terms and Conditions set forth in Part 2 of this Agreement. Unless otherwise expressly stated, no terms in this SOW supersede the Standard Terms and Conditions. Capitalized terms not defined in this SOW have the meaning given in Part 2.

2. SERVICES PROVIDED BY PSTi

2.1 Description of Basic Services

PSTi:

- 2.1.1 Shall provide or coordinate independent service providers to perform the following services at the Client's request and direction:
- Pre-employment background investigation and report – As described in Attachment A
 - EyeDetect Pre-Employment Lie Detection/Truth Verification Test (if requested). PSTi will conduct a pre-employment lie-detection/truth-verification test using EyeDetect and will include the results as part of the standard background investigation process.
 - Polygraph Examination and Report (*if requested*) – PSTi will coordinate with an independent service provider and a certified polygraph examiner experienced in pre-employment testing of public safety candidates. The service provider will provide results directly to the Client.

2.1.2 Use of Independent Service Providers

PST Investigations may utilize qualified independent service providers or subcontractors to perform discrete portions of the services described in this Statement of Work (including, but not limited to, polygraph examinations or specialized testing), provided that PST Investigations remains responsible for the overall coordination, quality, and compliance of such services.

PST Investigations shall ensure that any independent service provider engaged under this Agreement is appropriately licensed or certified, where required, and complies with all applicable federal, state, and local laws, professional standards, and confidentiality requirements, including but not limited to the Fair Credit Reporting Act (FCRA), to the extent applicable.

The use of independent service providers shall not relieve PST Investigations of its contractual obligations to the Client under this Agreement or this Statement of Work.

- 2.1.3 For each background investigation, unless otherwise noted, most reference interviews for entry-level candidates will be conducted by telephone. The agency must notify PST in advance, in writing, if any of the following are required:
- On-site visit to the candidate's current employer
 - Personal visit to the candidate's home or interviews with the candidate's household or close contacts.
 - Any other special arrangements (provide details)

3. WARRANTIES AND RESERVATIONS:

- 3.1 Each service provided pursuant to this Agreement shall be conducted and provided in accordance with generally accepted practice in the relevant industry. The Contractor shall comply with state and federal statutes. No other warranty, express or implied, is provided by the Contractor.

- 3.2 The Contractor shall maintain complete written records of its files pertaining to candidates for two years following the completion of the background investigation, in accordance with the Fair Credit Reporting Act statute of limitations. The Contractor will provide the Client with a complete copy of all investigative materials for the Client's records; the Client is responsible for maintaining those records in accordance with its statutory retention schedule. The Contractor expressly agrees and warrants that the Contractor has acquired all tests and written materials utilized in accordance with the appropriate copyright agreements and laws and that it has a valid right to use and administer any written materials and tests in accordance with such agreements and laws.
- 3.3 The Contractor retains a right of co-ownership to its work product produced under this contract, including the right to use, reuse, or resell all or any portion of the materials, reports, and information gathered during the investigation.
 - 3.3.1 If the Client requests a background investigation within 60 days of completing a background investigation for another agency of the same candidate, the Client agency will receive a 25% discount for the investigation report. The report itself may require updating based on the Client's needs.
 - 3.3.1.1 If the Client requests additional work beyond the original background investigation, such additional work and related expenses will be charged directly to the Client.
 - 3.3.2 If another agency requests a background investigation within 60 days of completing a background investigation of the same candidate conducted for the Client, the Client will receive a 25% rebate or credit.
 - 3.3.3 If an agency requests a background investigation on a candidate with an ongoing investigation with the Contractor for another agency, the Contractor will complete the background investigation for the original requesting agency. Two (2) weeks after the report is submitted to the original requesting agency, the report will be sent to the second agency.

4. FAIR CREDIT REPORT ACT (FCRA) COMPLIANCE

- 4.1 Consumer Reports: The Client is aware that the FCRA applies to background checks conducted by third-party investigators. Therefore, in accordance with the FCRA, the Client makes the following certifications to the Contractor:
 - 4.1.1 The Client certifies that it seeks the information in the background check provided by the Contractor for employment purposes.
 - 4.1.2 The Client further certifies that the Client will not use the background check for any purpose except for employment purposes.
 - 4.1.3 The Client also certifies that before taking an adverse action based in whole or in part on the background check, the Client shall provide to the candidate written, or electronic notice of the adverse action and a description in writing of the rights of the candidate under the Fair Credit Reporting Act, as written by the Federal Trade Commission, and provide to the candidate orally,

in writing, or electronically the Contractor's name, address, and telephone number. The Contractor will provide a copy of the candidate's rights under the Fair Credit Reporting Act at the time the background check is provided to the Client.

- 4.1.4 The Client is further required to certify that prior to procuring a background check from the Contractor, the Client will (a) make a clear and conspicuous disclosure in writing to the candidate for employment in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes; and (b) obtain from the candidate for employment an authorization in writing that the Client may procure a background check. However, the Contractor shall act as the Client's agent to make this disclosure and obtain the candidate's authorization. The disclosure and authorization will be obtained during the candidate's application process with the Contractor.
- 4.2 Investigative Consumer Reports: The Client is aware that an "investigative consumer report" means a background check in which information on the candidate's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the candidate or with others with whom he or she acquires or who may have knowledge concerning any such items of information. If the Client has requested such interviews to take place, the Client makes all of the certifications contained in Section 4.1 above and the following additional certifications:
- 4.2.1 The Client certifies that it will comply with Section 606(b) of the Fair Credit Reporting Act, which provides that the Client shall, upon written request made by the candidate within a reasonable period after the receipt of the disclosure made pursuant to Section 3.2.2 below, make a complete and accurate disclosure of the nature and scope of the investigation requested. This disclosure must be made in writing, mailed, or otherwise delivered to the candidate not later than five days after the date on which the request is received.
- 4.2.2 The Client is further required to certify that it has clearly and accurately disclosed to the candidate that an investigative consumer report, including information as to their character, general reputation, personal characteristics, and mode of living, whichever are applicable, may be made and that such disclosure has been or will be delivered to the candidate not later than three days after the date on which the report was first requested. The Client further certifies that the disclosure will include a statement informing the consumer of their right to request the additional disclosures provided under Section 606(b) of the Fair Credit Reporting Act. However, the Contractor shall act as the Client's agent for the purposes of making this disclosure. The disclosure will be made during the candidate's application process with the Contractor.

5. INDEPENDENT CONTRACTOR STATUS

The Contractor is an independent contractor. The Contractor shall not represent that it is an employee or agent of the Client and shall have no authority to bind the Client in any manner. Any and all agents, employees, or contractors of the Contractor shall have such relation only with the Contractor. Nothing herein shall be interpreted to create an employment, agency, or contractual relationship between the Client and any employee, agent, or subcontractor of the Contractor.

6. FEES AND PAYMENT

Professional fees are outlined in Attachment B, which is incorporated into this SOW by reference. Attachment A describes the applicable fee structures, which may include:

- Background Investigation and Reporting Fees (Records checks, education verification, investigative interviews, administrative, and follow-up work at defined rates).

PST will invoice the Client in accordance with the billing frequency and pricing model specified in Attachment A or as otherwise agreed in a written addendum or written confirmation (including email) between the parties. Unless otherwise outlined in Attachment A or such written agreement, invoices are due within thirty (30) days of receipt. ACH payments are preferred; credit card payments are accepted with a three percent (3%) processing fee. Annual pricing adjustments follow PST's standard rate schedule unless otherwise agreed in writing.

This Agreement will automatically renew annually unless either party provides a 60-day written notice of termination as outlined in Section 7. Each annual renewal shall include a 5% increase in professional fees and shall be subject to mutual agreement on any professional fee adjustments.

7. TERM AND TERMINATION

7.1 Term of SOW. This Statement of Work ("SOW") becomes effective as of the Effective Date of this Agreement and shall remain in effect for an initial term of one (1) year, unless terminated earlier in accordance with Section 7.2 of this SOW. Thereafter, this SOW shall automatically renew for successive one (1) year terms unless either party provides written notice of non-renewal at least sixty (60) days prior to the end of the then-current term.

7.2 Termination of SOW. Either party may terminate this SOW, with or without cause, upon sixty (60) days' written notice to the other party. Termination or non-renewal of this SOW shall not, by itself, terminate any other SOW between the parties. Termination or non-renewal of this SOW will not relieve either party of any obligations that accrued prior to the effective date of termination or non-renewal, including payment obligations, nor will it limit the survival of provisions identified in Section 17 (Survival) of the Standard Terms and Conditions, as applicable to this SOW.

8. STANDARDS OF PERFORMANCE

PST will:

1. Perform services under this SOW in a professional and competent manner consistent with industry and professional standards in pre-employment background investigations.
2. Comply with applicable pre-employment background investigation standards and guidelines, including but not limited to Fair Credit Reporting Act (FCRA) compliance and recognized best practices in pre-employment background investigations.
3. Comply with PST's own security, fairness, and quality assurance policies.
4. PST warrants that all pre-employment background investigation materials used are lawfully acquired and authorized for use.
5. Client retains full responsibility for all employment decisions based on PST Investigations' results.

9. ATTACHMENTS

This SOW includes and incorporates the following attachment:

- Attachment A – Scope of Work
- Attachment B – Professional Fees

Additional addenda or attachments specific to the Client's use of PSTi may be added upon mutual written agreement and will be incorporated into this SOW by reference.

PART 2 – STANDARD TERMS AND CONDITIONS

1. SCOPE OF AGREEMENT

These Standard Terms and Conditions ("Terms") govern all services provided by PST to the Client under this Agreement, including the Pre-Employment Background Investigation Services described in Part 1.

Each SOW will incorporate these Terms by reference unless otherwise expressly stated.

2. NO OBLIGATION TO PURCHASE

This Agreement does not obligate the Client to purchase any minimum volume of services from PST. However, PST will not provide services to the Client unless:

- The Client has executed this Agreement (or a separate written agreement with PST), and
- Such services are described in an applicable SOW.

3. STATEMENTS OF WORK

Each SOW will:

1. Define the scope, fees, and deliverables for the specific services covered;
2. Reference these Terms; and
3. Be approved or accepted on behalf of the Client by an authorized representative, which may occur by signing this Agreement, signing a Quote that incorporates the SOW, or otherwise formally accepting it in writing.

Each SOW controls only with respect to the specific service described therein. Where a conflict exists between an SOW and these Terms, these Terms shall control unless the SOW expressly states that it overrides a particular provision.

4. TERM AND TERMINATION

4.1 Term of Agreement. The term of this Agreement, as it relates to a particular Statement of Work ("SOW"), shall be as set forth in that SOW (Part 1).

4.2 Termination of Agreement. This Agreement, as it relates to a particular SOW, may be terminated as set forth in the term and termination provisions of that SOW. Termination or non-renewal of this Agreement with respect to a specific SOW will not relieve either party of any obligations that accrued prior to the effective date of such termination or non-renewal, including payment obligations, nor will it limit the survival of provisions identified in Section 17 (Survival).

5. PAYMENT

Unless otherwise expressly stated in an applicable Statement of Work or pricing attachment, PST shall invoice the Client upon completion of services, and payment shall be due within thirty (30) days of receipt of a correct and undisputed invoice. ACH payments are preferred. Credit card payments are accepted subject to a three percent (3%) processing fee.

Late payment fees, if any, shall apply only to the extent permitted by the Client's governing laws, policies, or fiscal regulations.

6. INDEPENDENT CONTRACTOR

PST is an independent contractor and not an employee, partner, joint venturer, or agent of the Client. Nothing in this Agreement shall be construed to create an employment relationship, joint venture, or partnership between the parties.

7. MUTUAL INDEMNIFICATION AND HOLD HARMLESS

7.1 Indemnification by PST

PST shall indemnify, defend, and hold harmless the Client, its officers, employees, and agents from and against any and all claims, costs, damages, losses, liabilities, or expenses (including reasonable attorney's fees) arising from:

- (a) Any violation of copyright or other intellectual property rights related to materials developed or provided by PST;
- (b) Claims by any employee, subcontractor, or agent of PST, it being acknowledged that PST is acting as an independent contractor; and
- (c) The alleged negligent or tortious acts or omissions of PST in the performance of services under this Agreement.

2 Indemnification by Client

The Client shall indemnify, defend, and hold harmless PST, its officers, employees, and agents from and against any and all claims, costs, damages, losses, liabilities, or expenses (including reasonable attorney's fees) arising from the alleged negligent or tortious acts or omissions of the Client in connection with services performed under this Agreement.

8. LIMITATION OF LIABILITY

In no event shall either party be liable to the other for any indirect, consequential, special, or punitive damages, or for any loss of profits or business interruption, even if advised of the possibility of such damages.

PST's total aggregate liability under this Agreement, including all SOWs, shall not exceed the total fees paid by the Client to PST for the specific services giving rise to the claim during the twelve (12) months immediately preceding the event giving rise to such claim.

9. CONFIDENTIALITY

Each party agrees to maintain the confidentiality of non-public information received from the other party in the course of performing this Agreement and to use such information solely for purposes directly related to this Agreement or applicable SOWs.

Confidential information does not include information that:

- Is or becomes publicly known through no fault of the receiving party;
- Is already known to the receiving party without obligation of confidentiality;
- Is rightfully received from a third party without obligation of confidentiality; or
- Is independently developed by the receiving party without reference to the disclosing party's confidential information.

10. PUBLIC RECORDS / DISCLOSURE REQUESTS

PST is a private company and is not subject to public disclosure laws, including the Washington Public Records Act (RCW 42.56). The Client acknowledges that it is solely responsible for responding to public records or freedom-of-information requests and for determining whether materials produced by PST are subject to disclosure or exempt under applicable law.

Certain materials developed or provided by PST — including but not limited to pre-employment background questionnaires, report writing templates and programs, interview protocols, investigative notes, and internal drafts — constitute proprietary and confidential information of PST. In Washington, these materials may be exempt from disclosure under RCW 42.56.270(1), RCW 42.56.250, RCW 42.56.290, or other applicable exemptions.

For Clients located outside Washington State, equivalent public records or freedom-of-information laws may apply. The Client agrees to treat PST's proprietary materials as confidential and, to the extent permitted by its local laws, to protect such materials from disclosure using applicable exemptions.

If the Client receives a public records request that may encompass PST's proprietary materials and intends to release any portion thereof, the Client shall provide written notice to PST no fewer than ten (10) business days before the anticipated release. During this period, PST may pursue judicial or other relief under RCW 42.56.540 or any similar process available under applicable law. The Client agrees not to release such materials until this notice period has expired, unless otherwise required by law or court order.

Nothing in this Section shall be construed to require the Client to withhold records or delay disclosure in violation of applicable public records laws, court order, or legally binding disclosure deadline.

11. OWNERSHIP OF WORK PRODUCT

Unless specified differently in an applicable SOW:

1. Deliverables explicitly developed for the Client under this Agreement become the Client's property upon full payment of applicable fees, excluding pre-existing or proprietary materials owned by PST.

2. All proprietary materials created or owned by PST prior to or independently of this Agreement shall remain the exclusive property of PST. PST grants the Client a limited, non-transferable license to use such materials solely for the Client's internal hiring and personnel processes and solely for the duration of this Agreement. The Client shall not distribute, reproduce, or use such materials for any other purpose without PST's prior written consent.

Background Investigations. With respect to pre-employment background investigation services, upon full payment, the final background investigation report shall be co-owned by PST and the Client. PST retains the right to reuse or resell all or any portion of the materials, reports, and information gathered during the background investigation process, subject to applicable confidentiality and privacy laws. If such a report or materials are subsequently reused or provided to another public safety agency, the original Client may receive a credit or rebate in accordance with PST's then-current pricing structure.

If any Related Materials or portions of PST's proprietary materials are provided to the Client or incorporated into a final report, the Client shall determine whether such materials are exempt from or subject to disclosure under applicable public records laws.

12. FLEXIBILITY FOR LOCAL REQUIREMENTS

The parties acknowledge that some Clients may require modifications to these Terms to comply with local procurement laws, charter provisions, insurance or indemnification requirements, or similar governmental constraints. PST will review such requests in good faith, but any modifications to this Agreement or use of a Client-provided agreement will be at PST's sole discretion and subject to mutual written agreement. In considering any such changes, PST will seek to maintain commercially reasonable protections regarding payment, intellectual property, confidentiality, public records treatment of PST's proprietary materials, indemnification, and limitation of liability.

13. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state in which the Client is located, without regard to that state's conflict-of-laws principles.

14. COMPLIANCE WITH EMPLOYMENT LAWS

For services involving pre-employment background investigations or other screening, both parties agree to comply with applicable employment laws, including but not limited to the Fair Credit Reporting Act (FCRA), state or local pre-employment background investigation laws, and applicable equal employment opportunity requirements.

PST may act as the Client's agent for managing candidate disclosures and authorizations as set forth in the applicable SOW or separate agreement. The Client remains solely responsible for employment decisions and for fulfilling its own legal obligations under the FCRA and similar laws, including but not limited to issuing any required pre-adverse and adverse action notices, unless otherwise expressly stated in writing.

PST acts solely as a third-party investigator or consumer reporting agency and does not render legal opinions, make employment recommendations, or determine whether adverse or pre-adverse action is appropriate under the Fair Credit Reporting Act or any other employment law. Except where expressly stated in writing, PST's services do not include management of adverse action processes. All

employment decisions and related legal compliance obligations remain the sole responsibility of the Client.

15. ENTIRE AGREEMENT AND AMENDMENTS

This Agreement and any attachments or addenda constitute the entire understanding between the parties with respect to the subject matter herein. It supersedes all prior and contemporaneous agreements, proposals, or understandings, whether oral or written, regarding its subject matter.

Any amendment or modification to this Agreement must be in writing and signed or formally accepted by authorized representatives of both parties.

16. ELECTRONIC EXECUTION

This Agreement may be executed electronically and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed valid and binding to the fullest extent permitted by law.


17. SURVIVAL

The expiration or termination of this Agreement, for any reason, shall not affect: (a) any obligations of the parties that have accrued prior to such expiration or termination (including payment obligations for services already performed), or (b) the continuing effectiveness of any provision of this Agreement that by its nature is intended to survive.

Without limiting the foregoing, the parties agree that the following provisions shall survive expiration or termination of this Agreement and any Statement of Work: Section 5 (Payment), Section 7 (Mutual Indemnification and Hold Harmless), Section 8 (Limitation of Liability), Section 9 (Confidentiality), Section 10 (Public Records / Disclosure Requests), Section 11 (Ownership of Work Product), Section 13 (Governing Law), Section 14 (Compliance with Employment Laws), together with any other provisions which, by their nature, are intended to survive.

18. SIGNATURES

PUBLIC SAFETY TESTING, INC.

By:  _____
Print Name: Jon F. Walters, Jr.
Title: President
Date: ____ January 26, 2026 _____

CLIENT PUBLIC AGENCY

Agency Name: Eatonville Police Department _____
By: _____
Print Name: _____
Title: _____
Date: _____

Invoicing:

The Contractor will invoice the Client either by U.S. Postal Service mail or electronically via email. If electronic invoicing is preferred, the Client should provide the email address to which invoices should be delivered.

Subscriber's Contact for Billing

(Please complete if different from the contact information above)

Contact: _____ Address: _____
Title: _____ City/State/Zip: _____
Agency: _____ Telephone: _____
Email: _____

ATTACHMENT A

BASIC PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

SCOPE OF WORK

1. PST discusses the department's scope of work, essential attributes to screen for, etc.
2. The candidate completes the Personal History Statement, notarizes signatures, completes the necessary waiver and notification forms, and submits them to PST. PST reviews information provided, PHS, etc.
3. PST conducts records/data checks
 - Public Records Check¹
 - WA Criminal history conviction information
 - Pending convictions and/or outstanding warrants
 - Federal Court Check
 - Sex Offender Registration
 - Credit Check/Prior Address History
 - SSN Verification
 - Department of Licensing Records (driver's license) (may be submitted by candidate)
4. Personal History Questionnaire (PHQ) completed by the applicant online.
5. A comprehensive in-person one-on-one candidate interview. If agreed with the client, the interview may be conducted via videoconferencing.
6. For entry-level candidates, telephone interviews with significant references (approx. 6-12 telephonic interviews). May conduct in-person or on-site interviews as requested by the client agency. Second-tier references may also be contacted as necessary.
 - For management/executive and lateral candidates, on-site visits will be conducted. They will visit current/past agencies and meet with coworkers, supervisors, subordinates, government officials, citizens, and community leaders.
7. Summary Report to the Client
 - Summary of interviews
 - Findings
 - Records check reports
 - Personal History Statement
 - Personal History Questionnaire Report
 - Documents, Certificates
8. PST meets with Client staff – debrief (optional)

CONSIDERATIONS

- The Client will notify PST of any issues or areas they may want to examine closely on any candidate.
- The Client is aware that the Fair Credit Reporting Act (FCRA) applies to background checks conducted by third-party investigators. The Client must provide a copy of the background check report to a candidate before taking an adverse employment decision based on the

reports/records. As a third-party investigator, PST is prohibited from reporting certain adverse information more than seven (7) years old (for positions with an annual salary under \$75,000).

- PST is a licensed Private Investigative Agency in the State of Washington.
- PST will contact the Client at any point during a candidate's background investigation when potentially disqualifying information is obtained. The Client will advise PST on how to proceed at that point.
- The Client will provide PST with any relevant information on each candidate, such as a copy of the Client's employment application completed by the candidate, waivers, special requests, etc.
- PST personnel have extensive investigation and/or law enforcement investigative experience. PST investigators are WA-licensed, unarmed Private Investigators.

ATTACHMENT B

PROFESSIONAL FEES

B. FEES FOR BACKGROUND INVESTIGATIONS AND RELATED WORK:

B.1 Background Investigation and Reporting

- a. Records/data checks \$168 per candidate. Records/data checks for candidates that reside or have resided outside of the State of Washington may be higher, depending on the State.
- b. Education Verification report - \$47
- c. Investigative, interviews, administrative, and follow-up work at the following rates:

PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS	2026
Entry-level Candidates*	\$84/hour
Lateral/Certified Entry LE/Corrections Candidates*	\$90/hour
Mid-Manager*	\$111/hour
Executive-level Candidates	\$131/hour
<i>*Expedited Pre-employment Background Request (excluding Executive-level background requests)</i>	20% increase

B.1.1. Under the Fair Credit Reporting Act, candidates are entitled to dispute any item's completeness or accuracy in their file. If this occurs, the Contractor will conduct a reasonable reinvestigation at no charge to the Client if the Contractor initially reported the disputed information.

B. 2 Additional Services

ADDITIONAL SERVICES	2026 Per Candidate
EyeDetect Pre-Employment Lie Detection Test	\$290
Polygraph Examination	\$440
Polygraph Examination Re-Test Following a Pre-Employment Failed Examination	\$440
Out-of-State Polygraph Requests	<i>An additional 25% fee on PST's cost to the agency</i>

EyeDetect Pre-Employment Lie Detection Test. EyeDetect Tests are generally conducted at the Contractor's office(s). Additional fees may be added.

Polygraph Examination. Polygraph Examinations are generally conducted at the Examiner's Office(s). Additional fees may be added.

B.3 Travel Expenses:

Actual costs of travel, meals, lodging, parking, tolls, and other related expenses are additional. Mileage will be charged at the applicable federal standard mileage rate. A 4% surcharge is added to these expenses to cover administrative fees. Out-of-state travel requires written Client pre-approval.

B.4 Billing and Payment

This Section B.4 applies solely to the fees and services described in this Attachment B and is subject to the Payment provisions set forth in Part 2, Section 5 of the Agreement. The Contractor will invoice the Client following completion of the described services on behalf of the Contractor or an independent service provider.

B.4.1 Direct Deposit (ACH Enrollment). Clients are encouraged to enroll in direct deposit (ACH) for their payments. There will be no additional fee for direct deposit payments (ACH enrollment).

B.4.2 Credit Card. A three percent (3%) fee will be added to each credit card payment. Such a fee aims to cover the Contractor's credit card processing fees.