

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

NOTICE OF CONTRACT

1. DATE: October 16, 2023
2. COMMODITY NAME: Pre-Employment Polygraph Services
3. CONTRACT NUMBER: 24-24mrc
4. SUPERCEDES: 30-18emc
5. CONTRACT PERIOD: Date of Award through June 3, 2024.
6. RENEWAL OPTIONS: Two (2) one year renewals, two (2) renewals remaining
7. CONSULTANT:
NORTHERN VIRGINIA PRE-EMPLOYMENT &
POLYGRAPH SRVCS FCG&PS VN: 653166
(Contact person: Brennan Debow)
7885 Coppermine Drive
Manassas, VA, 20109
PH 571-265-9616
E-mail : polygraphnvp@gmail.com
8. TERMS: Net 30 days
9. FOR FURTHER INFORMATION CONTACT: Megan Roberts
Procurement Officer III
megan.roberts@fauquiercounty.gov
540-422-8348

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Firm use.
3. Inspection of services performed and approval of Contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Renewals: As stated on the face of this notice, there are four (4) additional one (1) year renewals on this contract. No renewals remain.

6. Pricing Schedule:

<u>DESCRIPTION OF SERVICE</u>	<u>PRICE PER EXAMINATION</u>
Pre-Employment Polygraph Examination at Contractor’s facility	\$ <u>229.94</u> ea
Criminal Examination at an agreed facility	\$ <u>401.06</u> ea
Cancellation/No Show, if any, for less than 24 Hour Notice Given to Contractor.	\$ <u>106.95</u> ea
Address of Contractor’s Pre-Employment Examination Facility:	