FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENTDIVISION 320 Hospital Drive, Suite 23 Warrenton, Virginia 20186 Phone: (540) 422-8348

NOTICE OF CONTRACT AWARD

1. DATE: January 25, 2024

2. COMMODITY NAME: Pre-Employment and Polygraph Services

3. CONTRACT NUMBER: 57-24mrc (Loudoun County rider # 412783)

4. CONTRACT PERIOD: January 24, 2024 through August 31, 2024.

With the option to renew for two (2), one-year terms.

5. CONTRACTOR(s):

Vendor # 647787 Smith & Associates

10875 Main Street, Suite 111

Fairfax, VA 22030

PH: 434-209-2158 (cell) PH: 703-618-2400 (office)

Cristanne Potter

cnpotterpolygraph@gmail.com

6. TERMS: Net 45 days

7. DELIVERY: As Scheduled

8. FOR FURTHER INFORMATION CONTACT: Megan Roberts

Procurement Officer III PH (540) 422-8348

megan.roberts@fauquiercounty.gov

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 & Contractor use.
- 3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
- 4. Any complaint as to quality of goods or 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. See below Price List for Smith and Associates:

3.0 COMPENSATION

<u>Description</u>	Unit Cost
Pre-Employment Polygraph Test	\$225
Investigative Polygraph Test	\$250
No Show Fee (not assessed if 24 hours prior cancellation provided)	\$100
Non-Reportable Examination Fee:	\$100