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Header 03

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General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 855530

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0613

Vendor ID: VS0000022647

SO Doc ID: VNF2100000020

Legal Name: MAXIM HEALTHCARE STAFFING SERVICES INC

Published Date: 3/17/21

Alias/DBA:

Close Date: 3/25/21

Total Bid: \$9,606,400.00

Close Time: 13:30

Response Date: 03/25/2021

Status: Closed

Response Time: 12:50

Solicitation Description: Addendum No. 1
Direct Care Nursing Staffing Services

Responded By User ID: Maxim Staffing

Total of Header Attachments: 3

First Name: Drew

Total of All Attachments: 3

Last Name: Moore

Email: charlestonwvstaffing@maxi

Phone: 681-313-2900

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Registered Nurse weekday rate				1310400.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Registered Nurse weekend rate				540000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	LPN weekday rate				3168000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	LPN weekend rate				1368000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	CNA weekday rate				2300000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	CNA weekend rate				920000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached



MAXIM HEALTHCARE STAFFING

Proposal to West Virginia VA Nursing Home for Direct Care Nursing Staffing Services

CRFQ 0613 VNF2100000020

Due by: March 25, 2021 at 1:30 PM ET



Submitted by:

Drew Moore
Business Development Manager
900 Virginia Street East, Ste. 500
Charleston, WV 25301
Phone: 681-313-2900
Email: anmoore@maxhealth.com
www.maximhealthcareservices.com

Submitted to:

David H Pauline
Phone: 304-558-0067
Email: david.h.pauline@wv.gov

BACKGROUND AND EXPERIENCE

West Virginia Veterans Nursing Facility (WVNF) will benefit from working with Maxim Healthcare Staffing Services, Inc. (Maxim) as your strategic partner fulfilling your direct care nurse staff needs as outlined in the RFP. Since our establishment in 1988, Maxim has been providing staffing solutions to the nation’s top hospitals, medical facilities, managed care organizations, school systems, and other healthcare-related organizations by providing contract, temp-to-perm, per diem, and direct hire personnel. As a national provider of healthcare services, we know that our core responsibility is the patient, customer and caregiver experience.

To address the needs of our federal, state and local clients, Maxim has an established Government Services Division comprised of dedicated operational, business development, delivery and administrative professionals. As one of our largest federal clients, Maxim provides staffing across the board to VAMCs and state run veterans homes across the nation. Maxim has the experience and expertise required to staff VA programs and facilities like the WVNF with all professional categories. Furthermore, we are keenly aware of the high standards required of the staff at long-term care facilities with permanent and temporary caregivers. ***The WVNF will see a quick response time for staff requested as well as availability of qualified staff who meet your criteria, by partnering with Maxim to staff your facility.***

Although we have a national presence, we have a strong local presence in communities across West Virginia, where our patient populations reside, so that we can provide clients with caregivers who have a deep understanding of their cultural and living environments. When required, we leverage the experience and expertise of our travel recruitment department to bring the right candidates from all across the nation, to serve regions that face a shortage of qualified staff. The WVNF can rest assured that you will receive candidates that fit your requirements and criteria.

We recognize many challenges that a publically funded facility like the WVNF may be facing on the front lines of healthcare delivery, while providing healthcare services to Veterans along the continuum of care spectrum. Maxim understands the fiscal, administrative and programmatic challenges of recruiting and onboarding caregivers.

To streamline temporary caregivers’ onboarding and to help you provide seamless healthcare services to your patients, Maxim will recruit, conduct background checks, ensure federal and state licensure and provide professional training to our employees so that they can hit the ground running from their first day at the WVNF facility.

Maxim and State Run VA Homes

Maxim’s past performance demonstrates our capabilities to recruit, screen, and assign qualified and experienced healthcare and social work staff at Federal agencies across the country. Maxim is actively providing services at the following state run VA homes.

Michigan	Illinois	Nebraska
New York	South Carolina	New Hampshire
Nevada	Indiana	Florida
Rhode Island	Virginia	Vermont

THE MAXIM ADVANTAGE

Maxim's competitive advantage is our knowledge and experience providing similar services at several state VA Homes across the country. Maxim's partnerships with such facilities proves we have a unique insight to the specific type of candidate it will take to care for the veterans of West Virginia while providing solutions to the current challenges simultaneously.

For the WVVNF to continue providing high quality professional long-term care to the elderly and disabled veterans, and their families, Maxim will provide competent temporary nursing staff who will care for them with compassion and dignity. For the WVVNF to focus on your mission and vision of caring for our Veterans, Maxim will provide the following services:

- Manage the administrative duties of employment, including recruiting and managing payroll for staff;
- Ensure validity of employees' licensure and certifications.

The WVVNF will receive the highest quality of nurses and program management by working with Maxim. Our involvement with 350 long-term care facilities and 290 VA facilities across the country means we keenly understand the requirements of a healthcare professional and nature of services needed by the WVVNF. As an organization that employs veterans, we honor those who served our nation and respond to their care treatment with the respect they deserve.

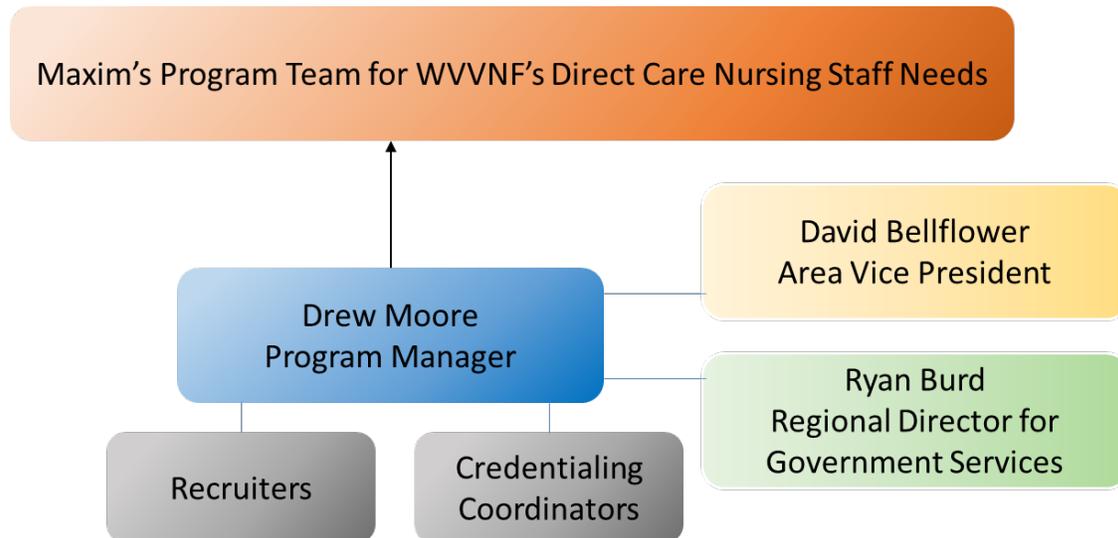
The WVVNF's staffing needs will always be a priority. We will treat your needs with the highest level of urgency, irrespective of our workload. To ensure that WVVNF's needs are met, Maxim has an established constant sourcing and recruitment strategy in place. For the WVVNF's temporary nursing services program, our Charleston, WV office will work with you to understand your specific needs and challenges so that we can present a pool of professionals that will fit your criteria.

Our presence in the state affords the WVVNF benefit of a pool of candidates. With nine (9) recruiters and five (5) operations personnel based in out of our offices in Charleston and Morgantown, Maxim has the local presence to source and hire the right nursing professional to serve the WVVNF veterans. Our local personnel are supported by over 900 national, travel and Government Services recruiters across the nation, backed up by operations and administrative personnel at our headquarters in Columbia MD.

Maxim will provide the WVVNF candidates who will not only fit your operational and background criteria, but will also understand the cultural nuances and emotional needs of the WVVNF's veteran patient population. The following narrative details Maxim's programmatic offering.

PROGRAM MANAGEMENT

The strategic benefit of partnering with a large national organization that has a strong local presence is working with a dedicated program team. Maxim's program team for the WVNF comprises of professionals who have been serving Maxim's government clients across the nation and have a deep understanding of the local markets in which they work. The WVNF's program team is set up to provide regional and national support to our Charleston, WV, WVNF management personnel.



With experience building relationships and serving clients across state lines, Area Vice President, David Bellflower and Regional Director for Government Services, Ryan Burd, bring knowledge of local talent markets; local, state and federal regulations; as well as program development and execution to assist our Program Manager to WVNF.

WVNF's account will be serviced from our local or regional office in Charleston, led by our assigned Program Manager, Mr. Drew Moore. He will oversee a Program Management team comprised of recruiters, credentialing specialists, billing/administrative staff, hiring coordinators, internal clinical supervisors and other applicable support staff. WVNF will have access to our Program Management team on a **24/7 basis**, including holidays, throughout the term of the contract. Mr. Drew Moore, Program Manager and his designated back-up will be directly responsible for managing our response to your needs and address any service questions WVNF may have regarding this project. Although we operate during normal business hours, we will have a designated on-call Program Management Team member **available after hours to speak with you live**, and resolve any service issues. Additionally, this office can further be supported by **over 100 Maxim offices** and corporate headquarters, which include a range of internal resources from recruiters, hiring specialists and administrative personnel, to clinical and compliance managers, and senior management.

Designated **back up personnel** will be trained to understand the policies, procedures and deliverables associated with our obligations under this contract; and will be empowered to act on Maxim's behalf to resolve any issues. Our team will also be in regular communication with WVNF management to ensure customer satisfaction and work in partnership to continuously improve the staffing program. Customized reports can be provided as part of these services.

Any caregivers or healthcare professionals we assign to WVVNF facilities will undergo periodic training and performance monitoring from both a clinical and operations perspective. Based on our agreements with customers, we may conduct periodic on-site visits to conduct regular and impromptu inspections. We will also seek regular scheduled feedback from WVVNF management to confirm we are providing services to the quality level expectations set in the contract deliverables.

During the lifetime of a contract Maxim's WVVNF Program Management Team will be responsible for:

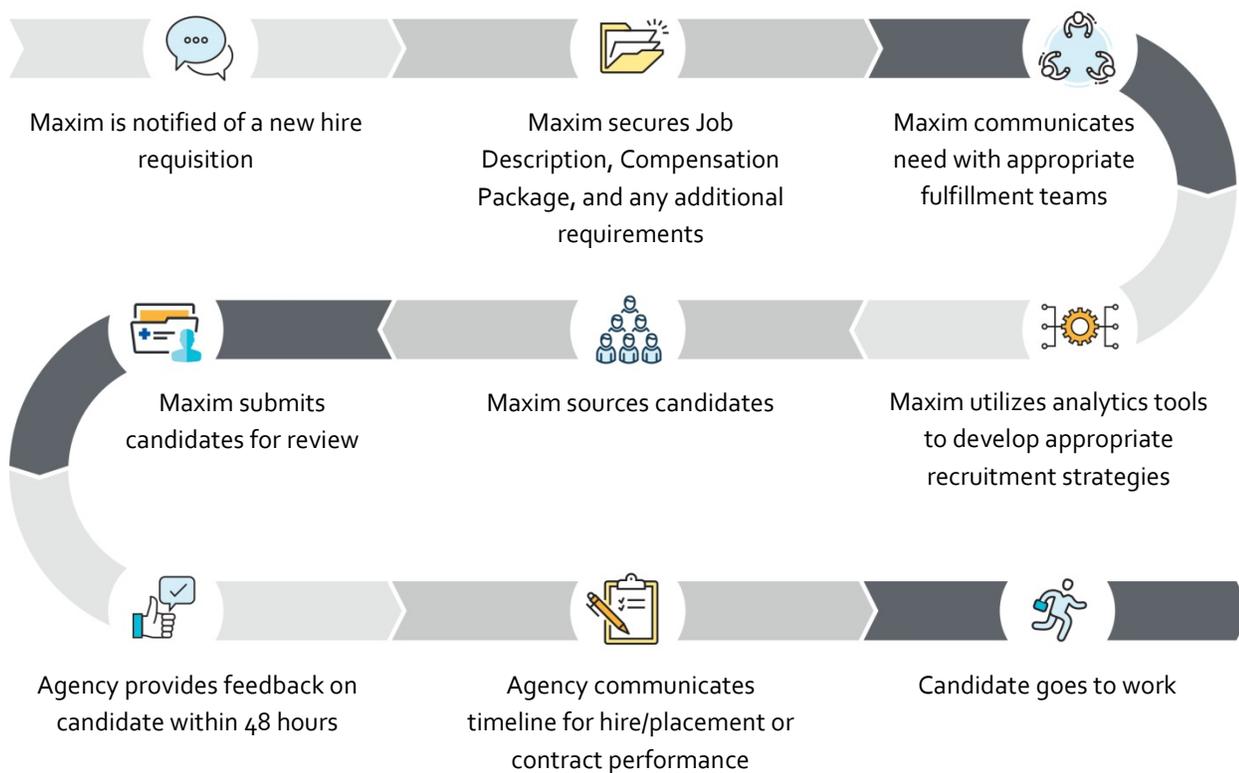
- ▶ Providing leadership, direction and resources for all implementation, transition, and contract tasks
- ▶ Coordinating resources between Maxim's Program Management Office, local office network, and Headquarters
- ▶ Ensuring program and contract performance as well as compliance with all agreed-upon schedules, budgets, and deliverables
- ▶ Monitoring contract performance
- ▶ Meeting accountability/performance measures for WVVNF Direct Care Nurse Staffing program.

RECRUITMENT AND SCREENING

The following section outlines Maxim's complete process for its provider recruitment program. Our process aligns with the WVVNF's expectations for provider evaluation, and placement. Maxim maintains all candidate documentation – background checks, medical checks as well as clean and current licensure and certification – to be presented to the WVVNF. During the course of providing services to the WVVNF, Maxim will monitor the validity of an employee's licensure and certification and make sure that they are renewed as required.

All nurses – RNs, LPNs, and CNAs – provided by Maxim are our employees and as such we will oversee all the administrative duties of maintaining their employment while they serve the patients at WVVNF.

Note that included in this process is an analysis and assessment of the practice opportunity. If required, Maxim will source nursing talent from other NLC states.



Sourcing – The first step in the sourcing process begins with a thorough evaluation of cultural requirements for a best-fit candidate. Based on the type of candidate we are looking for based on the best-fit profile, Maxim recruiters have access to vast database of existing and available candidates to draw from. First, our team will search for available candidates in our existing database. If this is not sufficient, our recruiters look at sources, job boards, career colleges, or other related sources of candidates that the best fit candidates did come from. Our team then works through those sources to identify the best possible pool of candidates for our clients.

Screening Process – The screening process includes a phone interview and assignment specific screening. The table provides an overview of our screening process.

Screening	Source
General Screening	<ul style="list-style-type: none"> ◆ Completed Application/Interview ◆ Professional Reference Check
Professional Screening	<ul style="list-style-type: none"> ◆ Licensure/Certifications and Professional Credentialing ◆ Competency and Skills Test
Background Investigation	<ul style="list-style-type: none"> ◆ Global Employee Search in Maxim’s ATS ◆ License Verification ◆ National Practitioner’s Databank ◆ Finger Print Checks (as required)
Criminal Background Check	<ul style="list-style-type: none"> ◆ County and State Criminal Background Report
Exclusion Screening	<ul style="list-style-type: none"> ◆ OIG/LEIE GSA/EPLS

Screening	Source
	<ul style="list-style-type: none"> ◆ National Sex Offender Public Registry (NSOPR)
State Exclusion Search	<ul style="list-style-type: none"> ◆ West Virginia Department for Medicaid Services Exclusion Search ◆ West Virginia Clearance for Access: Registry and Employment Screening (WV CARES)
Medical Screening	<ul style="list-style-type: none"> ◆ Medical history and immunization records ◆ Two-Step TB Screening Process ◆ Any lab work as recommended by the physician

Orienting – We have a general orientation process that includes all aspects of professional expectations, call off policies, and many other related topics. The orientation re-iterates the expectations laid out in the screening process, and also tips and past profiles of successful nurses. Lastly, our team conducts a phone call on the day prior to start to ensure the aide has all of the first day info needed so that they are set up for success from the beginning.

If required, Maxim will facilitate any WVVNF required orientation and training.

Servicing – Our job does not end once we make a placement. We remain engaged with our employees throughout the assignment, checking in to make certain they are satisfied with their assignment and to address and correct any issues in real time. We also take this time to determine the employee’s interest in further assignments to help encourage retention. We will also contact the WVVNF to verify that the assignment is going smoothly and help plan for any upcoming personnel scheduling needs.

MANDATORY REQUIRMENTS

Maxim’s Registered Nurses (RNs), Licensed Practical Nurses (LPNs) and Certified Nursing Assistants (CNAs) will conform to the workplace requirements of the WVVNF while working under the supervision of the facility personnel. In addition to performing tasks as required by their title – RN, LPN and CNA, Maxim’s nurses will meet the following criteria:

- ▶ All nurses will have at least one year of work experience. They will have working knowledge of the concepts of mental health disorders and related physical conditions and related treatment approach.
- ▶ Maxim’s nurses will work under the supervision of the designated facility personnel.
- ▶ RNs will participate in Treatment Team Meetings to develop Individualized Treatment Plans, direct consultations, and receive and give recommendations to and from other disciplines to maximize care of the residents as requested.
- ▶ Record patient information in the PointClickCare EMR per the facility’s policies and procedures.
- ▶ Will be available to work 12 hour shifts and adhere to the OT guidelines set by the facility
- ▶ Adhere to Maxim’s as well as the WVVNF’s strict HIPAA policies when communicating about the patient with their families, advocates and interested parties.

PRICING

Maxim’s proposed pricing is an all-inclusive hourly rate that encompasses costs associated with employing and staffing the most experienced and competent medical professionals in the industry, as well as providing WVNF with exceptional customer service at both the local and corporate levels. **To source and retain experienced nurses as well as ensure continuity of care for the WVNF patients, Maxim’s proposed hourly rate incorporates the following:**

- ▶ Professional Development training sessions/programs
- ▶ Employees’ annual salaries, including paying local, state, and federal taxes.
- ▶ Employees’ healthcare benefits (medical, dental, vision, and life insurance).
- ▶ Customized reporting and invoicing
- ▶ Recruiting, screening, and credentialing process (criminal background check, fingerprinting, TB test, physical, and drug testing, if applicable).
- ▶ Around-the-clock, 24/7/365 coverage and availability

To sustain our competitive edge, Maxim’s program team maintains a strong understanding of prevalent local labor markets as well as their wage rates that guarantee successful sourcing and hiring of the right candidates.

Maxim understands that in order to provide high quality and dedicated services to WVNF, we must employ the most experienced professionals in the healthcare industry, and that we must treat our employees with the utmost respect and compensate them appropriately. We provide our employees with competitive wages based on the local marketplace’s living wage standards and the national Consumer Price Index (CPI).

We also cover our employees’ general and professional liability, malpractice, and unemployment insurance, as well as pay all local, state, and federal taxes. For full-time employees (those working more than 30 hours per week) Maxim also offers an aggressive benefits package that includes medical, dental, vision, and life insurance. Maxim prides itself on delivering exceptional, cost –efficient healthcare services. Our proposed pricing reflects Maxim’s commitment to upholding quality while simultaneously remaining competitive in the healthcare marketplace.

**Maxim’s pricing is all inclusive; therefore, there are no extra costs for training, consultation, materials, equipment, travel, subcontracts, program management overhead other than salaries, etc.*



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Service - Prof

Proc Folder: 855530			Reason for Modification:
Doc Description: Direct Care Nursing Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-03-11	2021-03-25 13:30	CRFQ 0613 VNF2100000020	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name : Maxim Healthcare Staffing Services, Inc.

Address :

Street : 7227 Lee Deforest Drive

City : Columbia

State : Maryland

Country : U.S.A.

Zip : 21046

Principal Contact : Drew Moore, Business Development Manager

Vendor Contact Phone: anmoore@maxhealth.com

Extension:

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Alex M Prior

Vendor Signature X Alexander Prior, Regional Controller **FEIN#** 83-3043570

DATE March 24, 2021

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The State of West Virginia Purchasing Division, is soliciting bids for the West Virginia Veterans Nursing Facility in Clarksburg, WV to establish an open-end contract for Direct Care Nursing Staffing Services for the West Virginia Veterans Nursing Facility located at 1 Freedom Way, Clarksburg, WV 26301, per the attached documentation.

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Registered Nurse weekday rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Registered Nurse weekend rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	LPN weekday rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	LPN weekend rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	CNA weekday rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	CNA weekend rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due 2:00 pm EST	2021-03-16

	Document Phase	Document Description	Page
VNF210000020	Final	Direct Care Nursing Staffing Services	5

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Department of Administration
 Purchasing Division
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 Post Office Box 50130
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State of West Virginia
 Centralized Request for Quote
 Service - Prof

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Date Issued	Solicitation Closes	Solicitation No	Version
2021-03-17	2021-03-25 13:30	CRFQ 0613 VNF2100000020	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name : Maxim Healthcare Staffing Services, Inc.

Address :

Street : 7227 Lee Deforest Drive,

City : Columbia

State : Maryland **Country :** U.S.A. **Zip :** 21046

Principal Contact : Drew Moore, Business Development Manager

Vendor Contact Phone: anmoore@maxhealth.com **Extension:**

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Alex M Prior

Vendor Signature X Alexander Prior, Regional Controller **FEIN#** 83-3043570 **DATE** March 24, 2021

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 1

1. To respond to vendor questions that are attached.
2. Bid opening remains on 3/25/2021 at 1:30 pm EST.

No other changes.

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY CLARKSBURG WV 26301 US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY CLARKSBURG WV 26301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Registered Nurse weekday rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY CLARKSBURG WV 26301 US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY CLARKSBURG WV 26301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Registered Nurse weekend rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	LPN weekday rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	LPN weekend rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	CNA weekday rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	CNA weekend rate				

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
See Attached

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due 2:00 pm EST	2021-03-16

	Document Phase	Document Description	Page
VNF210000020	Final	Addendum No. 1 <input type="checkbox"/> Direct Care Nursing Staffing Services	5

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

REQUEST FOR QUOTATION - CRFQ VNF21*20
Direct Care Staffing Services

10. MISCELLANEOUS:

- 10.1 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract Manager and his or her contact information below:

Contract Manager: _____

Phone Number: Office: _____

Cell: _____

Fax: _____

Email Address: _____

Exhibit A - CRFQ VNF21*20

Direct Care Nursing Staffing Pricing Page

Item No.	Description Of Services	Estimated Hours Per Contract Year	Hourly Rate/ Unit Price	Extended Total
	Base Year One			
	Registered Nurse Shifts - Base Year One			
1	Weekday Rate	7,800	\$ 42.00	\$ 327,600.00
2	Weekend Rate	3,000	\$ 45.00	\$ 135,000.00
	Licensed Practical Nurse Shifts - Base Year One			
4	Weekday Rate	22,000	\$ 36.00	\$ 792,000.00
5	Weekend Rate	9,000	\$ 38.00	\$ 342,000.00
	Certified Nursing Assistant Shifts - Base Year One			
7	Weekday Rate	25,000	\$ 23.00	\$ 575,000.00
8	Weekend Rate	10,000	\$ 23.00	\$ 230,000.00
	Renewal Year One			
	Registered Nurse Shifts - Renewal Year One			
10	Weekday Rate	7,800	\$ 42.00	\$ 327,600.00
11	Weekend Rate	3,000	\$ 45.00	\$ 135,000.00
	Licensed Practical Nurse Shifts - Renewal Year One			
13	Weekday Rate	22,000	\$ 36.00	\$ 792,000.00
14	Weekend Rate	9,000	\$ 38.00	\$ 342,000.00
	Certified Nursing Assistant Shifts - Base Year One			
16	Weekday Rate	25,000	\$ 23.00	\$ 575,000.00
17	Weekend Rate	10,000	\$ 23.00	\$ 230,000.00
	Renewal Year Two			
	Registered Nurse Shifts - Renewal Year Two			
19	Weekday Rate	7,800	\$ 42.00	\$ 327,600.00
20	Weekend Rate	3,000	\$ 45.00	\$ 135,000.00
	Licensed Practical Nurse Shifts - Renewal Year Two			
22	Weekday Rate	22,000	\$ 36.00	\$ 792,000.00
23	Weekend Rate	9,000	\$ 38.00	\$ 342,000.00
	Certified Nursing Assistant Shifts - Renewal Year Two			
25	Weekday Rate	25,000	\$ 23.00	\$ 575,000.00
26	Weekend Rate	10,000	\$ 23.00	\$ 230,000.00

Continued on Next Page

	Renewal Year Three			
	Registered Nurse Shifts - Renewal Year Three			
28	Weekday Rate	7,800	\$ 42.00	\$ 327,600.00
29	Weekend Rate	3,000	\$ 45.00	\$ 135,000.00
	Licensed Practical Nurse Shifts - Renewal Year Three			
31	Weekday Rate	22,000	\$ 36.00	\$ 792,000.00
32	Weekend Rate	9,000	\$ 38.00	\$ 342,000.00
	Certified Nursing Assistant Shifts - Renewal Year Three			
34	Weekday Rate	25,000	\$ 23.00	\$ 575,000.00
35	Weekend Rate	10,000	\$ 23.00	\$ 230,000.00
			Grand Total	\$ 9,606,400.00

Vendor Information	
Printed Name	
Title	Regional Controller
Signature <i>Alex M Prior</i>	
Phone	Office: 410-910-1500
Fax	
Email	

Company: Maxim Healthcare Staffing Services, Inc.

Cell Phone:

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: _____

Authorized Signature: Alex M Prior Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.



AFFIX SEAL HERE



NOTARY PUBLIC _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ VNF210000020

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Name, Title)

(Printed Name and Title)

(Address)

(Phone Number) / (Fax Number)

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

(Company)

(Authorized Signature) (Representative Name, Title)

(Printed Name and Title of Authorized Representative)

(Date)

(Phone Number) (Fax Number)