



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

[List View](#)

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1397508

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0618

Vendor ID: VC0000103716

SO Doc ID: BVH2400000002

Legal Name: SHARESTAFF LLC

Published Date: 3/26/24

Alias/DBA:

Close Date: 4/4/24

Total Bid: \$0.00

Close Time: 13:30

Response Date: 04/02/2024

Status: Closed

Response Time: 13:19

Solicitation Description: Open End Purchase For Contract Temporary RN, LPN, HSA

Responded By User ID: SSHEALTHCARE

Total of Header Attachments: 1

First Name: Claudia

Total of All Attachments: 1

Last Name: Reynoso

Email: Claudia@sharestaff.net

Phone: 2092272000



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

State of West Virginia
Solicitation Response

Proc Folder: 1397508
Solicitation Description: Open End Purchase For Contract Temporary RN, LPN, HSA
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-04-04 13:30	SR 0618 ESR04022400000005717	1

VENDOR
VC0000103716
SHARESTAFF LLC

Solicitation Number: CRFQ 0618 BVH2400000002
Total Bid: 0
Response Date: 2024-04-02
Response Time: 13:19:09
Comments:

FOR INFORMATION CONTACT THE BUYER
David H Pauline
304-558-0067
david.h.pauline@wv.gov

Vendor		
Signature X	FEIN#	DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Nursing Services RN, LPN, HSA	0.00000	HOOR	87394.640000	0.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: This Bid responds to Solicitation CRFQ-0618-BVH2400000002, Open End Purchase for Contract Temporary RN, LPN, HSA, WV Veterans Home, Barboursville, WV. I note this because the Solicitation Response above indicates SR-618-ESR0422400000005717 which does not match the portal information.

Extended Description:
 Please refer to Exhibit "A" Pricing Page to input pricing.
 Contract Nursing Services RN, LPN, HSA



State of West Virginia, Dept of Admin Purchasing Div

April 3, 2024

Attn: David Pauline, Buyer

CRFQ-0618-BVH2400000002-1

ShareSTAFF LLC is respectfully submitting interest in providing *Contract Temporary RN, LPN, and CNA, nursing services for the Div of Veterans Affairs, Barboursville WV Nursing Home.*

ShareSTAFF is a Women Owned, Minority Owned Small Business that has successfully served diverse businesses and governmental agencies, spanning federal and statewide contracts including Veterans Affairs medical centers, statewide health facilities, and Indian Health Service Units.

We have read and understand the requirements for the personnel, the scope of services, and our responsibilities if awarded the contract. Please find attached our response to Solicitation CRFQ-0618-BVH2400000002 with our rate proposals, Capabilities Statement, and evidence of recent experiences.

We strongly feel that we can meet all your temporary nursing staff demands and will provide WV Veterans with exceptional healthcare services. Thank you in advance for your time and consideration. If you need anything additional, please contact me at your earliest convenience.

A handwritten signature in black ink that reads 'Johnny Martin'.

Johnny Martin

ShareSTAFF LLC
445 W Weber Ave, #222
Stockton, CA 95203
jmartin@sharestaff.net
209-227-2570



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

Proc Folder: 1397508			Reason for Modification:
Doc Description: Open End Purchase For Contract Temporary RN, LPN, HSA			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-20	2024-04-04 13:30	CRFQ 0618 BVH2400000002	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS00000103716
Vendor Name : ShareSTAFF LLC
Address : 445 W. Weber Ave, Ste 222
Street :
City : Stockton
State : CA **Country :** USA **Zip :** 95203
Principal Contact : Johnny Martin, Contracts & Compliance Mgr
Vendor Contact Phone: 209-227-2570 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Devon Dean, Founder/President

Vendor Signature X *Devon Dean* **FEIN#** 851105554 **DATE** April 4, 2024

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 Home Barboursville, WV, to establish an open-end contract for Temporary RN, LPN, HSA Employee's located 512 Water St, Barboursville WV 25504, per the attached documentation.

INVOICE TO	SHIP TO
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV US	WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Nursing Services RN, LPN, HSA	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
Please refer to Exhibit "A" Pricing Page to input pricing.

Contract Nursing Services RN, LPN, HSA

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Technical Questions Due By 11:00 am., est.	2024-03-26

	Document Phase	Document Description	Page 3
BVH2400000002	Draft	Open End Purchase For Contract Temporary RN, LPN, HSA	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening

☐ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: 03/26/2024 at 11:00 am., est.

Submit Questions to: David Pauline, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: david.h.pauline@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in wvOASIS are deemed to be electronically signed.

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in wvOASIS. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus N/A convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME: ShareSTAFF LLC
BUYER: David Pauline
SOLICITATION NO.: CRQS 0618 BVH24*02
BID OPENING DATE: 04/03/2024
BID OPENING TIME: 1330pm
FAX NUMBER:

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: 04/04/2024 1:30 pm., est.

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

☐ This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women- owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

23. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

24. ISRAEL BOYCOTT CERTIFICATION: Vendor's act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of one (1) year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☒ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

Valid WV Registered Nursing License



Valid Cardiopulmonary Resuscitation Certification



WV Licensed Practical Nurse License



The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$100,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐

☐

☐

☐

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☒ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

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.

(Printed Name and Title) Johnny Martin, Contracts & Compliance Mgr

(Address) 445 W. Weber Ave, Stockton, CA 95203

(Phone Number) / (Fax Number) 209-227-2570

(email address) govt@sharestaff.net

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

ShareSTAFF LLC

(Company) Devon Dean

(Signature of Authorized Representative)
Devon Dean, Founder/President

(Printed Name and Title of Authorized Representative) (Date)
209-204-8640

(Phone Number) (Fax Number)
govt@sharestaff.net

(Email Address)

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Veterans Home to establish an open-ended contract for Temporary Health Service Assistant (HSA) for direct care staffing.

**THIS PROCUREMENT MAY BE FUNDED IN WHOLE OR PART BY
FEDERAL FUNDS. PLEASE SEE ATTACHMENT 1: PROVISIONS FOR
FEDERALLY FUNDED PROCUREMENTS**

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 “Contract Services” means the services as outlined in these specifications to satisfy the requirements of the agency facility located at 512 Water St Barboursville, WV 25504 as noted herein.

2.2 “Pricing Pages” means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.

2.3 “Solicitation” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.4 “RN” means Registered Nurse.

2.5 “LPN” means Licensed Practical Nurse.

2.6 “Agency” means West Virginia Veterans Home.

2.7 “WVVH” means West Virginia Veterans Home located at 512 Water St., Barboursville, WV 25504

2.8 “PointClickCare” means the medical records software utilized by the Agency.

2.9 “Staffing Agency” means the prospective vendor.

2.10 “Ten-Panel Drug Screen” means a drug test for the presence of Amphetamines, barbiturates, benzodiazepines, cocaine, methadone, methaqualone, opiates, phencyclidine (PCP), and propoxyphene.

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

2.11 “WV CARES” means the West Virginia Clearance for Access: Registry & Employment Screening administered by the WV Department of Health and Human Resources to conduct background checks on all prospective direct patient access employees.

3. QUALIFICATIONS:

3.1 Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

- 3.1.1** RN(s) must hold a valid WV Registered Nurse License.
- 3.1.2** RN(s) must have a current Cardiopulmonary Resuscitation (CPR) Card.
- 3.1.3** LPN(s) must hold an unencumbered valid WV Licensed Practical Nurse License with no disciplinary actions.
- 3.1.4** LPN(s) must have a current Cardiopulmonary Resuscitation (CPR) Card.
- 3.1.5** LPN(s) must be registered with WV Cares and affiliated with the Staffing Agency.

4. MANDATORY REQUIREMENTS

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Registered Nurses (RNs)

- 4.1.1.1** RN(s) must have at least (1) year of working experience.
- 4.1.1.2** RN(s) must be licensed and in good standing with the West Virginia Board of Nursing.
- 4.1.1.3** RN(s) could oversee the work of others, as assigned.
- 4.1.1.4** RN(s) will provide for the emotional and physical comfort and safety of the residents.

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

4.1.1.5 The nursing station must remain staffed aside from breaks and lunches. Rounds throughout the facility are not done but some travel throughout the facility may be required.

4.1.1.6 RN(s) must record all work in resident charts and in PointClickCare.

4.1.1.7 RN(s) must ensure documentation into residents' electronic medical records or paper charts are entered in a timely manner per the policies, procedures, and common practices of the facility. Proper methods of documentation will be discussed in greater detail during the facility orientation.

4.1.1.8 RN(s) must administer medications as prescribed by treating Physician(s).

4.1.1.9 RN(s) must oversee all medical related emergencies.

4.1.1.10 RN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the State and Federal Confidentiality Laws, and the HIPAA Regulations.

4.1.1.11 RN(s) must adhere to the mandatory overtime policy and guidelines set by the facility.

4.1.1.12 If an RN is sent in to replace an LPN or a CNA, they must be billed and paid LPN or CNA wages for that shift.

4.1.2 Licensed Practical Nurses (LPNs)

4.1.2.1 LPN(s) must be licensed and in good standing with the West Virginia Board of Nursing.

4.1.2.2 LPN(s) must assist professional nursing and medical staff in providing care to residents, including medical treatments, administering medications, injections, and assisting in care planning and recording.

4.1.2.3 LPN(s) must screen residents and record medical information; assist physician and registered nurse in examinations and treatments; set up and clean examination areas; give injections

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

and immunizations; instruct residents in the use of medications and possible side effects.

4.1.2.4 LPN(s) will provide for the emotional and physical comfort and safety of the residents.

4.1.2.5 The nursing station must remain staffed aside from breaks and lunches. Rounds throughout the facility are not done but some travel throughout the facility may be required.

4.1.2.6 LPN(s) must ensure documentation into resident's electronic medical records or paper chart are entered in a timely manner per the policies, procedures, and common practices of the facility. Proper methods of documentation will be discussed in greater detail during the facility orientation.

4.1.2.7 LPN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the State and Federal Confidentiality Laws, and the HIPAA Regulations.

4.1.2.8 LPN(s) must adhere to the mandatory overtime policy and guidelines set by the facility.

4.1.2.9 If an LPN is sent to replace a CNA they must be billed and paid CNA wages for that shift.

4.1.2.10 LPN(s) must record all work in resident charts and in PointClickCare.

4.1.3 Certified Nursing Assistant/Health Service Assistant

4.1.3.1 CNA/HSA must have current certification or registration as a Nursing Assistant or Nurse Aide.

4.2 Staffing Requirements

4.2.1 The successful vendor must provide healthcare staffing as requested by the facility to be compatible with weekdays, weekends, and holidays (Holidays include New Years' Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day.)

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

- 4.2.2** Successful vendor must provide hourly rates that are inclusive of all federal, state, and local withholding taxes, social security, and Medicare taxes, social security, and Medicare taxes, as well as all unemployment compensation, workers compensation, general and professional liability premiums.
- 4.2.3** Successful vendor shall provide the Facility with information on each healthcare staff member according to the state and federal standard, including applications and WV Cares background check. The information must be submitted to the Agency before the staff member reports to work and must be sent to the facility along with the following: CPR Certification, references, confidentiality agreement, and other requested documents, such as current physical examination, immunization records, negative 10-panel drug screening and licensure confirmation. No nurse providing services to the Facility under this agreement will have been investigated and substantiated by the Board of Nursing or currently subject to discharge results from an investigation by the Board of Nursing.
- 4.2.4** The Vendor will agree to provide the required number of staff needed for a shift and/or assignment for at least two (2) hours prior to the start of the shift or assignment to be worked. If a staffing agency's employee calls off, that staffing agency must fill the shift.
- 4.2.5** All temporary staffing must adhere to the policies and procedures of our facility, including attendance, tardiness, and mandatory training. The Facility will discipline staff per our policy and procedures. All disciplinary actions taken by the facility will be to the staffing agency.
- 4.2.6** Successful vendor shall ensure the following regarding the staff to be provided. This documentation is to be forwarded to the facility Director of Nursing (DON) fourteen (14) days prior to beginning employment. No staff will be allowed to begin employment until this documentation is provided and verified by the WV Veterans Home (WV VH). Checklist is provided in the attachments.
- 4.2.6.1** Has completed the required training and education for the position in which the vendor's employee has been submitted for.

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

- 4.2.6.2** The vendor's employee must possess a valid certification and/or professional license with the State of West Virginia for the position the employee is being submitted for.
- 4.2.6.3** Meet current Agency immunization requirements for purified protein derivative (PPD) and Hepatitis B Series. Upon request, vendor must provide copies of immunization results.
- 4.2.7** If the agency requests a CNA and a Registered Nurse and/or Licensed Practical Nurse is provided instead, the agency will only agree to pay CNA rate. If an LPN is requested and a Registered Nurse is provided instead, the agency will only agree to pay the LPN rate.
- 4.2.8** All agency staff are required to cooperate fully with any investigators without any delay.
- 4.2.9** WVH will pay the agency for lunch breaks.
- 4.2.10** All employee paperwork must be sent to and approved by the facility prior to an employee beginning orientation.
- 4.2.11** The awarded vendor must update all employee personal files annually and a copy sent to the facility.
- 4.2.12** Employees are to request time off personally from the facility and must speak to the RN Supervisor and also call their staffing agency two (2) hours prior to their scheduled shift.
- 4.2.13** Any schedule changes must be communicated by email or text to the Director of Nursing or his/her designee two (2) hours prior to scheduled shift.
- 4.2.14** Contracted staff must cover ALL Saturdays and Sundays each month. We do not honor any restrictions on lifting or limited hours for contracted staff.
- 4.2.15** Holidays paid include New Years' Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day. The holiday time starts at twelve (12) midnight on the evening before and ends at 23:59 on the day. The pay rate will be time and a half for said holidays.

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

- 4.2.16** The successful vendor must incorporate into the bid all-inclusive fees, any anticipated costs and travel related expenses, administrative and overhead costs.
- 4.2.17** The facility will not allow any previous employee who was dismissed for disciplinary or performance reasons by a WV State facility or office to return and work through the staffing vendor.
- 4.2.18** The vendor shall submit weekly invoices, in arrears, on a weekly basis, to the Fiscal Office at the WVVH for all services provided pursuant to the terms of the contract. For tracking purposes only, the Vendor will provide the Agency facility a weekly spreadsheet to complete hours worked. These spreadsheets are collected weekly by the Fiscal Office. The agency reserves the right to reject any or all invoices for which proper documentation has not been provided. The vendor will be notified within ten (10) working days of any invoice deficiencies.
- 4.2.19** WVVH agrees to pay overtime to the awarded Vendor for RNs, LPNs, and HSAs for hours in excess, as defined as any hours over regular forty (40) hour schedule per week, will be considered overtime. The vendor/staffing agency will be paid the additional rate listed under the overtime portion on the bid sheet. LPNs shall not exceed more than three (3) thirteen-hour shifts per week unless approved by the Director of Nursing in writing. This can be by email.
- 4.2.20** WVVH reserves the right to cancel any shift. It shall notify the Vendor of such cancellation no less than two (2) hours prior to the scheduled start of the shift.

5. CONTRACT AWARD:

- 5.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- 5.2 Pricing Pages:** Vendor should complete the Pricing Pages by entering hourly rates for each job title next to the estimated annual usage hours. In the total column the vendor should enter in the totals by calculating the hourly rate of each title to the corresponding estimated annual usage hours.

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

Finally, all totals should be combined at the bottom. The vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

The vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: david.h.pauline@wv.gov.

- 6. Performance:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay an all-inclusive hourly rate, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. The vendor shall accept payment in accordance with the payment procedure of the State of West Virginia.

8. VENDOR DEFAULT:

8.1 The following shall be considered a vendor default under this Contract.

- 8.1.1** Failure to perform Contract Services in accordance with the requirements contained herein.
- 8.1.2** Failure to comply with other specifications and requirements contained herein.
- 8.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 8.1.4** Failure to remedy deficient performance upon request.

REQUEST FOR QUOTATION – CRFQ BVH24*02
[Direct Care Staffing for Nursing Services]

8.2 The following remedies shall be available to the Agency upon default.

8.2.1 Immediate cancellation of the Contract.

8.2.2 Immediate cancellation of one or more release orders issued under this Contract.

8.2.3 Any other remedies available in law or equity.

9. MISCELLANEOUS:

9.1 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: Johnny Martin, Contracts & Compliance Mgr

Telephone Number: 209-227-2570

Fax Number: n/a

Email Address: govt@sharestaff.net

Provisions Required for Federally Funded Procurements

1. **Federal Funds:** This purchase is being funded in whole or in part with Federal Funds and is subject to the requirements established in 2 CFR § 200. Pursuant to 2 CFR § 200.317 the provisions of 2 CFR §§ 200.322 and 200.326 are expressly included in this solicitation below and incorporated into any contract resulting from this solicitation by reference.
2. **2 CFR §200.322 Procurement of recovered materials:** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
3. **§200.326 Contract provisions:** Pursuant to the requirements contained in 2 CFR §§ 200.317 and 200.326, the following provisions are included any contract resulting from this solicitation, to the extent that the provisions are applicable.
 - (A) At a minimum, the administrative, contractual, or legal remedies contained in W. Va. CSR § 148-1-5 and the applicable definitions contained in W. Va. CSR § 148-1-2 apply to any contract resulting from this solicitation in instances where contractors violate or breach contract terms for contracts for more than the simplified acquisition threshold currently set at \$150,000 (which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908).

West Virginia Code of State Rules § 148-1-5 states:

§ 148-1-5. Remedies.

5.1. The Director may require that the spending unit attempt to resolve any issues that it may have with the vendor prior to pursuing a remedy contained herein. The spending unit must document any resolution efforts and provide copies of those documents to the Purchasing Division.

5.2. Contract Cancellation.

5.2.a. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.a.1. The vendor agrees to the cancellation;

5.2.a.2. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.a.3. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.a.4. The existence of an organizational conflict of interest is identified;

5.2.a.5. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition.

5.2.a.6. Violation of any federal, state, or local law, regulation, or ordinance.

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days' notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

5.2.d. Re-Award. The Director may award the cancelled contract to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) without a subsequent solicitation if the following conditions are met:

5.2.d.1. The next lowest responsible bidder (or next highest scoring bidder if best value procurement) is able to perform at the price contained in its original bid submission, and

5.2.d.2. The contract is an open-end contract, a one-time purchase contract, or a contract for work which has not yet commenced.

Award to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) will not be an option if the vendor's failure has in any way increased or significantly changed the scope of the original contract. The vendor failing to honor contractual and legal obligations is responsible for any increase in cost the state incurs as a result of the re-award.

5.3. Non-Responsible. If the Director believes that a vendor may be non-responsible, the Director may request that a vendor or spending unit provide evidence that the vendor either does or does not have the capability to fully perform the contract requirements, and the integrity and reliability necessary to assure good faith performance. If the Director determines that the vendor is non-responsible, the Director shall reject that vendor's bid and shall not award the contract to that vendor. A determination of non-responsibility must be evaluated on a case-by-case basis and can only be made after the vendor in question has submitted a bid. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

5.4. Suspension.

5.4.a. The Director may suspend, for a period not to exceed one (1) year, the right of a vendor to bid on procurements issued by the Purchasing Division or any state spending unit under its authority if:

5.4.a.1. The vendor has exhibited a pattern of submitting bids and then requesting that its bid be withdrawn after bids have been publicly opened. For purposes of this provision, a pattern is two or more instances in any 12 month period.

5.4.a.2. The vendor has exhibited a pattern of poor performance in fulfilling his or her contractual obligations to the State. Poor performance includes, but is not limited to, two or more instances of any of the following: violations of law, regulation, or ordinance; failure to deliver timely; failure to deliver quantities ordered; poor performance reports; and failure to deliver commodities, services, or printing at the quality level required by the contract.

5.4.a.3. The vendor has breached a contract issued by the Purchasing Division or any state spending unit under its authority and refuses to remedy that breach.

5.4.a.4. The vendor's actions have given rise to one or more of the grounds for debarment listed in section 5A-3-33d.

5.4.b. Vendor suspension for the reasons listed in section 5.4 above shall occur as follows:

5.4.b.1. Upon a determination by the Director that a suspension is warranted, the Director will serve a notice of suspension to the vendor.

5.4.b.2. A notice of suspension must inform the vendor:

5.4.b.2.A. Of the grounds for the suspension;

5.4.b.2.B. Of the duration of the suspension;

5.4.b.2.C. Of the right to request a hearing contesting the suspension;

5.4.b.2.D. That a request for a hearing must be served on the Director no later than five (5) working days of the vendor's receipt of the notice of suspension;

5.4.b.2.E. That the vendor's failure to request a hearing no later than five (5) working days of the receipt of the notice of suspension will be deemed a waiver of the right to a hearing and result in the automatic enforcement of the suspension without further notice or an opportunity to respond; and

5.4.b.2.F. That a request for a hearing must include an explanation of why the vendor believes the Director's asserted grounds for suspension do not apply and why the vendor should not be suspended.

5.4.b.3. A vendor's failure to serve a request for hearing on the Director no later than five (5) working days of the vendor's receipt of the notice of suspension will be deemed a waiver of the right to a hearing and may result in the automatic enforcement of the suspension without further notice or an opportunity to respond. 5.4.b.4. A vendor who files a timely request for hearing but nevertheless fails to provide an explanation of why the asserted grounds for suspension are inapplicable or should not result in a suspension, may result in a denial of the vendor's hearing request.

5.4.b.5. Within five (5) working days of receiving the vendor's request for a hearing, the Director will serve on the vendor a notice of hearing that includes the date, time and place of the hearing.

5.4.b.6. The hearing will be recorded and an official record prepared. Within ten (10) working days of the conclusion of the hearing, the Director will issue and serve on the vendor, a written decision either confirming or reversing the suspension.

5.4.c. A vendor may appeal a decision of the Director to the Secretary of Administration. The appeal must be in writing and served on the Secretary no later than five (5) working days of receipt of the Director's decision.

5.4.d. The Secretary, or his or her designee, will schedule an appeal hearing and serve on the vendor, a notice of hearing that includes the date, time and place of the hearing. The appeal hearing will be recorded and an official record prepared. Within ten (10) working days of the conclusion of the appeal hearing, the Secretary will issue and serve on the vendor a written decision either confirming or reversing the suspension.

5.4.e. Any notice or service related to suspension actions or proceedings must be provided by certified mail, return receipt requested.

5.5. Vendor Debarment. The Director may debar a vendor on the basis of one or more of the grounds for debarment contained in West Virginia Code § 5A-3-33d or if the vendor has been declared ineligible to participate in procurement related activities under federal laws and regulation.

5.5.a. Debarment proceedings shall be conducted in accordance with West Virginia Code § 5A-3-33e and these rules. A vendor that has received notice of the proposed debarment by certified mail, return receipt requested, must respond to the proposed debarment within 30 working days after receipt of notice or the debarment will be instituted without further notice. A vendor is deemed to have received notice, notwithstanding the vendor's failure to accept the certified mail, if the letter is addressed to the vendor at its last known address. After considering the matter and reaching a decision, the Director shall notify the vendor of his or her decision by certified mail, return receipt requested.

5.5.b. Any vendor, other than a vendor prohibited from participating in federal procurement, undergoing debarment proceedings is permitted to continue participating in the state's procurement process until a final debarment decision has been reached. Any contract that a debarred vendor obtains prior to a final debarment decision shall remain in effect for the current term, but may not be extended or renewed. Notwithstanding the foregoing, the Director may cancel a contract held by a debarred vendor if the Director determines, in his or her sole discretion, that doing so is in the best interest of the State. A vendor prohibited from participating in federal procurement will not be permitted to participate in the state's procurement process during debarment proceedings.

5.5.c. If the Director's final debarment decision is that debarment is warranted and notice of the final debarment decision is mailed, the Purchasing Division shall reject any bid submitted by the debarred vendor,

including any bid submitted prior to the final debarment decision if that bid has not yet been accepted and a contract consummated. 5.5.d.

Pursuant to West Virginia Code section 5A-3-33e(e), the length of the debarment period will be specified in the debarment decision and will be for a period of time that the Director finds necessary and proper to protect the public from an irresponsible vendor.

5.5.e. List of Debarred Vendors. The Director shall maintain and publicly post a list of debarred vendors on the Purchasing Division's website.

5.6. Damages.

5.6.a. A vendor who fails to perform as required under a contract shall be liable for actual damages and costs incurred by the state.

5.6.b. If any commodities delivered under a contract have been used or consumed by a spending unit and on testing the commodities are found not to comply with specifications, no payment may be approved by the Spending Unit for the merchandise until the amount of actual damages incurred has been determined.

5.6.c. The Spending Unit shall seek to collect damages by following the procedures established by the Office of the Attorney General for the collection of delinquent obligations.

(B) At a minimum, the termination for cause and for convenience provisions contained in W. Va. CSR § 148-1-5.2 and the applicable definitions contained in W. Va. CSR § 148-1-2 apply to any contract in excess of \$10,000 resulting from this solicitation.

West Virginia Code of State Rules § 148-1-5.2 states:

5.2. Contract Cancellation.

5.2.a. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.a.1. The vendor agrees to the cancellation;

5.2.a.2. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.a.3. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.a.4. The existence of an organizational conflict of interest is identified;

5.2.a.5. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition.

5.2.a.6. Violation of any federal, state, or local law, regulation, or ordinance.

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days' notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “**federally assisted construction contract**” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

41 CFR § 60-1.3 defines “Federally assisted construction contract” as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

Accordingly, to the extent that this contract meets the definition of a "federally assisted construction contract" under 41 CFR Part 60-1.3, the following clause is included:

41 CFR 60-1.4 - Equal opportunity clause. (b) *Federally assisted construction contracts.*

In accordance with the requirements of described above, and except as otherwise provided in the applicable regulations, the following language is hereby incorporated into any contract resulting from this solicitation involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may

request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(D) Davis-Bacon Act, as amended (40 U.S.C.3141–3148). Any construction contract resulting from this solicitation hereby requires compliance with the Davis-Bacon Act (40 U.S.C.3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor

Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors are required to pay wages not less than once a week.

Any construction contract resulting from this solicitation hereby requires compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, any contract resulting from this solicitation in excess of \$100,000 that involve the employment of mechanics or laborers hereby requires compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended— Any contract resulting from this solicitation in excess of \$150,000 hereby requires compliance with all applicable standards, orders or regulations issued pursuant to the **Clean Air Act (42 U.S.C. 7401–7671q)** and the Federal Water Pollution Control Act as amended (**33 U.S.C.1251–1387**).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)— Any contract resulting from this solicitation will not be awarded to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.”

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)— Any contract resulting from this solicitation requires compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

EXHIBIT "A" PRICING PAGE - CRFQ BVH24*02**TEMPORARY NURSING STAFFING SERVICES**

To use this pricing page electronically enter the "rate per hour" in each cell as a dollar value and the spreadsheet should fill in the totals automatically. Should the spreadsheet not automatically calculate the totals or you complete this on paper you would need to multiply the estimated annual usage hours by the rate per hour to get the extended price. It is understood through the specifications that the overtime rate is 1.5 times the regular hourly rate for that classification. A 1.5 multiplier will be assigned to each vendor hourly rate by the evaluation committee to verify the Overtime rate bid is correct. Once lines 1 - 9 have their extended price add all the extended prices together to get the total for the bid.

Item #	Description	Quantity	Cost Per Hour	Extended Cost
1	Temporary RN Regular Hours	300		\$0.00
2	Temporary RN Holiday Rate	24		\$0.00
3	Temporary LPN Regular Hours	500		\$0.00
4	Temporary LPN Holiday Rate	56		\$0.00
5	Temporary HSA Regular Hours	700		\$0.00
6	Temporary HSA Holiday Rate	56		\$0.00
7	Temporary RN Overtime Rate (RN)	24		\$0.00
8	Temporary LPN Overtime Rate (LPN)	24		\$0.00
9	Temporary HSA Overtime Rate	24		\$0.00
Failure to use this form may result in disqualification				\$0.00



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

Proc Folder: 1397508			Reason for Modification:
Doc Description: Open End Purchase For Contract Temporary RN, LPN, HSA			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-20	2024-04-04 13:30	CRFQ 0618 BVH2400000002	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS00000103716
Vendor Name : ShareSTAFF LLC
Address : 445 W. Weber Ave, Ste 222
Street :
City : Stockton
State : CA **Country :** USA **Zip :** 95203
Principal Contact : Johnny Martin, Contracts & Compliance Mgr
Vendor Contact Phone: 209-227-2570 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Devon Dean, Founder/President

Vendor Signature X *Devon Dean* **FEIN#** 851105554 **DATE** April 4, 2024

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 Home Barboursville, WV, to establish an open-end contract for Temporary RN, LPN, HSA Employee's located 512 Water St, Barboursville WV 25504, per the attached documentation.

INVOICE TO

WEST VIRGINIA VETERANS
HOME
512 WATER ST

BARBOURSVILLE WV
US

SHIP TO

WEST VIRGINIA VETERANS
HOME
512 WATER ST

BARBOURSVILLE WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Nursing Services RN, LPN, HSA	0.00000	HOUR		

Comm Code**Manufacturer****Specification****Model #**

85101601

Extended Description:

Please refer to Exhibit "A" Pricing Page to input pricing.

Contract Nursing Services RN, LPN, HSA

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Technical Questions Due By 11:00 am., est.	2024-03-26

	Document Phase	Document Description	Page 3
BVH2400000002	Final	Open End Purchase For Contract Temporary RN, LPN, HSA	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

EXHIBIT "A" PRICING PAGE - CRFQ BVH24*02**TEMPORARY NURSING STAFFING SERVICES**

To use this pricing page electronically enter the "rate per hour" in each cell as a dollar value and the spreadsheet should fill in the totals automatically. Should the spreadsheet not automatically calculate the totals or you complete this on paper you would need to multiply the estimated annual usage hours by the rate per hour to get the extended price. It is understood through the specifications that the overtime rate is 1.5 times the regular hourly rate for that classification. A 1.5 multiplier will be assigned to each vendor hourly rate by the evaluation committee to verify the Overtime rate bid is correct. Once lines 1 - 9 have their extended price add all the extended prices together to get the total for the bid.

Item #	Description	Quantity	Cost Per Hour	Extended Cost
1	Temporary RN Regular Hours	300	\$75.35	\$22,605.00
2	Temporary RN Holiday Rate	24	\$113.03	\$2,712.72
3	Temporary LPN Regular Hours	500	\$50.00	\$25,000.00
4	Temporary LPN Holiday Rate	56	\$75.00	\$4,200.00
5	Temporary HSA Regular Hours	700	\$34.59	\$24,213.00
6	Temporary HSA Holiday Rate	56	\$51.89	\$2,905.84
7	Temporary RN Overtime Rate (RN)	24	\$113.03	\$2,712.72
8	Temporary LPN Overtime Rate (LPN)	24	\$75.00	\$1,800.00
9	Temporary HSA Overtime Rate	24	\$51.89	\$1,245.36
Failure to use this form may result in disqualification				\$87,394.64



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

Proc Folder: 1397508			Reason for Modification: Addendum No. 1
Doc Description: Open End Purchase For Contract Temporary RN, LPN, HSA			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-26	2024-04-04 13:30	CRFQ 0618 BVH2400000002	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS00000103716
Vendor Name : ShareSTAFF LLC
Address : 445 W. Weber Ave, Ste 222
Street :
City : Stockton
State : CA **Country :** USA **Zip :** 95203
Principal Contact : Johnny Martin, Contracts & Compliance Mgr
Vendor Contact Phone: 209-227-2570 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

Johnny Martin

FEIN#

851105554

DATE

April 3, 2024

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

ADDITIONAL INFORMATION
Addendum No. 1
To provide responses to the vendor technical questions, see attached.
Bid opening remains April 4, 2024, at 1:30 pm., est.
No other changes.

INVOICE TO	SHIP TO
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV US	WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Nursing Services RN, LPN, HSA	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
Please refer to Exhibit "A" Pricing Page to input pricing.

Contract Nursing Services RN, LPN, HSA

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Technical Questions Due By 11:00 am., est.	2024-03-26

SOLICITATION NUMBER: CRFQ BVH2400000002

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“BVH2400000002”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time.
- ☐ Modify specifications of product or service being sought.
- ☒ Attachment of vendor questions and responses.
- ☐ Attachment of pre-bid sign-in sheet.
- ☐ Correction of error.
- ☐ Other.

Description of Modification to Solicitation:

1. To provide responses to the vendor technical questions, see attached.
2. Bid opening date remains April 4th, 2024, at 1:30pm.
3. No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

CRFQ BVH24*02 Vendor Questions and Agency Response.

1. Is this a re-compete RFP?

Yes, but this is actually a Request for Quotation (RFQ).

2. Could you please share the name of Current Suppliers (who are currently providing services to Agency)?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

3. Could you please share current Supplier's pricing and Proposals?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

4. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

5. How many resources are currently engaged in the current contract?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

6. Can you please share the no. of positions served in previous years under this contract?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

7. Can you please share the amount of business each vendor did under this contract in previous years?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

8. Is there any local preference for this contract?

"There is no local preference."

9. What will be the estimated annual budget for this project?

"We have estimated the total number of hours in Exhibit A, Pricing Page." However we will not publish the budgeted amount for this solicitation.

10. Would you be accepting references from public as well as commercial entities?

"Yes."

11. Is sub-contracting required for this contract?

"No, sub contracting is not required."

12. How many vendors agency is planning to select?

"The lowest responsible vendor meeting mandatory specifications will be awarded the contract."

13. Is there any Performance Bond for this contract? **"No, a performance bond is not required."**

14. Can you please confirm that if the Quantity provided in the pricing is No.of Positions or hours?

“The quantity detailed in the pricing page is estimated annual hours.”

15. For the technical proposal can you provide exactly what you want? The solicitation does not give specific instructions on what technical specifications you are looking for. If a checklist of submission requirements could be provided it would be very helpful.

“Please refer to Section 3 (Qualifications) and Section 4 (Mandatory Requirements).

16. What is the estimated budget for this CRFQ? If unknown, please specify previous spending.

"Please refer to Exhibit A, Pricing Page for estimated hours. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

17. Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured?

"No.

Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

18. Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?

“The spend on the previous contract went above Agency Delegated Spend Thresholds, necessitating a re procurement as a Central Master Agreement. There are no pain points”.

19. Please provide a list of all the attachments & forms which is necessary to attach to the proposal.

“The required documents are outlined in section 5 of the specifications.”

20. Do we need to submit the Certificate of Insurance and Business License with the proposal?

“Certificate of Insurance should be provided with bid but must be provided prior to award.”

21. What is the average length of the assignment?

“This is a one year term contract with no specified length of time for individual contract workers. Please refer to Exhibit A, Pricing Page for estimated annual hours”.

22. Kindly specify the total number of FTE’s working and current \$ value spent.

Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

23. Please provide the number of FTE’s required under this contract.

“There is no specified number of employees. Please refer to Exhibit A, Pricing Page for estimated annual hours”.

24. Is there any preference to the local vendor while evaluating the proposal?

“There is no local preference.”

25. Please provide a copy of the proposal of all current vendors providing staffing services, including rate/cost sheets.

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

26. Are nursing services required for veteran homes? If so, how many Full-Time Equivalents (FTEs) are needed by WVVH?

“Nursing Services are required for Veterans Homes. Please refer to Exhibit A, Pricing Page, for estimated annual hours”.

27. Are there any current vendors providing the same services? If yes, is WVVH satisfied with other vendors providing services?

"There is a current vendor providing the same services. This is an RFQ (Request for Quotation). The lowest responsible vendor meeting mandatory specifications will be awarded the contract”.

28. Do we need to provide references for similar contracts or specifically for veteran contracts? If so, how many references are required, and could you please provide the reference format?

“References are not required to place a bid.”

29. Could you please clarify the FTE requirement and the current number of Full-Time Equivalents (FTEs) working under the contract?

“Please refer to Exhibit A, Pricing Page for estimated annual hours”.

30. Could you please clarify if the mode of submission is through hard copy or online portal?

“Either will be accepted”.

31. Should we submit the Technical Proposal and Cost Proposal separately?

“This is a RFQ (Request for Quotation). Please refer to Section 5.2, Pricing Page.”

32. Do we need to provide live/sample resume with the bid response?

“A sample resume is not required to be submitted with the bid.”

33. Can you please provide the format for the technical response, including any additional information that needs to be included?

“A signed copy of the TCP document located on Page 23 of the solicitation (Terms and Conditions) as well as the Signature Page in Section 9.1 will suffice for the technical proposal”.

34. Do we need to upload Exhibit A - Pricing page on portal in excel format?

“It is not required for the Pricing Page to be in excel format”.

35. As mentioned in the solicitation

“Vendors can submit bids electronically through wvOASIS” and “Submission of a response to a Request for Proposal is not permitted in wvOASIS.” Both the statements are contradicting, can you please confirm the mode of submission for both the technical and financial response. **“This is an RFQ (Request for Quotation). Technical proposal can be submitted electronically through wvOASIS. See Section 5.2 for information related to Exhibit A, Pricing Page (this is where vendors will input their pricing).**

36. As per Exhibit A, the Pricing Page attachment, could you please confirm if the quantity column represents the number of hours per year?

“The quantity detailed in the pricing page is estimated annual hours.”

37. Is orientation billable?

“Yes, orientation will be billable.”

38. Please provide a list of incumbent suppliers and their bill rates.

“Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.”

39. What is the estimated annual spend of this contract?

"Please refer to Exhibit A, Pricing Page for estimated hours."

40. What is the total amount of spend broken down by vendor over the last year? Over the duration of the contract period?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

41. On the rate sheet, can we provide ranges or do we need a specific rate?

"Please complete the pricing page using specific rates."

42. Will vendor be required to bill Medicare/Medicaid or any third-party insurance?

"No third party billing will be required."

43. What are the time capture requirements?

"Time capture can be completed using any vendor preferred method (for example, time sheets) as long as an agency authorized employee reviews and approves all hours worked."

44. Can we get a copy of your invoice with all of the data reporting and format requirements?

"Upon award the agency will provide the details needed for invoices."

45. Do you have any rounding requirements?

"No, there are no rounding requirements."

46. When does your work week start?

“Our work week begins at 0000 on Saturdays.”

47. How long have the incumbent suppliers held this contract?

“Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.”

48. Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?

“Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.”

49. What is the current amount of contractor usage over the past year? Entire contract period?

“Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.”

50. What is the main cause or reason to send this project to bid?

“The spend on the previous contract went above Agency Delegated Spend Thresholds, necessitating a re procurement as a Central Master Agreement. There are no pain points”.

51. What is the expectation and frequency for on-call needs?

“The agency does not expect to use on-call nurses frequently and if used would be for short lengths of time.”

52. What is the average length of assignment (12 months, 3 months, per diem)?

“The average length of assignment is three (3) months.”

53. What is the current requisition process in place?

“An agency representative reaches out to the vendor and requests a specific discipline for a determined time range. The vendor provides relevant documentation for the possible employee and a date is set for orientation.”

54. What can we expect for lead time for requisitions for per-diem vs. travel?

55. What is entailed in the current orientation process?

“Once all relevant documentation is reviewed and an orientation date set the agency will oversee the orientation and training of contract nurses.”

56. How does a department/unit determine what company(s) to use after these contracts are awarded, assuming that there will be multiple awards made and different bill rates?

“This contract will be awarded to a single bidder.”

57. What scorecard criteria will be utilized to evaluate bidders?

“The lowest responsible vendor meeting mandatory specifications will be awarded the contract.”

58. What is your current time to fill by discipline?

Please refer to section 4.2.4 that states “The Vendor will agree to provide the required number of staff needed for a shift and/or assignment for at least two (2) hours prior to the start of the shift or assignment to be worked. If a staffing agency’s employee calls off, that staffing agency must fill the shift.”

59. What is your current fill rate?

“Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.”

60. Do you anticipate your current staffing volume to change in the next year or next 2 years? For example, do you have any significant projects coming up (EMR conversion, new facilities, etc.)?

“We currently do not anticipate any major changes to our nursing staff.”

61. Can you confirm if liquidated damages will be applied to the resulting contract?

“No, liquidated damages do not apply to this contract.”

62. Can you list all required documents required for submission?

“The required documents are outlined in section 5 of the specifications.”

63. Is there a spending amount for the term of this contract? And is it per agency or for all agencies together?

“This is an open-end contract with with no set amount of spend for the term. This contract will be a sole award.”

64. Will this contract be awarded to multiple vendors?

“No.”

65. What are your current vendor's cost-per-hour rates?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

66. It appears this solicitation only requires Page 1 and Exhibit A Pricing Page for Vendors' proposal submission. Please confirm what additional documentation and information is required in the bid submission package.

"The required documents are outlined in section 5 of the specifications."

67. Please confirm this solicitation opportunity is a Request for Quotes (RFQ) and not a Request for Proposals (RFP).

"This solicitation is a Request for Quotation (RFQ)"

68. Confirm the documents listed in this section are required for our contract personnel performing the nursing services, not Vendors' corporate staff managing the contract.

"The required licenses and other documentation is for contract staff and not the vendors administration personnel."

69. Who are your current incumbents?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

70. What are the current incumbents rates for these positions?

"Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request."

71. Are your current incumbents successfully delivering on all positions?

“Yes.”

72. How many professionals, in each specialty, do you expect to use?

“We can reasonably expect to use four (4) LPN’s.”

73. Will these professionals be working fulltime (1.0), part time (.5), or as needed?

“As needed that can be full time or part time.”

74. How many agencies will be Selected?

“The lowest responsible vendor meeting mandatory specifications will be awarded the contract.”

75. What is the forecasted annual spend, per specialty?

“Please refer to Exhibit A, Pricing Page for estimated annual hours”.

76. Antitrust Term - Please further explain this section and give an example of how this would work in practice, if applicable.

Please consult your local legal team.

77. Section 4.2.13, page 29 - this appears to be a term for per diem staffing. Are we able to strike this section as it would not be feasible for long term assignment.

“This contract can cover both per diem staffing and long-term assignments.”

78. Is there a required proposal format you are looking for or just rates?

The required documents are outlined in section 5 of the specifications.”

79. Do we have to submit resumes? If yes, actuals or samples?

“Resumes are not needed for the bid.”

80. Under **General Terms And Conditions: 7. REQUIRED DOCUMENTS: LICENSE(S) / CERTIFICATIONS / PERMITS.**, Are the licenses required for the company or the employees to be proposed?

“Employee’s to be proposed.”

81. Is there any local vendor preference?

“No.”

82. What is the Anticipated budget of this contract?

“Please refer to Exhibit A, Pricing Page for estimated annual hours”.

83. How many hours per discipline were used and billed in the prior awarded bid?

“Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.”

84. What was the billing rate for the prior awarded vendor?

“Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.”

85. Is this a full-time position or is the vendor used solely for fill-ins and call offs?

“Vendor will be used for both.”

86. Is there a SWAM and small business consideration to the contract?

Please visit the link provided to learn more about S.W.A.M.

<http://www.state.wv.us/admin/purchase/VendorReg.html#SWAM>

87. Will there be multiple awards?

No, this contract will be awarded to the low bid meeting specifications.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ BVH2400000002

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.

ShareSTAFF LLC

Johnny Martin Company

Johnny Martin, Contracts & Compliance Mgr

Authorized Signature

April 3, 2024

Date

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



Capability Statement

www.ShareSTAFF.net

For over a decade, ShareSTAFF has been bringing together the right people, processes, and expertise to provide businesses and governmental agencies with strategic staffing solutions. As a Minority, Women-Owned Small Business (WOSB), our team is dedicated to helping fill your company's employment needs by engaging with stakeholders, mobilizing resources, and applying industry knowledge gained from more than 20 years in client contract management, recruiting, consulting, compliance reporting, and staffing. Our mission is to **care for all** by working passionately to serve our clients, employees, community, and each other.



CORE COMPETENCIES

We specialize in designing and delivering premium services for state and federal organizations in the following areas:

- **Staffing Solutions.** Temporary, temp-to-hire, and permanent placements as well as short/long term project-based staffing. Healthcare staffing for Nurses (RN, LPN, and CNA), Nurse Practitioners, Physician Assistants, Advanced Practice Professionals, and Health Technicians
- **Specialties.** Nursing homes, hospice, home health agencies, rural health clinics, Comprehensive Outpatient Rehabilitation Facilities (CORFs), Outpatient Physical Therapy/Outpatient Speech Pathology, and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)
- **Customizations for Billing & Reporting:** We generate client-specific reports and invoices you can count on. By automating the online recruitment, payroll, and invoicing, we provide high-quality document processing, communication, and data recording services.



DIFFERENTIATORS

ShareSTAFF offers expert assistance to streamline your staffing needs. Focus on your existing workload while we secure the hard-to-find talent your team needs.

- **Small Company, Large Impact.** From day one, our resources and attention are dedicated to ensuring your company's goals are understood and achieved
- **Nationwide Coverage, Regional Expertise.** We provide expert placements across the country and U.S. Territories, leveraging our nationwide insights and regional resources
- **Industry Expertise + Cutting-Edge Tech = Lasting Outcomes.** We never stop optimizing our processes and services using modern tech solutions. By monitoring industry trends, we stay ahead of the curve to deliver tailored solutions that align with measurable goals.
- **Leadership in Diversity and Inclusion.** As an Indian Economic Enterprise (IEE), Minority Women-Owned Small Business (MWOBE/WOSB), and Service-Disabled Veteran Owned Small Business (SDVOSB), our staff is experienced and eager to help your company connect with a more equitable workforce and meet DEI spend goals



PAST & PRESENT PERFORMANCE

ShareSTAFF has successfully served diverse businesses and governmental agencies, spanning federal and statewide contracts, including Veterans Affairs medical centers and Indian Health Service Units



Company Codes

DUNS: 112503277

CAGE Code: 9DYN8

SIC Code: 7361-03

SAM UEI: HFNHCF6H6P23

NAICS Codes:

561311

561320

NIGP Commodity Codes:

948-64

926-69

948-74

“ ShareSTAFF Operations and Administrative Staff are very responsive and proactive in fulfilling our needs. They have become an instrumental piece in our ability to provide timely and effective products to our clientele. We value our partnership with ShareSTAFF and will continue to recommend and utilize their services.

— Mitch Pryor
Chief of Plant Operations
California Exposition & State Fair



ShareSTAFF LLC
Evidence of Recent Experiences

California Dept. of Public Health

PO Box 997377, MS 0500. Sacramento, CA 95899-7377

Dr. LaRita C. Jones, PhD, Outreach Program Director, Center for Health Statistics, and Informatics
228- 547-4005; LaRita.jones@cdph.ca.gov

Approx Dollar Value: \$25M

Dates of Service: May 2020-Jan 2022

Description of Effort: Over 200+ FTE LPN, RN, MSA staffing for all State of California employee worksite locations.

South Carolina SFAA, Div of Procurement Services, Statewide Contract (STC)

7901 Farrow Rd, Bldg. 3, Columbia, So Carolina, 29203

Markeeta Chandler, Central Staffing Supervisor

803-935-7164; Markeeta.chandler@scdmh.org

Contract Title & #: STC Temporary Medical Services, 400030462

Description of services, % completed: Effectively provides supplemental Mental Health trained nursing personnel, to include RN, LPN, BHA, CNA, and Sitters, to fill short- and long-term vacancies, in eight SC mental health facilities. Filled over 40 peak monthly staffing requests over the past three years.

Dates of Service: July 2020 to Present

Dollar Amounts: Target value \$305,000

Nebraska Dept of Health & Human Services

301 Centennial Mall South, Lincoln, NE 68509

Rene Botts, Procurement Contracts Officer, Corrections

402-471-0727; rene.botts@nebraska.gov

Contract Title & #: Temporary Medical Staffing Services, 922769 O4

Description of services, % completed: Effectively provides the NE Health & Human Services Div, including Corrections, Mental Health, and Developmental Services, with temporary qualified nursing staff, to include Nurse Practitioners, RN, LN, CNA, and Med Aides, to fill staffing vacancies in ten statewide facilities.

Dates of Service: May 2020 to Present

Dollar Amounts: Target value \$16,000,000

West Virginia Div of Health & Human Resources Purchasing Div

936 Sharpe Hospital Road, Weston, WV 26452

Dwight Sawyers, Contract Staffing Manager

681-433-7173; Dwight.a.sawyers@wv.gov

Contract Title & #: Direct Care Staffing Services, AMA0512 3832 BHH24001DD 1

Description of services, % completed: Effectively provides the WV Health & Human Services Div, including Corrections, Mental Health, and Developmental Services, with temporary qualified nursing staff, to include Nurse Practitioners, RN, LN, CNA, and Med Aides, to fill staffing vacancies in seven statewide hospital facilities.

Dates of Service: March 2021 to Present

Dollar Amounts: Target value \$809,000

ShareSTAFF LLC
Evidence of Recent Experiences

**Kansas Dept of Administration
Kansas Soldiers' Home**

714 Sheridan Street, Fort Dodge, KS 67843

Desare Lindsey, Contract Staffing Manager

620-682-7522; desare.lindsey@ksh.state.ks.us

Contract Title & #: Temporary Nursing Services, EVT0008805, 55000AM

Description of services, % completed: Effectively provides the Fort Dodge Kansas Soldiers' Home temporary nursing staff, to include RN, LPN, CNA, CMA, and NP, experienced in psychiatric, geriatric, deaf, or other disabled patient care, to fill vacancies as required.

Dates of Service: October 2020 to Present

Dollar Amounts: Not available

Mescalero Indian Health Center

Yolanda Adams, MSN, RN Chief Nurse

Executive

Mescalero Service Unit , Indian Health Service 318

Abalone Loop, Mescalero NM 88340

Office: (575) 464-3873 75H70723P00111

Approx Dollar Value: \$282K

Dates of Service: 04/01/23 - Current

Description of Effort: Ambulatory Care RN and LPN staffing.

Pine Ridge Indian Health Service

607 Indian Health Rd P.O. Box 1201 Pine

Ridge, SD 57770

Phone: 605-867-3020

Sammi Hermann – COR

75H70623D00012

Approx Dollar Value: \$1.8M

Dates of Service: February 2023- Current

Description of Effort: 1-5 Certified Nurse Midwife staffing services

Four Corners Regional Health Center

Four Corners Regional Health Center, Indian Health

Service US Hwy 160 & Navajo Route 35

Teec Nos Pos, Arizona 86514

Office: 928-656-5000

Verni Yazza-Harrison – COR

75H71023P00112

Approx Dollar Value: \$255K

Dates of Service: 05/30/23 – 05/29/2024

Description of Efforts: Ambulatory Care Registered Nurse Services

ShareSTAFF LLC
Evidence of Recent Experiences

Shiprock – Northern Navajo Medical Center

Shiprock – Northern Navajo Medical Center, Indian Health
Service Hwy 491 North
Shiprock, NM 87420
Office: 505-368-6001
Verni Yazza-Harrison – COR
75H71023P00903
Approx Dollar Value: \$265K
Dates of Service: 08/28/23 – 08/27/2024
Description of Efforts: Pediatrics Outpatient Registered Nurse Services

Shiprock – Northern Navajo Medical Center

Shiprock – Northern Navajo Medical Center, Indian Health
Service Hwy 491 North
Shiprock, NM 87420
Office: 505-368-6001
Verni Yazza-Harrison – COR
75H71023P00903
Approx Dollar Value: \$266K
Dates of Service: 09/28/23 – 09/27/2024
Description of Efforts: Pediatrics Outpatient Registered Nurse Services

Oklahoma City Area

-Pawnee Indian Health Center, Indian Health
Service 1201 Heritage Circle
Pawnee, OK 74058
Office: 918-762-2517
-Clinton Indian Health Center, Indian Health Service
10321 N 2274 Rd
Clinton, OK 73601
Office: 580-331-3300
-Lawton Indian Hospital
1515 N. Lawrie Tatum
Road Lawton, OK 73507
Office: 580-354-5000
Judy Eaves – COR
75H71123A00112
Approx Dollar Value: \$10M
Dates of Service: 09/01/23 – 08/31/24
Description of Efforts: Licensed Practical Nurse Services for the Oklahoma City Area Indian Health
Service Facilities

ShareSTAFF LLC
Evidence of Recent Experiences

Oklahoma City Area

El Reno Indian Health Center, Indian Health Service

1801 Parkview Drive, El Reno OK 73036

Office: 405-295-1500

Judy Eaves – COR

75H71124A0001

Approx Dollar Value: \$239K

Dates of Service: 11/18/23 – 11/17/24

Description of Efforts: Registered Nurse Services for the El Reno Indian Health Center

Cheyenne River Health Center

Cheyenne River Service Unit, Indian Health Service

24276 166th Street Airport Rd.

Eagle Butte, SD 57625

Office: 605-964-7724

Stephanie Red Elk – COR

75H70624C00002

Approx Dollar Value: \$732K

Dates of Service: 10/24/23 – 10/23/24

Description of Efforts: Registered Nurse Services for the ER/Inpatient Departments at the Cheyenne River Health Center

Cheyenne River Health Center

Cheyenne River Service Unit, Indian Health Service

24276 166th Street Airport Rd.

Eagle Butte, SD 57625

Office: 605-964-7724

Stephanie Red Elk – COR

75H70624C00006

Approx Dollar Value: \$217K

Dates of Service: 10/24/23 – 10/23/24

Description of Efforts: Registered Nurse Services for the Outpatient Departments at the Cheyenne River Health Center