



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

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

List View

### General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 134412

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0506

Vendor ID: 000000112699

SO Doc ID: MMB1600000005

Legal Name: JACKSON & COKER LOCUMTENENS LL

Published Date: 12/3/15

Alias/DBA:

Close Date: 12/10/15

Total Bid: \$661,820.00

Close Time: 13:30

Response Date: 12/10/2015

Status: Closed

Response Time: 10:01

Solicitation Description: ADDENDUM #1 - LOCUM TENENS  
PSYCH PHYS & NURSE FRACT

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 134412

**Solicitation Description :** ADDENDUM #1 - LOCUM TENENS PSYCH PHYS & NURSE PRACT

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2015-12-10 13:30:00	SR 0506 ESR12101500000002584	1

**VENDOR**

000000112699

JACKSON & COKER LOCUMTENENS LL

**FOR INFORMATION CONTACT THE BUYER**

April Battle  
 (304) 558-0067  
 april.e.battle@wv.gov

**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	PSYCHIATRIC PHYSICIAN HOURLY RATE	2080.00000	HOUR	\$209.000000	\$434,720.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.1 PSYCHIATRIC PHYSICIAN HOURLY RATE.\*BASE HOURLY RATE\*NOT TO BEYOND FORTY (40) HOURS.\*NOT HOLIDAY HOURS\*NOT STANDBY HOURS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	PSYCHIATRIC PHYSICIAN OVERTIME HOURLY RATE	520.00000	HOUR	\$313.500000	\$163,020.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.2 PSYCHIATRIC PHYSICIAN OVERTIME HOURLY RATE\*HOURS IN EXCESS OF FORTY (40) BASE RATE HOURS PER WEEK.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	PSYCHIATRIC PHYSICIAN STANDBY HOURLY RATE	75.00000	HOUR	\$40.000000	\$3,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.3 PSYCHIATRIC PHYSICIAN STANDBY HOURLY RATE\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF PSYCHIATRIC PHYSICIAN(S).\*RATE WILL BE BILLABLE FOR ANY HOUR THE PHYSICIAN(S) IS REQUESTED TO BE "ON-CALL", INCLUDES ANY HOURS AFTER "ROUTINE" SHIFT, OVERNIGHT AND WEEKENDS.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	PSYCHIATRIC PHYSICIAN HOLIDAY STANDBY HOURLY RATE	100.00000	HOUR	\$60.000000	\$6,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.4 PSYCHIATRIC PHYSICIAN\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF PSHYCHIATRIC PHYSICIAN(S).\*RATE WILL BE BILLABLE FOR ANY HOUR THE PHYSICIAN(S) IS REQUESTED TO BE "ON-CALL" DURING THE HOLIDAYS SET FORTH IN SECTION 1 AND SECTION 2.1.4.1 IN THE SPECIFICATIONS.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	PSYCHIATRIC PHYSICIAN HOLIDAY HOURLY RATE	80.00000	HOUR	\$313.500000	\$25,080.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.5 PSYCHIATRIC PHYSICIAN\*HOLIDAY RATE, NOT BEYOND FORTY (40) HOURS.\*NOT HOLIDAY\*NOT STANDBY

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	PSYCHIATRIC PHYSICIAN PERMANENT PLACEMENT	1.00000	EA	\$30,000.000000	\$30,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.6 PSYCHIATRIC PHYSICIANPERMANENT PLACEMENT FEE\*ONE TIME FEE PER EACH (IF ANY) PERMANENTLY PLACED PHYSICIAN(S) BY VENDOR.\*\*THIS FEE WILL NOT BE CONSIDERED IN THE EVALUATION AND AWARD OF THIS CONTRACT.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	NURSE PRACTITIONER HOURLY RATE	2080.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.7 NURSE PRACTITIONER HOURLY RATE\*BASE HOURLY RATE\*NOT BEYOND FORTY (4) HOURS\*NO HOLIDAY HOURS\*NO STANDBY HOURS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	NURSE PRACTITIONER OVERTIME HOURLY RATE	520.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.8 NURSE PRACTITIONER OVERTIME HOURLY RATE\*HOURS IN EXCESS OF FORTY (4) HOURS PER WEEK.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	NURSE PRACTITIONER STANDBY HOURLY RATE	75.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.9 NURSE PRACTITIONER STANDBY HOURLY RATES\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF NURSE PRACTITIONER.\*RATE WILL BE BILLABLE FOR ANY HOUR THE NURSE PRACTITIONER IS REQUESTED TO BE "ON-CALL", INCLUDES ANY HOURS AFTER "ROUTINE" SHIFT, OVERNIGHTS AND WEEKENDS.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	NURSE PRACTITIONER STANDBY HOLIDAY HOURLY	100.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.10 NURSE PRACTITIONER STANDBY HOLIDAY HOURLY RATE\*AMOUNT PAID PER HOUR FOR ANY HOUR THE AVAILABILITY OF NURSE PRACTITIONER IS REQUESTED TO BE "ON-CALL", DURING THE HOLIDAY SET FORTH IN SECTION 1 AND SECTION 2.1.4.1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	NURSE PRACTITIONER HOLIDAY HOURLY RATE	80.00000	HOUR	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.11 NURSE PRACTITIONERHOLIDAY HOURLY RATE\*HOLIDAY RATE, NOT BEYOND FORTY (40) HOURS.\*NOT BASE\*NOT STANDBY

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	NURSE PRACTITIONER PERMANENT PLACEMENT FEE	1.00000	EA	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :** ADDENDUM #1 - SECTION 2.1.12 NURSE PRACTITIONER PERMANENT PLACEMENT FEE\*ONE TIME FEE PER (IF ANY) NURSE PRACTITIONER(S) PLACED BY VENDOR.



JACKSON  
& COKER

*A Proposal for...*

State of West Virginia  
Charleston, WV - Purchasing Division

CRFQ 0506 MMB 1600000005

Locum Tenens Psychiatrists

December 10, 2015

Offeror: Jackson & Coker  
3000 Old Alabama Rd, 119-608  
Alpharetta, GA 30022

Contact: Ms. Dana Massey  
VP – Government Healthcare  
Phone: 800.272.2707, x. 5637  
Fax: 800.936.4562  
[dmassey@jacksoncoker.com](mailto:dmassey@jacksoncoker.com)

“Placing doctors for a day or a lifetime.”

**State of West Virginia  
Charleston, WV**

**Division of Purchasing**

**Mildred Mitchell-Bateman Hospital**

**CRFQ 0506 MMB 1600000005**

**Locum Tenens Psychiatrists / Nurse Practitioners**

**December 10, 2015**

**Table of Contents**

Cover Letter

Signed Request for Quotation

Signed Amendment No. 1 Acknowledgement

Pricing Pages

Client References

Other Bid Documents (Attachments)

**Proposal Narrative**

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“Client Testimonials”

Sample Provider Evaluations

**Supplemental Information**

Remittance Information

W-9 Form

Company Business License



State Incorporation Certificate

Psychiatry Medical Malpractice COI

Other COI

EEOC Compliance Statement

Proposal or quotation includes data that shall not be disclosed outside the Government and shall not be duplicated or disclosed – in whole or in part – for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to the Offeror as a result of – or in connection with – the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in the data if it is obtained from another source with information on proposed candidate(s).

**Presented by:**

**Jackson & Coker  
3000 Old Alabama Road, 119-608  
Alpharetta, GA 30022**

**Toll-free: 800.272.2707  
EIN: 20-4431300  
DUNS: 62-499-3593**



**JACKSON  
& COKER**

Jackson & Coker  
3000 Old Alabama Road  
Suite 119-608  
Alpharetta, GA 30022

www.jacksoncoker.com  
phone 800.272.2707  
fax 800.936.4562

December 8, 2015

April Battle, Buyer 15  
State of West Virginia  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

RE: CRFQ 0506 MMB 1600000005

Dear Ms. Battle:

Jackson & Coker LocumTenens, LLC, dba **Jackson & Coker** (J&C), appreciates the opportunity to respond to the above referenced solicitation for Locum Tenens Psychiatrists / Nurse Practitioners to serve at Mildred Mitchell-Bateman Hospital.

The enclosed bid discusses our recruitment capability and commitment to uncompromising client satisfaction. Additionally, we offer industry-competitive pricing for the required services. Upon contract award, we will begin presenting suitably qualified candidates for prompt review.

Should you have any questions, feel free to contact the undersigned during standard business hours: Monday through Friday, 8:30 AM to 5:30 PM EST.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

Dana Massey  
VP – Government Healthcare

Encls.



**JACKSON  
& COKER**

Jackson & Coker  
3000 Old Alabama Road  
Suite 119-608  
Alpharetta, GA 30022

www.jacksoncoker.com  
phone 800.272.2707  
fax 800.936.4562

December 9, 2015

West Virginia Purchasing Division

Re: CRFQ 0506 MMB1600000005, Mildred-Mitchell Bateman Hospital

To whom it may concern:

Jackson & Coker LocumTenens is honored to be included in the RFQ process for the placement of locum tenens psychiatric physicians and nurse practitioners at Mildred-Mitchell Bateman Hospital. As a supplement to our RFQ submission, we are providing this letter to offer some clarification about our role as a vendor under this RFQ. As a vendor under this RFQ, we will be sourcing, screening and presenting individuals who will provide the medical and health care services required to be rendered to the patients of Mildred-Mitchell Bateman Hospital. We will not, as the vendor entity, be rendering medical services ourselves.

If this clarification makes sense and fits within your expectations of our role as a vendor, please sign below to acknowledge that you have read this letter. Thank you for your time.

Sincerely,

Courtney Lemke

**ACKNOWLEDGEMENT:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**REQUEST FOR QUOTATION  
CRFQ 0506 MMB160000005  
Locum Tenens Psychiatric Physician(s)/Nurse Practitioner(s)**

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**10.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

**10.1.4** Failure to remedy deficient performance upon request.

**10.2** The following remedies shall be available to Agency upon default.

**10.2.1** Immediate cancellation of the Contract.

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

**10.2.3** Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

**11.1 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:** Dana Massey / Courtney Lemke

**Telephone Number:** 800-272-2707

**Fax Number:** 800-936-4562

**Email Address:** dmassey@jacksoncoker.com

clemke@jacksoncoker.com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: MMB160000005**

**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 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.

Jackson & Coker

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

12/7/2015

\_\_\_\_\_  
Date

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

Revised 6/8/2012

**SOLICITATION NUMBER:** CRFQ 0506 MMB1600000005  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) 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 answer the technical questions submitted by vendors.

**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.

**Pricing Page**  
**CRFQ 0506 MMB1600000005**

**Note:** Any anticipated travel must be incorporated into the vendor’s fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. Physician housing should be included in the vendor’s fee. If the vendor has additional charges they wish to be reimbursed for, the vendor must include the charges in the vendor’s fee or they will not be allowed. There will be no minimum number of weeks per assignment.

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Extended Cost</u>
2.1.1 2080 hours	Psychiatric Physician hourly rate *Base hourly rate, not beyond forty (40) hours, not holiday or “standby”	\$209.00	\$ 434,720.00
2.1.2 520 hours	Psychiatric Physician Overtime hourly rate *Hours in excess of forty (40) base rate hours per week	\$313.50	\$ 163,020.00
2.1.3 75 hours	Psychiatric Physician “standby” hourly rate *Amount paid per hour for the availability of Psychiatric Physicians. Rate will be billable for any hour the physician is requested to be “on-call”, includes any hours after “routine” shift, overnight, and weekends.	\$40.00	\$ 3,000.00
2.1.4 100 hours	Psychiatric Physician holiday “standby” hourly rate *Amount paid per hour for the availability of Psychiatric Physicians. Rate will be billable for any hour the physician is requested to be “on-call” during the holidays set forth in Section 1 and Section 2.1.4.1 in the specifications	\$60.00	\$ 6,000.00
2.1.5 80 hours	Psychiatric Physician holiday hourly rate *Holiday rate, not beyond forty (40) hours, not base, not “standby”	\$313.50	\$ 25,080.00
<b>Psychiatric Physicians Grand Total</b>			<b>\$631,820.00 (A)</b>
2.1.6	Psychiatric Physician Permanent Placement Fee: \$30,000.00, one-time fee per each (if any) permanently placed physician by vendor. **This fee <i>will not</i> be considered in the evaluation and award of this contract.		
2.1.7 2080 hours	Nurse Practitioner hourly rate *Base hourly rate, not beyond forty (40) hours, not holiday or “standby”	\$ N/A	\$
2.1.8 520 hours	Nurse Practitioner Overtime hourly rate	\$ N/A	\$

Pricing Page

CRFQ 0506 MMB1600000005

\*Hours in excess of forty (40) base rate hours per week

2.1.9 75 hours Nurse Practitioner “standby” hourly rate \$ N/A \$ \_\_\_\_\_  
 \*Amount paid per hour for the availability of Nurse Practitioner.  
 Rate will be billable for any hour the Nurse Practitioner is requested to be “on-call”, includes any hours after “routine” shift, overnight, and weekends.

2.1.10 100 hours Nurse Practitioner “standby” holiday hourly rate \$ N/A \$ \_\_\_\_\_  
 \*Amount paid per hour for the availability of Nurse Practitioner.  
 Rate will be billable for any hour the Nurse Practitioner is requested to be “on-call”, during the holidays set forth in Section 1 and Section 2.1.4.1 in the Specifications.

2.1.11 80 hours Nurse Practitioner holiday hourly rate \$ N/A \$ \_\_\_\_\_  
 \*Holiday rate, not beyond forty (40) hours, not base, not “standby”

Nurse Practitioner Grand Total \$ \_\_\_\_\_(B)

OVERALL GRAND TOTAL (A + B) \$ **631,820.00**

2.1.12 Nurse Practitioner Permanent Placement Fee: \$ N/A, one-time fee per each (if any) permanently placed physician by vendor.  
 \*\*This fee **will not** be considered in the evaluation and award of this contract.

**\*\*The number of hours is only an estimate to be used for the bid, we may require more/less hours than stated above.**

This shall be a progressive award and will be made according to each qualifying vendor’s bid response and lowest costs. Low bid will be designated as “A”; next lowest bid will be “B”, and so on. Agency will contact vendor “A” first to provide their needs, if vendor “A” cannot provide services, agency will go to vendor “B” and so on.

Split awards **will** be considered should the vendor only be able to provide Psychiatric Physician and not the Nurse Practitioner or if they are only able to provide Nurse Practitioner and not the Psychiatric Physician.



**Pricing Page**

**CRFQ 0506 MMB1600000005**

Jackson & Coker LocumTenens, LLC 3000 Old Alabama Road, Suite 119-608 Alpharetta, GA 30022  
Vendor Name and Purchase Order Address

Jackson & Coker LocumTenens, LLC 3000 Old Alabama Road, Suite 119-608 Alpharetta, GA 30022  
Vendor Name and Remit-To Address

<u>(800) 272-2707</u>	<u>(800) 936-4562</u>	<u>dmassey@jacksoncoker.com</u>
Telephone	Fax	E-mail

Dana Massey – VP – Government Healthcare Divison  
Vendor Authorized Representative (Printed)      Vendor Authorized Representative (Signature)      Date

## **CLIENT REFERENCES**

### **St. of West Virginia – Welch Community Hospital**

454 McDowell Street

Welch, WV 24801

**Hazel Addair - Procurement Officer**

(204) 436-8708

[Hazel.A.Addair@wv.gov](mailto:Hazel.A.Addair@wv.gov)

**OB/GYN Physician Services Contract #: WEH11142C** Dates: 7/1/11 – 6/30/15

### **State of Georgia: Department of Behavioral Health and Development Disabilities**

**Stephen Stewart – Contracting Officer**

Phone: (404) 232-1162, [stephen.stewart@dbhdd.ga.gov](mailto:stephen.stewart@dbhdd.ga.gov)

**Contract #: 44100-909-0000026394**

10/15/12-10/14/14

West Central Georgia: 1 Psychiatrist and 1 Family Practitioner currently working, 15-20 placements there on multiple contracts since 1999

Georgia Regional Hospital of Atlanta: 1 Psychiatrist placed for 2014-2015 dates

East Central Regional Hospital: 2 Psychiatrists booked for 2014 and 2015 dates, multiple placements under the previous contract

Georgia Regional Hospital: 1 Psychiatrist has worked there multiple times since August 2013 and is scheduled into May 2015

### **Commonwealth of Virginia – Eastern State Hospital**

4601 Iron Bound Rd

Williamsburg, VA 23188

**Luanne Phillips – (757) 253-4309**

[Luanne.phillips@dbhds.virginia.gov](mailto:Luanne.phillips@dbhds.virginia.gov)

**Contract#: 720C-04222-09R03**

11/1/09 – Present

**VAMC Black Hills Healthcare System – hospitalists currently working**

**Ft Meade VA Medical Center / Hot Springs Campus**

Network 23 Contracting Office (NCO23)

708 South 3<sup>rd</sup> Street, Suite 200E

Minneapolis MN 55415

**Contracting Officer: Shea Colby** Phone: 612-344-2184, [shea.colby@va.gov](mailto:shea.colby@va.gov)

**VA263-14-J-0118 P.O. 568-C40043** 11/2014 to 4/30/14, 3120 hours of service

**VA263-14-J-0118 P.O. 568-C40143**, extends performance 5/1/14 thru 10/31/14,  
adding additional 4000 hours of service.

**Total: 7120 hours, \$1,260,809.60**

**VA263-14-J-0905 P.O. 568-C40153** 6/16/14 through 12/15/14 1040 hours

**VA263-14-J-0905 P00003** extended performance from 12/16/14 through 6/15/15

(981 hours were added )

**Total: 2021 hours \$357,878.68**

**Grand total: 9141 hours, \$1,618,688.28**

**State of New Jersey**

**UMDNJ University of Behavioral Healthcare**

215 S. Orange Ave

Newark, NJ 07103

Dr. Theresa Miskimen – (732) 235-3490

[miskimtm@ubhc.ruthers.edu](mailto:miskimtm@ubhc.ruthers.edu)

Contract #: P11-075

12/1/11 – 11/30/16

Locum Tenens Psychiatry Services

**State of Connecticut - Connecticut Valley Hospital**

PO Box 351 Silver St.

Middletown, CT 06457

Dr. Thomas Pisano – (860) 262-7030

[Thomas.pisano@ct.gov](mailto:Thomas.pisano@ct.gov)

Contract#: MHAM1-0000056940

7/1/12 – 6/30/13

Locum Tenens Psychiatry Services

**VAMC Dayton, OH (multiple locum tenens Psychiatrists)**

4100 West 3<sup>rd</sup> Street

Dayton, OH 45428

Contract Specialist: Glen Johnson

Network Contracting Office (NCO) 10

VA Healthcare Systems of Ohio

6150 Oak Tree Blvd, Suite 300

Independence OH 44131-2569

Office (216) 447-8300 Ext. 3816/3817

Fax (216) 447-8310

Email: [Glen.Johnson@va.gov](mailto:Glen.Johnson@va.gov)

COR: Tenisha Smith

(937) 268-6511 ext. 2028

[Tenisha.Smith@va.gov](mailto:Tenisha.Smith@va.gov)

VA250-13-F-1775 P.O. 552-C31083 contract began 9.20.13

VA250-13-F-1775 P.O. 552-C50002

VA250-13-F-1775 P.O. 552-C31083

VA250-13-F-1775 P.O. 552-C31083 P00001 4.1.15 thru 9.30.15

Psychiatry locum tenens award made 9.20.13 and modified/extended multiple times to present. A total of six psychiatrists have been recruited and credentialed and have worked various schedules for months at a time. Recent award of VA250-15-F-1819 which has been resolicited in the RFQ to which we are awaiting another award.

N/A

# State of West Virginia

## VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

**1. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
- Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**

**2. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

**3. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

**4. Application is made for 5% vendor preference for the reason checked:**

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**

**5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**

**6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: JACKSON & COKER  
Date: 12/9/2015

Signed: Dona Massey  
Title: VP, Government Healthcare



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

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

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

**DEFINITIONS:**

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

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

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

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Jackson & Coher Locum Tenens, LLC

Authorized Signature: Dana Massey Date: 12/09/15

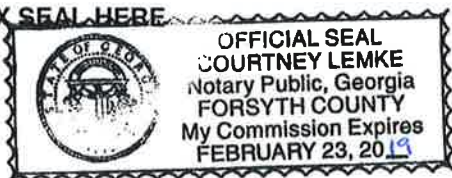
State of Georgia

County of Forsyth, to-wit:

Taken, subscribed, and sworn to before me this 9 day of December, 2015.

My Commission expires 2/23/2019, 20    .

AFFIX SEAL HERE



NOTARY PUBLIC Courtney Lemke





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

State of West Virginia  
 Request for Quotation  
 34 - Service - Prof

Proc Folder: 134412

Doc Description: LOCUM TENENS PSYCHIATRIC PHYSICIANS AND NURSE PRACTITIONERS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-11-12	2015-12-10 13:30:00	CRFQ 0506 MMB1600000005	1

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

JACKSON & COKER  
 3000 Old Alabama Rd, 119-608  
 Alpharetta, GA 30022 Phone: 800-272-2707

**FOR INFORMATION CONTACT THE BUYER**

April Battle  
 (304) 558-2566  
 april.e.battle@wv.gov

Signature X *Dana Massey* FEIN # 20-4431300 DATE 12/9/2015

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

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	PSYCHIATRIC PHYSICIAN HOURLY RATE	2080.00000	HOUR	\$209.00	\$434,720.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 SECTION 2.1.1 PSYCHIATRIC PHYSICIAN HOURLY RATE.\*BASE HOURLY RATE\*NOT TO BEYOND FORTY (40) HOURS.\*NOT HOLIDAY HOURS\*NOT STANDBY HOURS

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	PSYCHIATRIC PHYSICIAN OVERTIME HOURLY RATE	520.00000	HOUR	\$313.50	\$163,020.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 SECTION 2.1.2 PSYCHIATRIC PHYSICIAN OVERTIME HOURLY RATE\*HOURS IN EXCESS OF FORTY (40) BASE RATE HOURS PER WEEK.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	PSYCHIATRIC PHYSICIAN STANDBY HOURLY RATE	75.00000	HOUR	\$40.00	\$3,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

SECTION 2.1.3 PSYCHIATRIC PHYSICIAN STANDBY HOURLY RATE\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF PSYCHIATRIC PHYSICIAN(S).\*RATE WILL BE BILLABLE FOR ANY HOUR THE PHYSICIAN(S) IS REQUESTED TO BE "ON-CALL", INCLUDES ANY HOURS AFTER "ROUTINE" SHIFT, OVERNIGHT AND WEEKENDS.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US	PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	PSYCHIATRIC PHYSICIAN HOLIDAY STANDBY HOURLY RATE	100.00000	HOUR	\$60.00	\$6,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

SECTION 2.1.4 PSYCHIATRIC PHYSICIAN\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF PSYCHIATRIC PHYSICIAN(S).\*RATE WILL BE BILLABLE FOR ANY HOUR THE PHYSICIAN(S) IS REQUESTED TO BE "ON-CALL" DURING THE HOLIDAYS SET FORTH IN SECTION 1 AND SECTION 2.1.4.1 IN THE SPECIFICATIONS.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US	PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	PSYCHIATRIC PHYSICIAN HOLIDAY HOURLY RATE	80.00000	HOUR	\$313.50	\$25,080.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

SECTION 2.1.5 PSYCHIATRIC PHYSICIAN\*HOLIDAY RATE, NOT BEYOND FORTY (40) HOURS.\*NOT HOLIDAY\*NOT STANDBY

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	PSYCHIATRIC PHYSICIAN PERMANENT PLACEMENT	1.00000	EA	\$30,000.00	\$30,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

SECTION 2.1.6 PSYCHIATRIC PHYSICIAN PERMANENT PLACEMENT FEE\*ONE TIME FEE PER EACH (IF ANY) PERMANENTLY PLACED PHYSICIAN(S) BY VENDOR.\*\*THIS FEE WILL NOT BE CONSIDERED IN THE EVALUATION AND AWARD OF THIS CONTRACT.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	NURSE PRACTITIONER HOURLY RATE	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

SECTION 2.1.7 NURSE PRACTITIONER HOURLY RATE\*BASE HOURLY RATE\*NOT BEYOND FORTY (4) HOURS\*NO HOLIDAY HOURS\*NO STANDBY HOURS

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	NURSE PRACTITIONER OVERTIME HOURLY RATE	520.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

SECTION 2.1.8 NURSE PRACTITIONER OVERTIME HOURLY RATE\*HOURS IN EXCESS OF FORTY (4) HOURS PER WEEK.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	NURSE PRACTITIONER STANDBY HOURLY RATE	75.00000	HOURLY		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

SECTION 2.1.9 NURSE PRACTITIONER STANDBY HOURLY RATES\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF NURSE PRACTITIONER.\*RATE WILL BE BILLABLE FOR ANY HOUR THE NURSE PRACTITIONER IS REQUESTED TO BE "ON-CALL", INCLUDES ANY HOURS AFTER "ROUTINE" SHIFT, OVERNIGHTS AND WEEKENDS.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	NURSE PRACTITIONER STANDBY HOLIDAY HOURLY	100.00000	HOURLY		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

SECTION 2.1.10 NURSE PRACTITIONER STANDBY HOLIDAY HOURLY RATE\*AMOUNT PAID PER HOUR FOR ANY HOUR THE AVAILABILITY OF NURSE PRACTITIONER IS REQUESTED TO BE "ON-CALL", DURING THE HOLIDAY SET FORTH IN SECTION 1 AND SECTION 2.1.4.1

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	NURSE PRACTITIONER HOLIDAY HOURLY RATE	80.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 SECTION 2.1.11 NURSE PRACTITIONERHOLIDAY HOURLY RATE\*HOLIDAY RATE, NOT BEYOND FORTY (40) HOURS.\*NOT BASE\*NOT STANDBY

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	NURSE PRACTITIONER PERMANENT PLACEMENT FEE	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 SECTION 2.1.12 NURSE PRACTITIONER PERMANENT PLACEMENT FEE\*ONE TIME FEE PER (IF ANY) NURSE PRACTITIONER(S) PLACED BY VENDOR.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	TQ Due	2015-11-27

<b>MMB1600000005</b>	<b>Document Phase</b> Final	<b>Document Description</b> LOCUM TENENS PSYCHIATRIC PHYSI CIANS AND NURSE PRACTITIONERS	<b>Page 7</b> <b>of 7</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



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

State of West Virginia  
 Request for Quotation  
 34 - Service - Prof

Proc Folder: 134412

Doc Description: ADDENDUM #1 - LOCUM TENENS PSYCH PHYS & NURSE PRACT

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-12-03	2015-12-10 13:30:00	CRFQ 0506 MMB1600000005	2

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

JACKSON & COKER  
 3000 Old Alabama Rd, 119-608  
 Alpharetta, GA 30022  
 Phone: 800.272.2707

**FOR INFORMATION CONTACT THE BUYER**

April Battle  
 (304) 558-0067  
 april.e.battle@wv.gov

Signature X *Kana Massey*

FEIN # 20-4431300

DATE 12/9/2015

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



**ADDITIONAL INFORMATION:**

ADDENDUM #1 - TO PROVIDE RESPONSES TO TECHNICAL QUESTIONS SUBMITTED BY VENDORS.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	PSYCHIATRIC PHYSICIAN HOURLY RATE	2080.00000	HOUR	\$209.00	\$434,720.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 ADDENDUM #1 - SECTION 2.1.1 PSYCHIATRIC PHYSICIAN HOURLY RATE.\*BASE HOURLY RATE\*NOT TO BEYOND FORTY (40) HOURS.\*NOT HOLIDAY HOURS\*NOT STANDBY HOURS

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	PSYCHIATRIC PHYSICIAN OVERTIME HOURLY RATE	520.00000	HOUR	\$313.50	\$163,020.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 ADDENDUM #1 - SECTION 2.1.2 PSYCHIATRIC PHYSICIAN OVERTIME HOURLY RATE\*HOURS IN EXCESS OF FORTY (40) BASE RATE HOURS PER WEEK.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	PSYCHIATRIC PHYSICIAN STANDBY HOURLY RATE	75.00000	HOUR	\$40.00	\$3,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

ADDENDUM #1 - SECTION 2.1.3 PSYCHIATRIC PHYSICIAN STANDBY HOURLY RATE\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF PSYCHIATRIC PHYSICIAN(S).\*RATE WILL BE BILLABLE FOR ANY HOUR THE PHYSICIAN(S) IS REQUESTED TO BE "ON-CALL", INCLUDES ANY HOURS AFTER "ROUTINE" SHIFT, OVERNIGHT AND WEEKENDS.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US	PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	PSYCHIATRIC PHYSICIAN HOLIDAY STANDBY HOURLY RATE	100.00000	HOUR	\$60.00	\$6,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

ADDENDUM #1 - SECTION 2.1.4 PSYCHIATRIC PHYSICIAN\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF PSHYCHIATRIC PHYSICIAN(S).\*RATE WILL BE BILLABLE FOR ANY HOUR THE PHYSICIAN(S) IS REQUESTED TO BE "ON-CALL" DURING THE HOLIDAYS SET FORTH IN SECTION 1 AND SECTION 2.1.4.1 IN THE SPECIFICATIONS.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US	PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	PSYCHIATRIC PHYSICIAN HOLIDAY HOURLY RATE	80.00000	HOUR	\$313.50	\$25,080.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

ADDENDUM #1 - SECTION 2.1.5 PSYCHIATRIC PHYSICIAN\*HOLIDAY RATE, NOT BEYOND FORTY (40) HOURS.\*NOT HOLIDAY\*NOT STANDBY

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	PSYCHIATRIC PHYSICIAN PERMANENT PLACEMENT	1.00000	EA	\$30,000.00	\$30,000.00

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 ADDENDUM #1 - SECTION 2.1.6 PSYCHIATRIC PHYSICIAN PERMANENT PLACEMENT FEE\*ONE TIME FEE PER EACH (IF ANY) PERMANENTLY PLACED PHYSICIAN(S) BY VENDOR.\*\*THIS FEE WILL NOT BE CONSIDERED IN THE EVALUATION AND AWARD OF THIS CONTRACT.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	NURSE PRACTITIONER HOURLY RATE	2080.00000	HOURLY		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 ADDENDUM #1 - SECTION 2.1.7 NURSE PRACTITIONER HOURLY RATE\*BASE HOURLY RATE\*NOT BEYOND FORTY (4) HOURS\*NO HOLIDAY HOURS\*NO STANDBY HOURS

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	NURSE PRACTITIONER OVERTIME HOURLY RATE	520.00000	HOURLY		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

ADDENDUM #1 - SECTION 2.1.8 NURSE PRACTITIONER OVERTIME HOURLY RATE\*HOURS IN EXCESS OF FORTY (4) HOURS PER WEEK.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US	PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	NURSE PRACTITIONER STANDBY HOURLY RATE	75.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

ADDENDUM #1 - SECTION 2.1.9 NURSE PRACTITIONER STANDBY HOURLY RATES\*AMOUNT PAID PER HOUR FOR THE AVAILABILITY OF NURSE PRACTITIONER.\*RATE WILL BE BILLABLE FOR ANY HOUR THE NURSE PRACTITIONER IS REQUESTED TO BE "ON-CALL", INCLUDES ANY HOURS AFTER "ROUTINE" SHIFT, OVERNIGHTS AND WEEKENDS.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US	PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	NURSE PRACTITIONER STANDBY HOLIDAY HOURLY	100.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**

ADDENDUM #1 - SECTION 2.1.10 NURSE PRACTITIONER STANDBY HOLIDAY HOURLY RATE\*AMOUNT PAID PER HOUR FOR ANY HOUR THE AVAILABILITY OF NURSE PRACTITIONER IS REQUESTED TO BE "ON-CALL", DURING THE HOLIDAY SET FORTH IN SECTION 1 AND SECTION 2.1.4.1

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	NURSE PRACTITIONER HOLIDAY HOURLY RATE	80.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 ADDENDUM #1 - SECTION 2.1.11 NURSE PRACTITIONERHOLIDAY HOURLY RATE\*HOLIDAY RATE, NOT BEYOND FORTY (40) HOURS.\*NOT BASE\*NOT STANDBY

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US		PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	NURSE PRACTITIONER PERMANENT PLACEMENT FEE	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85101604			

**Extended Description :**  
 ADDENDUM #1 - SECTION 2.1.12 NURSE PRACTITIONER PERMANENT PLACEMENT FEE\*ONE TIME FEE PER (IF ANY) NURSE PRACTITIONER(S) PLACED BY VENDOR.

SCHEDULE OF EVENTS
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Line	Event	Event Date
1	TQ Due	2015-11-27

<b>MMB160000005</b>	<b>Document Phase</b> Final	<b>Document Description</b> ADDENDUM #1 - LOCUM TENENS PSY CH PHYS & NURSE PRACT	<b>Page 7</b> <b>of 7</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**State of West Virginia  
Charleston, WV**

**Mildred Mitchell-Bateman Hospital**

**CRFQ 0506 MMB 1600000005**

**Locum Tenens Psychiatrists / Nurse Practitioners**

**December 10, 2015**

**Offeror:** Jackson & Coker LocumTenens, LLC  
dba Jackson & Coker  
3000 Old Alabama Road, 119-608  
Alpharetta, GA 30022  
[www.jacksoncoker.com](http://www.jacksoncoker.com)

**Contact:** Dana Massey  
VP, Government Healthcare Division  
Office: 800.272.2707, ext. 5637  
Direct: 770.643.5637  
Fax: 800.936.4562  
E-mail [dmassey@jacksoncoker.com](mailto:dmassey@jacksoncoker.com).

**Company Mission Statement**

*Jackson & Coker believes that all hospitals, clinics, physician practices and patients should have access to a physician, whether for a day, a lifetime, or any of life's changes in between.*

## **UNDERSTANDING THE NEED**

The West Virginia Purchasing Division is responsible for providing for quality healthcare delivery at Mildred Mitchell-Bateman Hospital (MMBH), located in Huntington, West Virginia.

Under this RFQ, it is the intent to contract with multiple vendors of locum tenens services that can provide licensed Psychiatrists and Psychiatric Nurse Practitioners.

The RFQ stipulates that "split-award" contracts may be assigned to organizations that can only provide Psychiatrists or Nurse Practitioners.

**NOTE:** Jackson & Coker wishes to bid only on the Psychiatrist component of this bid opportunity. We have a sufficiently large pool of West Virginia-licensed Psychiatrists who would likely have an interest in this practice opportunity.

### **Psychiatrist Qualifications**

Acceptable candidates for this locum tenens assignment will possess, at a minimum, the following qualifications:

- Graduation from accredited medical school with earned MD/DO degree
- Completion of internship and 3-year residency in Psychiatry (or equivalent)
- Board Eligible / Board Certified in Psychiatry
- Minimum of 9 months of Psychiatry practice
- Current, valid, unrestricted West Virginia Board of Medicine license
- DEA / . CSR registration
- ECFMG (if applicable)
- Current CME obligation fulfillment
- Not appear on OIG or other exclusion list



- U.S. citizen (or otherwise eligible to work in the U.S.)
- Good patient interaction skills
- Fluent in writing / speaking English
- Computer literate and familiar with electronic medical records
- Knowledgeable of HIPAA / HITECH rules and regulations
- Be able to be privileged by the hospital without difficulty or delay.

Jackson & Coker will offer locum tenens Psychiatrists who possess these qualifications. Upon contract award, we will begin our search for the most suitable candidates to offer for placement consideration.

### **Provider Responsibilities**

The contract Psychiatrists accepted for this contract with the West Virginia Department of Purchasing shall provide the following professional responsibilities, upon completion of on-site orientation:

- Provide patient treatment according to the "scope of practice" detailed in the solicitation.
- Be prompt for regular on-site patient care, as well as be available for on-call / standby duty
- Provide medical treatment according to the "standard of care" associated with the Psychiatry profession and meeting standards established by the American Psychiatric Association, the American Hospital Association, governing and licensure boards, and MMBH.
- Lead treatment teams for assigned patients; perform physical exams, and provide consultations when requested.
- Provide timely, accurate documentation of patient contact following admission and clinical assignment.

- Continually assess and document mental status, perform medication reviews, and generate appropriate Medical Staff reviews and other reports required by the Psychiatry Dept.
- As needed, refer patients to other clinical professionals.
- Write prescriptions according to facility's pharmaceutical formulary.
- Generate, review and dictate discharge summaries.
- As required, provide expert testimony in patient commitment hearings or other legal matters.
- Meet in person (or via phone contact) with patients' families or other appropriately designated individuals.
- Attend internal / external meetings as required.
- Participate in all Quality Assurance / Quality Improvement initiatives.
- Fill out accurate time sheets, signed by appropriate personnel.
- Perform other duties assigned by clinical supervisor, Medical Director, Chief of Psychiatry, or designee.

Jackson & Coker will present qualified Psychiatrists who have the technical proficiency to fulfill these responsibilities throughout the term of the proposed contract.

## **MEETING THE NEED**

### **Company Information**

Jackson & Coker LocumTenens, LLC, dba **Jackson & Coker (J&C)**, is a well-organized, established physician recruitment firm headquartered in Alpharetta (metro Atlanta), Georgia. The firm has nearly 40 years of continuous business operations in placing a wide variety of physicians in appealing practice opportunities.

**Currently our firm serves more than 4,000 clients at more than 13,000 healthcare facilities nationwide. Over the past five years, we have booked over 277,000 locum tenens days – representing more than 140 years of coverage. This includes winning and administering in excess of 640 Psychiatry contracts.**

Jackson & Coker is owned by Jackson Healthcare (JH), one of the nation's largest healthcare staffing organizations. The combined personnel of the subsidiary companies place medical providers at over 1,000 hospitals and clinics nationwide that treat over two million patients each year.

J&C is a founding member of the National Association of Locum Tenens Organizations (NALTO). In fact, one of our executives chaired NALTO's Ethics Committee and since has been elevated to the Board of Directors.

### **Psychiatry Recruitment**

In order to meet the staffing requirements at MMBH, our team will rely on a number of valuable resources to complete this project:

#### **a. Human Resources**

The Psychiatry Team is one of the largest and most profitable within our LocumTenens Division. This team consists of 15 full-time associates devoted to recruiting Psychiatrists for temporary positions.

Some junior-level recruiters have 1-3 years' experience. The more senior-level recruiters have 5-7 years of experience, with one associate's actually having 20+ years in the business of Psychiatrist recruitment.

### **b. Recruitment Resources**

**Provider Database:** For over three decades our firm has developed one of the largest proprietary provider databases within the physician-staffing industry. Our recruiters successfully recruit from a provider database **exceeding 600,000** active (and passive) physicians and healthcare practitioners.

Data supplied by our Marketing Dept. shows that our candidate pool includes more than **37,000 licensed Psychiatrists**, out of 42,000 nationwide. This equates to **89%** of all licensed Psychiatrists in the United States, including those with West Virginia state licenses.

**Physician Job Boards.** J&C partners with half a dozen leading physician job boards. Chief among them is [www.MDSearch.com](http://www.MDSearch.com). Begun in 2003, this job board has registered over **70,000 doctors** who are actively "scouting the market" for appealing practice opportunities.

Of this number, over **4,000 Psychiatrists and Neurologists** visit the website regularly for information on current job postings, which include open positions with government entities.

**Direct Mail:** Our Marketing Dept. reaches **over 100,000 "opt-in" providers** weekly who wish to learn about practice options. Once they have identified opportunities of interest, they can discuss the jobs that are most appealing via "online chat" – which provides "real time" communication with our team recruiters.

**Professional Gatherings:** Another beneficial recruitment tool is the personal contact that our recruiters make at professional gatherings. These include medical conferences, conventions, and trade shows. Examples:

- American Academy of Neurology
- American Psychiatric Association
- CareerMD
- Georgia Psychiatry Physicians Assoc.
- National Assoc. of Locum Tenens Organizations
- Texas Council MHMR ((Psych)
- US Psychiatric Congress.

**Job Search App.** Merging technology and physician recruitment, our company has developed a unique Job Search App. This innovative software enables busy doctors to be instantly informed of new practice opportunities in our database. This handy tool is used with iPhone, iPad or Android devices.

Users of this Job Search App can register their practice interests, begin the credentialing process online, and even indicate their desire to pursue selected opportunities according to their “practice profile.” Currently there are over 2,000 physicians who are registered to use this job search tool.

These recruitment resources and tools are instrumental in J&C achieving the staffing objectives associated with Psychiatry locum tenens.

### **Provider Credentialing**

At Jackson & Coker, each healthcare provider’s credentials are reviewed for quality assurance. This includes conducting the **primary source verification** of the provider’s core credentials and obtaining peer references. The following elements are verified from the primary source:

- ✓ Current primary state licenses – directly from the state board
- ✓ CSR (if applicable) – directly from the state board
- ✓ DEA – via NTIS
- ✓ OIG query – from the OIG exclusions list
- ✓ National Practitioner Data Bank (NPDB) query
- ✓ Federation of State Medical Board (FSMB) query

- ✓ Board Certification – via boardcertifieddoctors.com or AOA for DO's
- ✓ If not board certified, education and training are verified – via AMA/AOA and ECFMG (if applicable). If education is not verified on the AMA / AOA we will verify the education directly from the institution
- ✓ 5-year work history (from CV and application)
- ✓ Professional peer references – at least 2 current references.

If any derogatory information is found, it is reviewed by our in-house Risk Management Department for approval.

**NOTE:** Jackson & Coker re-credentials providers every two years to promote ongoing Quality Management. This is in contrast to many physician recruitment agencies that only credential once, when the doctor initially registers with their agency.

### **Provider Monitoring**

Jackson & Coker places locum tenens physicians – i.e., independent contractors – in clinical settings where they treat patients under the general supervision of the clinician(s) to whom they report.

As such, we do not directly monitor the doctors' clinical performance. In order to ensure their ongoing competency, our credentialing staff makes sure that their licenses, registrations and certifications are up-to-date. **Furthermore, our Credentialing Specialists re-credential the physicians at least once every two years.** This task involves gathering fresh professional references who can attest to the providers' current clinical competency. Additionally, our staff documents the doctors' updated CME compliance.

Lastly, we should mention: Even though J&C associates do not directly monitor the clinical performance of our locum tenens physicians, we do have means to indirectly monitor how satisfactorily they are performing on-site. At the conclusion of each LT assignment, clients are asked to complete candid questionnaires that evaluate our doctors' clinical performance (samples enclosed).

The evaluations focus on these performance criteria (on a scale of 1-4):

- ❖ General Medical Knowledge / Skills
- ❖ Emergency Interventional Skills
- ❖ Medical & Professional Judgment
- ❖ Patient Satisfaction
- ❖ Interpersonal Relationships with Peers
- ❖ Interpersonal Relationships with Patients
- ❖ Appearance
- ❖ Professional Conduct
- ❖ Timeliness & Responsiveness
- ❖ Adaptability to Environment
- ❖ Communication Skills
- ❖ Medical Records Handling
- ❖ Would you use this provider again for future coverage?

Quite a few of our Psychiatrists have received “4” on all of their scores. Obviously, these are the providers whom we favor in presenting to clients for new locum tenens assignments.

### **PAST PERFORMANCE**

Jackson & Coker is a top-tier locum tenens firm and considered by many in the contracting community as a “prime vendor.” Our illustrious and enviable Past Performance accounts for such recognition.

#### **Successful Government Business**

One indication of our noteworthy Past Performance is the amount of successful government business we have generated over the past decade.

- Since 2000, Jackson & Coker has won **over \$750 million** in government contract awards for medical services (both new and extended locum tenens contracts).

- On average, we fill over **1,400 locum tenens days monthly**. This includes a substantial amount of Psychiatry placements.
- Our largest contract award to date was with DHHS. In 2005, DHHS awarded to our bidding team and another team multi-year contracts with estimated yearly value of approximately **\$55 million**. This was a BPA covering 2,300 facilities nationwide. Psychiatry bookings constituted a major portion of “timely deliverables.”
- Our current government contracts – numbering over 300 – are valued at over **\$200 million** (to include projected contract renewals). Repeat business accounts for approximately 45% of our regularly generated revenue.

### **Business with State Hospitals**

Over three decades, J&C has placed locum tenens providers at scores of state healthcare facilities throughout the United States. Here is a representative sampling of such clientele:

- Alaska Psychiatric Institute
- Anderson-Oconee-Pickens Mental Health
- Bronx Psychiatric Center
- Brooklyn Children’s Center
- Central New York Psychiatric Center
- Central Virginia Training Center
- Connecticut Valley Hospital
- Deuel Vocational Institution
- East Central Regional Hospital – Augusta
- East Hawaii Community Mental Health Center
- Eastern State Hospital
- El Paso State Hospital Living Center
- Georgia Regional Hospital – Savannah



- Glasgow State Nursing Facility
- Hawaii State Hospital
- Huron Valley Hospital
- Kalamazoo Regional Psychiatric Hospital
- Logansport State Hospital
- Lubbock State Supported Living Center
- Maui Memorial Medical Center
- Mexia State Supported Living Centre
- Napa State Hospital
- Northern Nevada Adult Mental Health Services
- North Texas State Hospital
- Northwest Georgia Regional Hospital
- Orangeburg Area Mental Health Center
- Richmond State Hospital
- Rusk State Hospital
- San Antonio State Supported Living Center
- Southern Nevada Adult Mental Health
- Southwestern Virginia Mental Health Institute
- SUNY Downstate Medical Center
- Thomas B. Finan Center
- Vermont Division of Mental Health
- Waco Center for Youth
- Welch Community Hospital
- West Central Georgia Regional Hospital
- West Hawaii Community Mental Health Center
- Western State Hospital
- Winward Oahu Community M H Center
- Wyoming State Hospital.

Jackson & Coker has placed hundreds of locum tenens providers at these state facilities. The bulk of placements has been in the areas of **Psychiatry** and Primary Care, with some in surgical specialties.

## **Client References**

Enclosed on a separate document is a list of client references, including contract information. The contract officials named can speak candidly concerning our firm's recruitment capability and commitment to complete client satisfaction.

## **Other Documents**

**"Client Testimonials"** offers excerpts from actual client reference letters. A **Letter of Endorsement** from an official with the Georgia Tech Procurement Assistance Office (GTPAC) speaks favorably of our firm's successful government business.

## **STAFFING PLAN**

The proposed contract to staff Mildred Mitchell-Bateman Hospital requires a meticulous staffing plan, which is described below:

- a) *Understand the staffing need.* According to the RFQ, MMBH requires regular as-needed coverage provided by Psychiatrists and/or Psychiatric Nurse Practitioners. With the award of multiple contracts, the client expects to draw from numerous recruitment sources to meet ongoing coverage needs.
- b) *Present qualified, pre-screened candidates.* Our Psychiatry team is familiar with this staffing requirement. They have sourced and qualified hundreds – if not thousands – of well-qualified Psychiatrists who have provided service for commercial and government healthcare organizations. Our team will carefully select prospective candidates based upon: medical education and training, board

status, skills checklist, medical malpractice history, recent work experience, favorable references, "affordability," and sincere interest in the practice opportunity.

- c) *Complete in-house credentialing.* Our credentialing protocol is discussed elsewhere in this Proposal. Using **prime-source verification**, our Credentialing Specialists complete their tasks with utmost professionalism and time-sensitive urgency. Their meticulous efforts benefit the hospital privileging process considerably.
- d) *Present candidates for placement consideration.* Formal submittals involve forwarding to MMBH a packet of information on each candidate offered for placement consideration. Our staff follows a detailed checklist to make sure that the client Medical Staff Office has all the information required for privileging.
- e) *Schedule providers selected.* We expect to offer MMBH a pool of suitable candidates from which they can select the "best match" for their ongoing needs. (We understand that the ranking of agencies selected is based on relative pricing.) Once MMBH has made their decision, our Physician Liaisons (formerly "Client Service Coordinators") will handle all the details associated with scheduling the physicians selected. Scheduling includes arranging for travel, lodging, car rental (or mileage reimbursement) and handling other details to make the doctors' stay as comfortable as possible.
- f) *Contingency staffing.* Our Staffing Plan always accounts for the possibility of needing a replacement or substitute physician. This being the case, our Psych recruiters will endeavor to identify a "local" Psychiatrist who can step in, if needed, under contingent circumstances.

Our provider database is sufficiently large – and our recruiters are adequately trained and experienced – that we can complete contingency staffing with minimal or *no loss of coverage*.

- g) *Problem resolution.* Administering any contract may involve resolving certain problems or “issues.” The Government team has a formal problem resolution protocol, beginning with the lowest level of associate involvement. If necessary, input from our Director of Government Healthcare (**Dana Massey**) may be involved in problem resolution.
- h) *Contract maintenance.* Our Government team includes a full-time Contract Administrator (**Courtney Lemke**) who handles detailed matters related to contract maintenance. She has over five years’ experience on the Government team and is adept at “keeping things running smoothly.”

### **Pricing for Services**

At Jackson & Coker, we realize the importance of offering competitive pricing as part of our contract bids. Typically, contracts are awarded to the lowest price bid that offers the required technical proficiency and the fewest risk factors.

Our pricing strategy is geared toward offering clients “**best value procurement**” for required services. We weigh “price reasonableness” with “price realism” as we take into consideration a number of key factors, namely:

- Supply-and-demand of locum tenens Psychiatrists nationwide
- Availability of West Virginia-licensed Psychiatrists
- Competitive daily wages
- Comfortable lodging
- Daily car rental (or mileage reimbursement)
- Medical malpractice costs
- General & Administrative Costs
- Acceptable profit margin.

Although we attempt to offer rates that match pricing for our “most favored” commercial clients, our bids are always subject to a “**best and final offer**” negotiation if such is critically important in making a contract award.

### **ADDITIONAL INFORMATION**

Our proposal would not be complete without mention of additional information that strengthens our bid, or otherwise clarifies pertinent matters of a contractual nature.

#### **Subcontractors**

To fulfill the terms and conditions of this contract with MMBH, it will not be necessary to utilize the services of any subcontractor entity.

Our database is sufficiently large – and our recruiters are adequately trained and experienced – that we can make a “good fit” of qualified providers with each practice opportunity.

Jackson & Coker has independently filled scores of locum tenens contracts with state hospitals nationwide. And we anticipate no difficulty in filling this contract with MMBH on our own.

#### **Permanent Hires**

Occasionally, our clients are so pleased with our locum tenens providers that they extend to them offers of permanent employment. In those instances, we are willing to “release” the doctors from our pool of active candidates, with their agreement to accept permanent placement.

In accord with industry standards and protocol, we customarily charge a **locums-to-perm placement fee** when an offer of permanent employment is extended and accepted. Our VP of Government Healthcare (**Dana**

**Massey**) and our medical specialty teams are available to discuss the matter with concerned parties.

### **Personnel Policy (standard J&C proposal verbiage)**

Jackson & Coker, the Contractor, utilizes the services of locum tenens physicians to provide the required medical coverage under this contract. Our locum tenens providers serve as independent contractors who receive year-end 1099 Misc. Forms for tax purposes.

Jackson & Coker provides for each locum tenens provider professional liability insurance and malpractice insurance as required. However, our firm does not withhold income tax, worker's compensation, or Social Security payments.

The Contractor's personnel (locum tenens doctors) furnishing services for a non-personal services order under this contract shall not be considered direct employees of the Government for any purposes. The Contractor's employment relationship and resulting obligations to its personnel shall be determined by applicable Federal, state and local laws and regulations. Compliance with such laws and regulations shall be the sole responsibility of the Contractor.

### **Points of Contact**

Jackson & Coker realizes the importance of having reliable contact personnel dedicated to servicing government contracts. To discuss any matter related to our bid or contract management after an award is made, feel free to communicate with either of our principal contacts:

***Dana Massey***

VP, Government Healthcare

Office: 800.272.2707, ext. 5637

Direct: 770.643.5637

Fax: 800.936.4562  
E-mail: [dmassey@jacksoncoker.com](mailto:dmassey@jacksoncoker.com).

***Courtney Lemke***

Director / Contract Administrator  
Office: 800.272.2707, ext. 3044  
Direct: 678.277.3044  
Fax: 800.936.4562  
E-mail: [clemke@jacksoncoker.com](mailto:clemke@jacksoncoker.com).

These associates are available during extended business hours: 8:30 AM to 5:30 PM, Monday through Friday. For emergencies, they can be reached by cell phone through our corporate answering service.

Additionally, our Physician Liaisons carry a beeper on a rotational basis in order to be available 24/7 to handle any emergency situations that might occur. To the best of our knowledge, no other physician recruitment firm offers this level of service.

### **CONCLUSION**

Jackson & Coker is a well-organized, well-regarded physician recruitment firm. During its 3+ decades of business operations, the company has developed a robust niche practice in placing locum tenens Psychiatrists in commercial and government healthcare facilities.

One of our firm's strong points is placing Psychiatrists in state hospitals across the nation. Our providers have successfully practiced in short-term, long-term and "as-needed" staffing arrangements.

Based upon our successful track record and client service commitment, we look forward to meeting the staffing requirements of Mildred Mitchell-Bateman Hospital with no difficulty.

4 October 2011

To whom it may concern

Following a visit to Jackson & Coker's headquarters, I commented:

**"Jackson & Coker has demonstrated an exceptional capacity to apply sound procurement principles and methodology to their physician staffing business. This is impressively documented in their yearly increases in contract awards."**



joe.beaulieu@innovate.gatech.edu

Deputy Program Director

770-718-3981 Voice | 770-535-5847 Fax | joe\_beaulieu Skype

Georgia Tech Procurement Assistance Center | [www.gtpac.org](http://www.gtpac.org)

Enterprise Innovation Institute | Georgia Institute of Technology

**gtpac** | Georgia Tech  
Procurement Assistance  
Center

**Enterprise Innovation Institute**  
innovate.gatech.edu



## CLIENT TESTIMONIALS

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*What do clients say about Jackson & Coker?* Over three decades, we have faithfully served thousands of commercial and government clients. They appreciate using our services to fill critical staffing needs in over 40 medical specialties.

A sampling of client testimonials makes a convincing case concerning our recruitment capability and commitment to client satisfaction:

**“As an organization, Jackson & Coker has been easy to work with and very professional. They present eligible candidates on a timely basis, have dedicated staff who help coordinate placements, and have addressed any problems that have arisen quickly and effectively.”**

Aubrey Eubanks, MD  
Medical Director  
Nevada County Behavioral Health

**“Jackson & Coker has been a tremendous asset to both our school and University Medical Center, allowing us to find the perfect fit for both organizations. We greatly appreciate all of the hard work your team put into identifying the best candidates for the positions we had available and who were able to successfully hire.”**

Brent D. Magers  
Executive Associate Dean, School of Medicine  
CEO, Texas Tech Physicians

**“The physician candidates are generally high quality. Customer service is a strength. The administrative staff have been responsive to our needs, urgent requests, and occasional concerns. Without hesitation, I can recommend Jackson & Coker for Locum Tenens Staffing needs.”**

Michael Krelstein, MD  
Medical Director  
San Diego County Psychiatric Hospital

**“We recently retained the services of Jackson & Coker for locum tenens coverage in our rural health clinic. We were very impressed with the candidate that was presented, and found her fully qualified and competent. She was a team player with other physicians, and worked well with staff, but most important was liked by the patients.**

**“I would not hesitate to use Jackson & Coker for any future temporary staffing need that occurs at our hospital, and to recommend your service to other facilities seeking similar locum tenens coverage.”**

Dan Gordon  
VP of Finance / CFO  
Feather River Hospital.

**“I would like to thank you for the many years of excellence in service in response to our locum tenens requirements. Our team has always been available on a daily basis to discuss our needs and more importantly supply AMC and our operating rooms immediately with coverage.**

**“Thank you for remaining competitive in your rates within this difficult market. We look forward to a continued working relationship as we move into the new year.”**

Don Chookaszian  
Business Manager  
AMC Anesthesia Ltd.

**“Your organization handled every contingency with patience and skill. The physician that you provided us with was superbly trained and so quickly assimilated into our organization. Our medical staff administration and nursing staff are pleased with your services that hereafter we will always rely on Jackson & Coker to meet these needs.”**

August F. Menchini  
Director of Human Resources  
Eastern Long Island Hospital.



**Client Evaluation of Provider Report from 4/1/2015 through 7/31/2015**

Division = PSYCH Specialty = ALL Markter Recruiter = ALL Quarter = 04/01/15

<u>Client</u>	<u>Contact</u>		
<b>Solano County</b>	<b>Ms. Tracy Lacey</b>		
<u>Assignment / Division / Specialty</u>	<u>Assignment dates Marketer / Recruiter</u>	<u>Provider</u>	
207753 PSYCH PSYCHIATRY	12/19/14 - 09/04/15 jschofield shbrooks	4800839442	<del>Dr. Joe Stank N/A</del>
	General Medical Knowledge & Skills		3
	Emergency Interventional Skills		3
	Medical & Professional Judgement		4
	Patient Satisfaction		3
	Interpersonal Relationships with Peers		3
	Interpersonal Relationships with Staff		3
	Interpersonal Relationships with Patients		3
	Appearance		4
	Professional Conduct		4
	Timeliness & Responsiveness		4
	Adaptability to Environment		4
	Communication Skills		3
	Medical Records Handling		N/A
	Would you use this provider again for future coverage?		Yes
	Comments		N/A
	<b>Average Score</b>		<b>3.4</b>



**Client Evaluation of Provider Report from 4/1/2015 through 7/31/2015**

Division = PSYCH Specialty = ALL Markter Recruiter = ALL Quarter = 04/01/15

<u>Client</u>	<u>Contact</u>		<u>Provider</u>
Hawaii State Hospital	Dr. Meg Grant		
<u>Assignment / Division / Specialty</u>	<u>Assignment dates Marketer / Recruiter</u>		
196676 PSYCH PSYCHIATRY	07/14/14 - 09/30/15 jschofield sburke		4800981680 <del>11061681680</del>
	General Medical Knowledge & Skills		4
	Emergency Interventional Skills		4
	Medical & Professional Judgement		4
	Patient Satisfaction		4
	Interpersonal Relationships with Peers		4
	Interpersonal Relationships with Staff		3
	Interpersonal Relationships with Patients		4
	Appearance		4
	Professional Conduct		4
	Timeliness & Responsiveness		4
	Adaptability to Environment		3
	Communication Skills		4
	Medical Records Handling		4
	Would you use this provider again for future coverage?		Yes
	Comments		N/A
	<b>Average Score</b>		<b>3.8</b>

Scale is from 1(Unsatisfactory) to 4 (Excellent). Legacy data converted to new range.



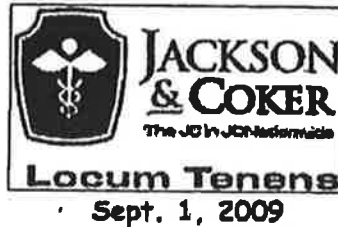
**JACKSON  
& COKER**

**Client Evaluation of Provider Report from 4/1/2015 through 7/31/2015**

Division = PSYCH Specialty = ALL Markter Recruiter = ALL Quarter = 04/01/15

<u>Client</u>	<u>Contact</u>		<u>Provider</u>
<b>Sephardic Bikur Holim</b>	<b>Ms. Sandra Kotzen</b>		
<u>Assignment / Division / Specialty</u>	<u>Assignment dates Marketer / Recruiter</u>		
<b>199305 PSYCH PSYCHIATRY</b>	<b>03/02/14 - 12/30/15 jhamlin eaJohnson</b>		<b>4800540406 - Dr. John B. B...</b>
	General Medical Knowledge & Skills		4
	Emergency Interventional Skills		4
	Medical & Professional Judgement		4
	Patient Satisfaction		4
	Interpersonal Relationships with Peers		4
	Interpersonal Relationships with Staff		4
	Interpersonal Relationships with Patients		4
	Appearance		3
	Professional Conduct		4
	Timeliness & Responsiveness		4
	Adaptability to Environment		4
	Communication Skills		4
	Medical Records Handling		4
	Would you use this provider again for future coverage?		Yes
	Comments		N/A
	<b>Average Score</b>		<b>3.9</b>

Scale is from 1(Unsatisfactory) to 4 (Excellent). Legacy data converted to new range.



Hello valued client,  
As of Sept. 1, 2009, Jackson & Coker Locum Tenens, LLC's tax id# is 204-43-1300.

Payments to be addressed and mailed to Jackson & Coker Locum Tenens, LLC :

Jackson & Coker Locum Tenens, LLC  
P.O. Box 277638  
Atlanta, GA 30384-7638

For ACH

Jackson & Coker Locum Tenens, LLC  
Bank of America  
ABA: 061000052  
Account: 334023789589

For Wires

Jackson & Coker Locum Tenens, LLC  
Bank of America  
ABA: 026009593  
Account: 334023789589

Street Address for overnight delivery:

Jackson & Coker Locum Tenens, LLC  
3000 Old Alabama Road  
Suite 119-608  
Alpharetta, GA 30022

If you have any further questions please feel free to contact me at 800-272-2707  
ext 3029.

Sincerely,  
Dominic Candelario  
Credit/Accts. Rec. Manager

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Jackson & Coker LocumTenens, LLC**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ **P**  
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.)  
**3000 Old Alabama Road, Suite 119-608**

**6** City, state, and ZIP code  
**Alpharetta, GA 30022**

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
2	0	-	4	4	3	1	3	0	0

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶       Date ▶ **1/2/2015**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

POST IN A  
CONSPICUOUS  
PLACE

**CITY OF ALPHARETTA, GEORGIA**  
2 SOUTH MAIN STREET  
678-297-6086

License  
Number  
5243

**Occupational Tax Certificate Business Registration**  
THIS LICENSE EXPIRES 12/31/2015

Business Owner: JACKSON & COKER LOCUMTENENS  
DBA: JACKSON & COKER LOCUMTENENS  
Address: 2655 NORTHWINDS PARKWAY  
City, State Zip: ALPHARETTA GA 30009

ID: 7587

Phone Number: 678-277-3031

Comments:

Classification: EMPLOYEE BASED

Date Issued: 01/02/2015

JACKSON & COKER LOCUMTENENS  
2655 NORTHWINDS PARKWAY  
ALPHARETTA, GA 30009

**This License is NOT Transferable and subject to be REVOKED if abused.**

FORM LL10Y

tylerbusinessforms.com

877.749.2090

**License Copy**

<b>KEEP THIS COPY FOR YOUR RECORDS</b>	<b>City of Alpharetta, Georgia BUSINESS/OCCUPATIONAL LICENSE THIS LICENSE EXPIRES 12/31/2015</b>	<b>License Number 5243</b>
Business Owner: JACKSON & COKER LOCUMTENENS DBA: JACKSON & COKER LOCUMTENENS Address: 2655 NORTHWINDS PARKWAY City, State Zip: ALPHARETTA GA 30009		ID: 7587  Phone Number: 678-277-3031
Classification: EMPLOYEE BASED  Date Issued: 02/17/2014		ADMINISTRATION FEE EMPLOYEE BASED  Total Received.....



# STATE OF GEORGIA

Secretary of State

Corporations Division

315 West Tower

#2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

## CERTIFICATE OF EXISTENCE

I, Cathy Cox, Secretary of State and the Corporations Commissioner of the state of Georgia, hereby certify under the seal of my office that

### JACKSON & COKER LOCUMTENENS, LLC

Domestic Limited Liability Company

was formed or was authorized to transact business on 02/24/2006 in Georgia. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.



WITNESS my hand and official seal of the City of Atlanta and the State of Georgia on 12th day of May, 2006


A handwritten signature in black ink that reads "Cathy Cox".

Cathy Cox  
Secretary of State

# PSYCHIATRISTS PROFESSIONAL LIABILITY INSURANCE

## Certificate of Insurance

This certificate is issued as a matter of information only and confers no rights upon the certificate holder.  
This certificate does not amend, extend or alter the coverage provided by the insurance policy below.

1. NAME AND ADDRESS OF NAMED INSURED			
Jackson & Coker Locum Tenens, LLC 3000 Old Alabama Road Suite 119-608 Alpharetta, GA 30022	The policy of insurance listed below has been issued to the named insured for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions and conditions of such policy. Aggregate limits shown may have been reduced by paid claims.		
2. COMPANY	3. POLICY NUMBER	4. CERTIFICATE NUMBER	
Fair American Insurance and Reinsurance Company	GP - FCO02 - 033315896	600524	
5. POLICY PERIOD			
<b>From:</b>	May 01, 2015 at 12:01 A.M. Standard Time	<b>To:</b>	May 01, 2016 at 12:01 A.M. Standard Time
<b>Retro Date (Group):</b>	N/A at 12:01 A.M. Standard Time	<b>Retro Date (N.I.):</b>	N/A at 12:01 A.M. Standard Time
6. TYPE OF INSURANCE	7. COVERED SPECIALTY		
Professional Liability			
8. EFFECTIVE	LIMITS OF LIABILITY	COVERAGE	STATE/RATING AREA OTHER STATES
Professional Liability per claim/Business Liability per claim/Aggregate			
05/01/2015	\$1,000,000 / \$1,000,000 / \$3,000,000	Occurrence	GA1 AZ CA FL HI MD MI NV
9. NAME AND ADDRESS OF CERTIFICATE HOLDER			
Jackson & Coker Locum Tenens, LLC 3000 Old Alabama Road, Suite 119-608 Alpharetta, GA 30022	Should the above described policy be canceled before the expiration date thereof, the company will endeavor to mail written notice to the certification holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.		
10. NAME AND ADDRESS OF INSURANCE			
Professional Risk Management Services, Inc. 1401 Wilson Boulevard, Suite 700 Arlington, VA 22209 Telephone: (800) 245-3333			
May 07, 2015 Date	 _____ Chief Underwriting Officer		



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
04/28/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services South, Inc. Atlanta GA Office 3565 Piedmont Rd NE, Bldg 1, #700 Atlanta GA 30305 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105		
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Jackson & Coker Locum Tenens, LLC 3000 Old Alabama Road Suite 119-608 Alpharetta GA 30022 USA	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A: The Insurance Co of the State of PA		19429
	INSURER B: Commerce & Industry Ins Co		19410
	INSURER C:		
	INSURER D:		
	INSURER E:		

**COVERAGES**      **CERTIFICATE NUMBER: 570057541536**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.      **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION						EACH OCCURRENCE	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC1670146 AOS WC1670147 CA	04/29/2015	04/29/2016	X PER STATUTE	OTH-ER
B					04/29/2015	04/29/2016	E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 If workers' Compensation/Employer's Liability shown above, Stop Gap coverage applies for states of OH, ND, WA, WY. Coverage applies to employees only

**CERTIFICATE HOLDER**

Jackson & Coker Locum Tenens, LLC  
 3000 Old Alabama Road, Suite 119-608  
 Alpharetta GA 30022 USA

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Aon Risk Services South, Inc*

## **EEOC Compliance Statement**

We are committed to providing an environment in which all individuals are treated with respect and professionalism, including employees, contractors, volunteers, interns and others. Consistent with this commitment, we comply with those rules and regulations prohibiting discrimination on the basis of race, color, age, ancestry, gender, marital status, sexual orientation, gender identity and/or expression, religion, national origin, disability (including HIV and AIDS), medical condition, military service, genetic information or any legally protected status. We comply with all related and applicable federal, state and local laws, regulations, orders and ordinances, including, but not limited to, (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) the Age Discrimination in Employment Act of 1967, as amended; (v) the Age Discrimination Act of 1975, as amended; (vi) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (vii) Federal Executive Order No. 11246, as amended; (viii) the Equal Pay Act of 1963, as amended; (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and (x) all regulations and administrative rules established pursuant to the foregoing laws. The creation or promotion of a hostile, disrespectful or unprofessional environment in violation of any of the foregoing is strictly prohibited.



**JACKSON  
& COKER**

Jackson & Coker  
3000 Old Alabama Road  
Suite 119-608  
Alpharetta, GA 30022

www.jacksoncoker.com  
phone 800.272.2707  
fax 800.936.4562

December 9, 2015

West Virginia Purchasing Division

Re: CRFQ 0506 MMB1600000005, Mildred-Mitchell Bateman Hospital

To whom it may concern:

Jackson & Coker LocumTenens is honored to be included in the RFQ process for the placement of locum tenens psychiatric physicians and nurse practitioners at Mildred-Mitchell Bateman Hospital. As a supplement to our RFQ submission, we are providing this letter to offer some clarification about our role as a vendor under this RFQ. As a vendor under this RFQ, we will be sourcing, screening and presenting individuals who will provide the medical and health care services required to be rendered to the patients of Mildred-Mitchell Bateman Hospital. We will not, as the vendor entity, be rendering medical services ourselves.

If this clarification makes sense and fits within your expectations of our role as a vendor, please sign below to acknowledge that you have read this letter. Thank you for your time.

Sincerely,

Courtney Lemke

**ACKNOWLEDGEMENT:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_