



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

**Request for  
 Quotation**

RFQ NUMBER  
**MMB10069**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**ROBERTA WAGNER  
 804-558-0067**

RFQ COPY

**TYPE NAME/ADDRESS HERE**  
 Maxim Healthcare Services, Inc.  
 DBA Maxim Staffing Solutions  
 3417 Farm Bank Way  
 Grove City, OH 43123

SHIP TO

**HEALTH AND HUMAN RESOURCES  
 MILDRED MITCHELL-BATEMAN  
 HOSPITAL  
 1530 NORWAY AVENUE  
 HUNTINGTON, WV  
 25705 304-525-7801**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/29/2009				

BID OPENING DATE: **01/28/2010** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	HR	964-65		\$42.00/hr	
<p><b>OPEN-END BLANKET CONTRACT</b></p> <p><b>RECEIVED</b></p> <p><b>JAN 19 A 9:57</b></p> <p><b>STATE OF WV</b></p>						
<p>HOURLY RATE: - RN 2 ALL INCLUSIVE FEE.</p> <p><b>OPEN END CONTRACT - RFQ</b></p> <p>TO PROVIDE AN OPEN END CONTRACT FOR "LOCUM TENENS" FOR PSYCHIATRIC REGISTERED NURSES (RN) OR LICENSED PRACTICAL NURSE(S) (LPN) WITH PSYCHIATRIC EXPERIENCE (MINIMUM 1 YEAR) TO MEET THE STAFFING REQUIREMENTS OF AN ADULT PSYCHIATRIC HOSPITAL, MILDRED MITCHELL-BATEMAN HOSPITAL LOCATED AT 1530 NORWAY AVENUE, HUNTINGTON, WV, PER THE ATTACHED SPECIFICATIONS.</p> <p>TERM: UPON AWARD AND CONTINUE FOR A PERIOD OF ONE YEAR WITH THE OPTION OF RENEWING FOR TWO (2), ONE (1) YEAR PERIODS.</p> <p>THIS WILL BE A PROGRESSIVE AWARD CONTRACT AND THE AWARD WILL BE MADE ACCORDING TO EACH VENDOR'S BID RESPONSE AND LOWEST COST. LOW BID WILL BE DESIGNATED AS MMB10069A, NEXT LOWEST BID WILL BE DESIGNATED AS MMB10069B, AND SO ON. THE 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. EACH VENDOR THAT RESPONDS WHO MEETS SPECIFICATIONS, WILL BE AWARDED A CONTRACT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

URE *[Signature]* TELEPHONE (410) 910-1500 DATE 1/18/2010  
 TITLE Regional Controller FEN 52-1590951 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

## GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vic/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."



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 3417 Farm Bank Way  
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HEALTH AND HUMAN RESOURCES  
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANS-</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE (410) 910-1500	DATE 1/18/2010
Regional Controller	FERN 52-1590951	ADDRESS CHANGES TO BE NOTED ABOVE

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S H P T O

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**MILDRED MITCHELL-BATEMAN**  
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**01/28/2010**

BID OPENING TIME

**01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.]</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009 EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE (410) 910-1500 DATE 1/18/2010  
 Regional Controller FEN 52-1590951 ADDRESS CHANGES TO BE NOTED ABOVE

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 304-558-0067**

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 3417 Farm Bank Way  
 Grove City, OH 43123

HEALTH AND HUMAN RESOURCES  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p>INQUIRIES:            WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 1/12/2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER            DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115            E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TITLE: <i>Rick L...</i> Regional Controller	FON: 52-1590951	TELEPHONE: (410) 910-1500	DATE: 1/18/2010
--	-----------------	---------------------------	-----------------

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**HEALTH AND HUMAN RESOURCES**

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</b></p> <p><b>NOTICE</b></p> <p><b>A SIGNED BID MUST BE SUBMITTED TO:</b></p> <p><b>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</b></p> <p><b>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</b></p> <p><b>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</b></p> <p><b>SEALED BID</b></p> <p><b>BUYER:-----RW/FILE 22-----</b></p> <p><b>RFQ NO.:-----MMB10069-----</b></p> <p><b>BID OPENING DATE:-----1/28/2010-----</b></p> <p><b>BID OPENING TIME:-----1:30 PM-----</b></p> <p><b>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TURE	<i>[Signature]</i>	TELEPHONE (410) 910-1500	DATE 1/18/2010
TITLE Regional Controller	FEIN 52-1590951	ADDRESS CHANGES TO BE NOTED ABOVE	

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**6**

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**HEALTH AND HUMAN RESOURCES**  
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**HOSPITAL**  
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LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
CONTACT PERSON (PLEASE PRINT CLEARLY): Jason Nicholas, Accounts Manager						
0002	1	HR		964-65	\$63.00/hr	
OVERTIME RATE: - RN 2 ALL INCLUSIVE FEE.						
0003	1	HR		964-65	\$50.00/hr	
HOURLY RATE: - RN 3 ALL INCLUSIVE FEE.						
0004	1	HR		964-65	\$75.00/hr	
OVERTIME RATE: - RN 3 ALL INCLUSIVE FEE.						
0005	1	HR		964-65	\$32.00/hr	
HOURLY RATE: - LPN ALL INCLUSIVE FEE.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TITLE <i>Rob R</i>	TELEPHONE (410) 910-1500	DATE 1/18/2010
TITLE Regional Controller	FEN 52-1590951	ADDRESS CHANGES TO BE NOTED ABOVE

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0006	1	HR		964-65	\$48.00/hr	
OVERTIME RATE: - LPN ALL INCLUSIVE FEE						
***** THIS IS THE END OF RFQ MMB10069 ***** TOTAL:						TBD

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TITLE <i>[Signature]</i>	TELEPHONE (410) 910-1500	DATE 1/18/2010
TITLE Regional Controller	FAX 52-1590951	ADDRESS CHANGES TO BE NOTED ABOVE

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**1.1 PURPOSE:** to obtain an open end contract for "locum tenens" registered psychiatric nurse(s) (RN) and licensed practical nurse(s) (LPN) with psychiatric experience (min 1 year) to meet the staffing requirements of an acute care adult psychiatric hospital, Mildred Mitchell-Bateman Hospital (MMBH). MMBH is a division of the Bureau for Behavioral Health and Health Facilities, a division of the State of West Virginia's Department of Health and Human Resources

**1.2 LABELING OF SECTIONS:**

1.2.1 **Mandatory Requirements:** Any specification or statement containing the word "must", "shall", or "will" are mandatory

1.2.2 **Contract Terms and Conditions:** Section "3" details the contractual terms and conditions under which the State of West Virginia will enter into a contract.

**2.1 LOCATION:** Mildred Mitchell-Bateman Hospital is located at 1530 Norway Avenue, Huntington, West Virginia 25705. The hospital is a 110 bed State supported acute care, psychiatric hospital. It is accredited by the Joint Commission on Accreditation of Health Care Organization (JCAHO) and Center for Medicare and Medicaid Services (CMS)

**3.1 GENERAL REQUIREMENTS:** The request is to obtain multiple vendors to provide registered psychiatric nurse(s) (RN) and licensed practical nurse(s) (LPN) with psychiatric experience (min 1 year) to provide treatment to mentally ill citizens from a thirteen county catchment area.

**3.2 MANDATORY REQUIREMENTS:** Vendor agrees to assure and document the competency of the staff being engaged and to provide documentation of the aforementioned services to Mildred Mitchell-Bateman Hospital, when requested. The competency assessment must include age-specific and cultural competencies for services provided to patients. For each qualified and acceptable candidate to the Hospital, the vendor agrees to provide staff with the qualifications listed in Exhibit 1 and 2

Vendor agrees to maintain documents and supply to Mildred Mitchell-Bateman Hospital upon request, documentation of primary source verification of all pertinent licenses and/or certification

3.2.1 Vendor "must" present a copy of its West Virginia Business Certificate and any other license it may be required to hold by the nature of its operation.

3.2.2 All costs must be incorporated into the vendor's all-inclusive fee together with all administrative and overhead costs to provide the services

Hourly Rate is defined as an hourly wage rate for a minimum of 40 hours per week and includes all payroll taxes, worker's compensation & liability insurance expenses, any and all other expenses

Overtime Rate is defined as an hourly wage rate for work performed in excess of the hourly rate above

Holiday Rate is defined as a straight hourly rate for work performed during a WV State government holiday(s) and includes all payroll taxes, worker's compensation insurance expenses, any and all other expenses

Holiday rates will apply from midnight to midnight, for the following days and may also apply when additional holidays are observed by the state owned facility:  
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day

- 3 2 1 **INSURANCE REQUIREMENTS:** The Vendor as an independent Contractor is solely liable for the acts and omissions of its employees and agents. Proof of insurance will be provided by the Vendor at the time the contract is awarded. The Vendor will maintain and furnish proof of coverage of liability insurance for loss, damage, or injury (including death) of third parties arising from acts, and omissions on the part of the Vendor, its agents and employees in the following amounts:
- a for bodily injury (including death): \$500,000.00 per person a minimum of \$1,000,000.00 per occurrence
  - b for property damage and professional liability: a minimum of \$1,000,000.00 per occurrence
- 3 2 2 **LICENSE REQUIREMENTS:** Provide certification that Vendor is registered with the Secretary of State's Office to do business in West Virginia; provide evidence that Vendor is in good standing with the State Agency of Employment Programs as to Unemployment Compensation coverage and Worker's Compensation coverage or exempt from such coverage.
- 3 2 3 **DEBARMENT AND SUSPENSION:** Successful vendor must certify that no entity, agency or person associated with the vendor is debarred or suspended. Vendor will not be considered in proposal process if debarred or suspended.
- 3 2 4 **COMPLIANCE WITH LAWS AND REGULATIONS:** Vendor shall pay any sales, use and personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment delivered pursuant hereto shall be borne by vendor. Vendor shall comply with all applicable laws, rules, and regulations including, but not limited to those related to hospital licensure, state and federal laws, and laws, rules and policies related to the Department of Health and Human Resources.
- 3 2 5 **TERM OF CONTRACT AND RENEWALS:** This contract will be effective (date set upon award) and shall extend for the period of one (1) year, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of two (2) one year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract. The "reasonable time" period shall not exceed twelve (12) months. During the "reasonable time" period the Vendor may terminate the contract for any reason upon giving the Agency ninety (90) days written notice. Notice by Vendor of intent to terminate will not relieve Vendor of the obligation to continue to provide services pursuant to the terms of the contract.
- Any change in Federal or State law, or court actions which constitute binding precedent in West Virginia, and which significantly alters the Vendor's required activities or any change in the availability of funds, shall be viewed as binding and shall warrant good faith renegotiation of the compensation paid to the Vendor by the Agency and of such other provisions of the contract that are affected. If such renegotiation proves unsuccessful, the contract may be terminated by the State upon written notice to the Vendor at least thirty (30) days prior to termination of this contract.
- 3 2 6 **NON-APPROPRIATION OF FUNDS:** If the Agency is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, the Agency may terminate the contract at the end of the affected current fiscal period without further charge or penalty. The Agency shall give the Vendor written notice of

such non-allocation of funds as soon as possible after the Agency receives notice. No penalty shall accrue to the Agency in the event this provision is exercised.

3 2 7 **TERMINATION OF THE CONTRACT:** The Purchasing Director may terminate a contract resulting from this RFQ with a 30 day written notice anytime the vendor fails to carry out its responsibilities under the terms of this Contract. The Hospital shall provide the vendor and the Purchasing Division with notice of conditions endangering performance. If after such notice the vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the department shall issue the vendor an order to stop all work immediately. The department shall be obligated only for services rendered and accepted prior to the date of the notice of termination.

3 2 8 **CHANGES TO THE CONTRACT:** The terms and conditions in this contract shall supersede any and all subsequent terms and conditions which may appear on any attached printed documents such as price lists, order forms, sales agreements or maintenance agreements, including any electronic medium such as CD-Rom. Any contractual changes must be approved and a written Change Order issued by the Purchasing Division of the Department of Administration. Vendor shall not initiate any changes without the written approval of the Purchasing Division.

#### **Evaluation and Award of Contract**

This shall be a progressive award contract and the award will be made according to each Vendor's bid response and lowest cost. Low bid will be designated as MMB10069A; next lowest bid will be designated as MMB10069B, and so on. The 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.

**COST SHEET****VENDOR TO COMPLETE BELOW:**

**Company Name** Maxim Healthcare Services, Inc., DBA Maxim Staffing Solutions  
**Address** 3417 Farm Bank Way, Grove City, OH 43123  
**Contact Person** Jason Nicholas, Accounts Manager **Phone** (614) 539-0701

**Coverage and Rates:****Registered Psychiatric Nurse RN2**

**RN2:** Successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program; plus one year of full-time or equivalent part-time paid experience as a registered professional nurse or Baccalaureate degree in nursing from an accredited four college year or university.

Hourly Rate: \$ 42.00/hr RN All inclusive

Overtime Rate: \$ 63.00/hr RN All inclusive

Holiday Rate: \$ 63.00/hr RN All inclusive

**Registered Psychiatric Nurse RN 3**

**RN3:** Baccalaureate degree in nursing from an accredited four-year college or university and two years of full-time or equivalent part-time paid experience as a registered professional nurse or successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program and three years of experience as a registered professional nurse or professional certification from a recognized national nursing certifying organization as a nurse or nurse practitioner in the area of assignment plus two years of full-time or equivalent part-time paid experience as a registered professional nurse. Successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program; plus baccalaureate degree in the health sciences or behavioral sciences and two years of full-time or equivalent part-time paid experience in nursing or Master's degree in nursing from an accredited four-year college or university

Hourly Rate: \$ 50.00/hr RN All inclusive

Overtime Rate: \$ 75.00/hr RN All inclusive

Holiday Rate: \$ 75.00/hr RN All inclusive

**License Practical Nurse (LPN)**

LPN must have a current West Virginia License or temporary permit to practice as a licensed practical nurse LPN must have successfully completed a course in intravenous therapy and training in venipuncture permits the LPN to start intravenous fluids

Hourly Rate: \$ 32.00/hr RN All inclusive

Overtime Rate: \$ 48.00/hr RN All inclusive

Holiday Rate: \$ 48.00/hr RN All inclusive

<b>Minimum Qualifications and Responsibilities for: Psychiatric Registered Nurses</b>	
<b>QUALIFICATIONS</b>	
Must have a West Virginia Board of Nurses license.	
<b>Nurse 2:</b> Successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program; plus one year of full-time or equivalent part-time paid experience as a registered professional nurse or Baccalaureate degree in nursing from an accredited four college year or university	
<b>Nurse 3:</b> Baccalaureate degree in nursing from an accredited four-year college or university and two years of full-time or equivalent part-time paid experience as a registered professional nurse or successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program and three years of experience as a registered professional nurse or professional certification from a recognized national nursing certifying organization as a nurse or nurse practitioner in the area of assignment plus two years of full-time or equivalent part-time paid experience as a registered professional nurse. Successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program; plus baccalaureate degree in the health sciences or behavioral sciences and two years of full-time or equivalent part-time paid experience in nursing or Master's degree in nursing from an accredited four-year college or university.	
<b>RESPONSIBILITIES</b>	
Oversees the work of inexperienced RNs, LPNs and Health Service Trainee, Health Service Worker, Health Service Assistants.	
Participate in Treatment Team meetings to develop individualized Treatment Plans, direct consultations, receive and give recommendations to and from other disciplines to maximize positive behavioral results, etc	
Administers medications as prescribed by treating physician.	
Ensures timely documentation into patient's electronic medical records, per Mildred Mitchell-Bateman Hospital policies, procedures and common practice	
Oversees reactions to medical and psychiatric emergencies	
May testify in court and commitment hearings, when necessary	
Responds to inquiries of family members, advocates, or other interested parties, ensuring adherence to confidentiality laws, HIPAA regulations, etc.	

<b>Minimum Qualifications and Responsibilities for: Licensed Practical Nurses</b>	
<b>QUALIFICATIONS:</b>	
Current West Virginia License or temporary permit to practice as a licensed practical nurse Successful completion of course in intravenous therapy and training in venipuncture permits the LPN to start intravenous fluids.	
<b>RESPONSIBILITIES:</b>	
Assists professional medical staff in providing direct nursing care to patients, including medical treatments, administering medications, giving injections, and assisting in care planning and recording	
Takes and records temperature, blood pressure, pulse and respiration; collects blood and specimens for testing; may continue and/or discontinue intravenous fluids; administers medications according to the patient care plan	
Ensures timely documentation into patient's electronic medical records, per Mildred Mitchell-Bateman Hospital policies, procedures and common practice	
Screens patients and records medical information; assists physician and registered nurse in examinations and treatments; sets up and cleans examination area; gives injections and immunizations; instructs patients in the use of medications and possible side effects.	
Provides for the emotional and physical comfort and safety of patients	
Assists in response to medical and psychiatric emergencies	
Assists patients with activities of daily living such as grooming and personal hygiene and encourages appropriate self esteem	
May testify in court and commitment hearings, when necessary	
Responds to inquiries of family members, advocates, or other interested parties, ensuring adherence to confidentiality laws, HIPAA regulations, etc	

RFQ No mmB10069

STATE OF WEST VIRGINIA  
Purchasing Division  
**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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 exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Maxim Healthcare Services, Inc DBA Maxim Staffing Solutions

Authorized Signature: *[Signature]* Date: 1/18/2010  
Rick Ferrer, Regional Controller

State of Maryland

County of Howard, to-wit:

Taken, subscribed, and sworn to before me this 18<sup>th</sup> day of January, 2010

My Commission expires November 17, 2012

AFFIX SEAL HERE

NOTARY PUBLIC *[Signature]*

Rev 09/08

## 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 Resident Vendor Preference, if applicable.

- 1 Application is made for 2.5% resident 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% resident 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% resident 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% resident 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% resident 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% resident 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

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:** Maxim Healthcare Services, Inc.  
 DBA Maxim Staffing Solutions

**Signed:**   
**Title:** Rick Ferrer, Regional Controller

**Date:** 1/18/2010

\*Check any combination of preference consideration(s) indicated above which you are entitled to receive

Not applicable.




## Maxim Staffing Solutions

### "Creating Success By Leading & Serving Others"

Maxim Staffing Solutions, a division of Maxim Healthcare Services, Inc. (Maxim), is pleased to offer Psychiatric Registered Nurses (RN) or Licensed Practical Nurse(s) services to Mildred Mitchell-Bateman Hospital. Mildred Mitchell-Bateman Hospital will enjoy the benefits of using Maxim as a one-stop staffing firm for all of its healthcare staffing needs. Our branch office in Columbus, Ohio is conveniently located near Mildred Mitchell-Bateman Hospital and is expert at recruiting and staffing a wide range of qualified and experienced medical professionals. Offering services around the clock, the Columbus office will be able to fill Mildred Mitchell-Bateman Hospital's staffing requests with local candidates for any type of assignment. Mildred Mitchell-Bateman Hospital will be able to easily request supplemental staffing services.

#### ***What Mildred Mitchell-Bateman Hospital Will Receive***

- ▲ **Quality Assurance** – Maxim and the Columbus branch maintains certification from The Joint Commission for healthcare staffing services, ensuring quality practices for the services offered to Mildred Mitchell-Bateman Hospital. 
- ▲ **Stringent Screening Process** – Employees undergo a pre-employment screening process, which includes competency tests and skills checklists, as well as a thorough background check. This ensures only top candidates fill Mildred Mitchell-Bateman Hospital's needs.
- ▲ **Around-the-Clock Availability** – Our local branch office's representatives are on-call 24-hours a day, 7 days a week to provide the most timely and efficient service possible to Mildred Mitchell-Bateman Hospital.
- ▲ **Reliability** – Mildred Mitchell-Bateman Hospital can depend on Maxim to recruit and maintain an abundance of healthcare staff, enabling us to fill a large volume of its staffing requests in a timelier manner.
- ▲ **Cost-Effective Strategies** – Our clients save thousands of dollars and valuable time every year by eliminating recruitment fees from their budget and reviewing resumés and interviewing candidates.

- ▲ **Motivated Employees** – Mildred Mitchell-Bateman Hospital will benefit from motivated employees performing quality work. We offer competitive salaries, insurance coverage, completion bonuses, and the opportunity to work at top medical facilities.

## Service Capabilities

Maxim is a leading source of supplemental staff for medical facilities nationwide. Employing an ever-increasing number of clinicians and various healthcare professionals, we come to the aid of many hospitals, nursing homes, school systems, correctional facilities, federal and state government agencies, private companies, and other medical environments. Mildred Mitchell-Bateman Hospital will be able to rely on our expertise, dependability, and quality of personnel. Our resources allow us to recruit and retain large numbers of healthcare professionals ensuring our ability to fill requests with little notice. Currently, Maxim maintains a database of more than **117,000 employees nationwide**.

### Maxim by the Numbers

- ✓ 117,000 Employees
- ✓ 18,000 Clients
- ✓ 940+ Recruiters
- ✓ 360+ Branch Locations

As the industry's leading provider of supplement medical staff, we understand the need to attract highly qualified, expertly trained medical professionals. With access to thousands of medical and administrative professionals across the country, Maxim is able to quickly fill medical staffing requests with right-fit personnel. Using our national footprint of more than 360 branch offices, we are able to serve our clients with personalized touch. With cost-effective staffing solutions that exceed industry standards, Maxim offers Mildred Mitchell-Bateman Hospital the complete medical staffing package.

Through diligent and comprehensive recruitment efforts, Maxim draws experienced and knowledgeable medical professionals in all fields and specialties. Mildred Mitchell-Bateman Hospital can select from a wide range of healthcare positions. Below are just some of the many medical staffing opportunities available to Mildred Mitchell-Bateman Hospital

- ▲ Case Managers
- ▲ Certified Nursing Assistants
- ▲ Claims Analysts and Examiners
- ▲ Collectors
- ▲ Health Information Management
- ▲ Licensed Vocational Nurses
- ▲ Medical Administration
- ▲ Medical Social Workers
- ▲ Occupational Therapy
- ▲ Office/Customer Service
- ▲ Pharmacists and Pharmacy Techs
- ▲ Physical Therapy
- ▲ Physician Practice
- ▲ Radiology/Imaging
- ▲ Registered Nurses
- ▲ Rehabilitation

- ▲ Respiratory Therapy
- ▲ Scientific/Laboratory
- ▲ Speech Therapy
- ▲ Surgical Techs

### Competitive Advantages

The growing demand nationwide for qualified healthcare professionals continues to strain an already inadequate supply. This shortage is especially critical in the nursing field, where factors, including a declining number of nursing graduates, exacerbate an already-challenging situation.

**According to the latest projections from the U.S. Bureau of Labor Statistics, more than one million new nursing jobs will be needed between 2006 – 2016.**  
(Occupational Outlook Handbook, 2008-09 Edition)

Medical facilities and other environments, like Mildred Mitchell-Bateman Hospital, that require the recruitment of qualified medical professionals are all competing for candidates that in some cases are very hard to find. Maxim has spent two decades developing comprehensive recruitment and retention campaigns to attract and retain nursing, allied health, and medical administrative professionals in nearly every state. The benefits that Mildred Mitchell-Bateman Hospital will experience with Maxim include:

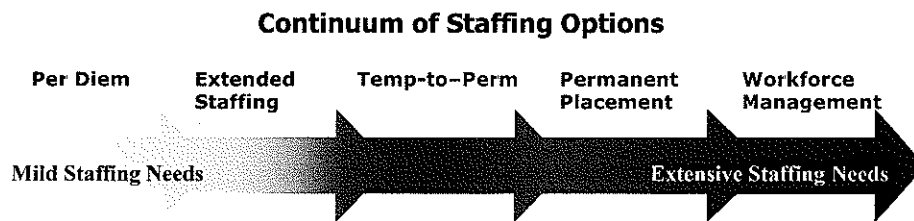
- ▲ Twenty-one years of medical staffing experience
- ▲ The Joint Commission certification with zero deficiencies for more than 100 branches
- ▲ More than 360 privately-owned branches nationwide
- ▲ 24/7/365 availability
- ▲ Stringent screening and credentialing process for all employees
- ▲ Large database of more than 117,000 medical professionals versus engaging subcontractors
- ▲ State-of-the-art billing and scheduling applications allow for customized reporting and invoicing options for Mildred Mitchell-Bateman Hospital
- ▲ Ongoing commitment to recruitment and retention ensures availability of staff and dependability of services

Mildred Mitchell-Bateman Hospital can depend on Maxim to meet your needs, despite the odds. This is a result of our continual recruitment efforts, competitive wages and benefits, and respectful treatment of our employees. Our proven methods for attracting and retaining qualified healthcare professionals are the core of our success.

## Continuum of Staffing Solutions

**Per Diem:** Mildred Mitchell-Bateman Hospital may call the local Maxim office at anytime to request staff to fill a shift. An abundant number of healthcare professionals are available to fill day, evening, and night shifts, on weekdays and weekends. **Maxim typically is able to fill these shifts within as little as two hours notice.**

**Extended Assignments:** Extended assignments are the best staffing option when continuity of personnel or services is best. Mildred Mitchell-Bateman Hospital can select compatible medical professionals who are committed to working on a contractual basis for a specified time period.



**Travel:** Travel assignments are typically between 8 and 13 weeks and are staffed with healthcare professionals from beyond Mildred Mitchell-Bateman Hospital's local area. Mildred Mitchell-Bateman Hospital can benefit from TravelMax and Reflectx Services, members of our travel division, to locate compatible professionals. We will also coordinate their travel and living arrangements. Mildred Mitchell-Bateman Hospital pays an all-inclusive bill rate that covers the wages and living expenses of the assigned employee.

**International:** International assignments last between one and three years and are staffed with healthcare professionals from outside of the United States. All candidates must pass the NCLEX test, and speak, read, and write fluent English. Through PHA, LLC, our international recruiting division, Mildred Mitchell-Bateman Hospital will be able to select from compatible professionals. We coordinate each candidate's travel and living arrangements. Mildred Mitchell-Bateman Hospital pays an all-inclusive bill rate that covers the wages and living expenses of the assigned employee.

**Temp to Perm:** Mildred Mitchell-Bateman Hospital may prearrange an extended staffing assignment with the option to hire Maxim's employee at the end of the term. Mildred Mitchell-Bateman Hospital will pay a buy-out fee that will be prorated from the start of the assignment.

**Permanent Placement:** Mildred Mitchell-Bateman Hospital can use Maxim's recruiting services to find compatible candidates for permanent employment. Mildred Mitchell-Bateman Hospital pays a flat placement fee once the candidate is hired

## Account Management Structure

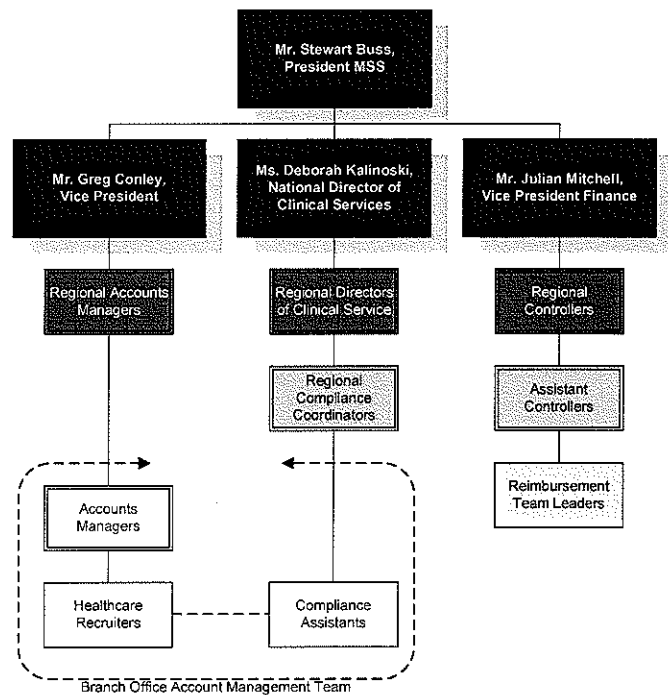
To ensure that Mildred Mitchell-Bateman Hospital receives superior customer service and the most optimal staffing solution, **Maxim's Columbus branch office** staff will provide local and accessible services. **Mr. Nicholas, Accounts Manager**, will be responsible for planning, implementing, and managing its services. He leads the branch office and oversees the operations. Supporting him is a talented and experienced team of **Healthcare Recruiters** who specialize in locating and finding the right-fit candidates to fill our clients' staffing needs

The Columbus branch is committed to ensuring and delivering optimal services to Mildred Mitchell-Bateman Hospital. The office has implemented the appropriate mechanisms to:

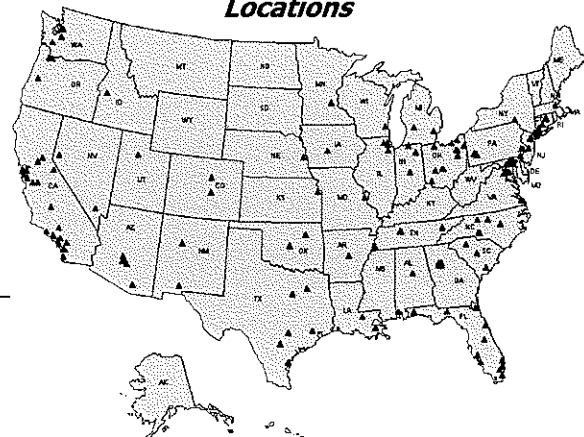
- ▲ Render superior customer service and control service quality
- ▲ Maintain business licenses and any service-specific licenses/waivers required per West Virginia requirements
- ▲ Comply with West Virginia and federal employment practices
- ▲ Adhere to thorough prescreening and hiring practices
- ▲ Ensure the well-being and safety of our employees and clients
- ▲ Comply with clinical standards of care.

With more than 360 branches across the country and employing close to 1,000 Recruiters, Maxim is in the best position possible to collectively assemble

### Maxim Staffing Solutions Organizational Chart



### Maxim's Coast-to-Coast Locations



the necessary resources and expertise to address Mildred Mitchell-Bateman Hospital's staffing challenges. Maxim's corporate headquarters provides the back office support services such as billing, payroll, legal, and accounting functions, for our branch offices.

## **Quality Assurance Practices**

### **Industry-Recognized Quality Standards**



As a Joint Commission-accredited hospital, Mildred Mitchell-Bateman Hospital understands the significance of earning this distinction. Like Mildred Mitchell-Bateman Hospital, Maxim has attained certification from the prestigious **The Joint Commission** for our facility Nurse staffing business. More than 100 branches have successfully completed the survey and audit processes with impressive results, including our Columbus office. The Columbus office is proud to have achieved **zero deficiencies**—an unprecedented achievement. Joint Commission certification underscores Maxim's compliance with standards that will focus on ensuring and improving the quality and safety of care provided by our employees to Mildred Mitchell-Bateman Hospital's patients.

### **Stringent Hiring Practices**

To ensure that Mildred Mitchell-Bateman Hospital will only receive the most qualified and experienced medical professionals in the industry, we assure you that each of our employees has undergone a comprehensive and stringent screening credentialing process. We believe that our healthcare professionals are a direct reflection on our reputation and level of quality we provide.

All candidates sent to Mildred Mitchell-Bateman Hospital to deliver services will have undergone the following screening processes:

Screening Criteria	Nurses	Allied Health	Healthcare Admin
<b>Completed Application/Interview</b>	✓	✓	✓
<b>License/Certification Verification</b>	✓	✓	✓
<b>Criminal Background Check</b>	✓	✓	✓
<b>Reference Checks</b>	✓	✓	✓
<b>Supporting I-9 Documentation</b>	✓	✓	✓

Candidates for employment also complete a series of competency assessments according to discipline and specialty. Their personnel record includes their personal **Skills Checklist** that identifies their levels of proficiency and knowledge with the position's responsibilities.

### **Licensure and Certification Verification Procedure**

Maxim verifies the credentials and licenses of employees upon hire and thereafter on a monthly basis. We document the expiration dates of each license and certificates in our internal database. The database automatically alerts our staff when an employee's license is due to expire. We then notify the employee regarding their license. If an employee fails to return the updated information prior to the end of the month of expiration, Maxim changes the employee's status to inactive. Employees with expired licenses or certifications are not eligible to provide healthcare services to our clients.

### **HIPAA Compliance**

Like any healthcare provider, Mildred Mitchell-Bateman Hospital is concerned about the privacy rights of its patients. Maxim is fully compliant and strictly abides by the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, as codified at 42 U.S.C. § 1320d through d-8. In instances where Maxim receives protected health information (PHI) from Mildred Mitchell-Bateman Hospital, we will comply with the applicable provisions of the Administrative simplification section of HIPAA, and the requirements of any regulations promulgated there under. We have implemented appropriate safeguards to prevent the use or disclosure of a patient's PHI.

### **Employment Functions**

An Equal Opportunity Employer, Maxim pays our employees competitively and offers a wide range of benefits. Employees who work 120 hours or more in a four-week period are eligible for a variety of benefits, including healthcare and paid time off. Maintaining eligibility requires working 30 or more hours per week.

### **Orientation**

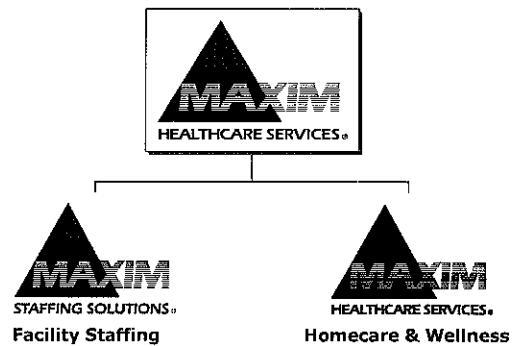
All healthcare professionals receive Maxim orientation that is tailored per profession and geared toward familiarizing them with company policies and procedures. In addition, prior to the start of services, Maxim will review any Mildred Mitchell-Bateman Hospital-specific materials with our employees. Only employees who have completed both Maxim and Mildred Mitchell-Bateman Hospital orientation are eligible for assignment.

## Insurance Coverage

Maxim is insured through Underwriters Lloyd's of London. We maintain General and Professional Liability that includes self insured retention. The General and Professional policies are written as claims-made policies. Maxim also carries Auto Liability and Worker's Compensation policies.

## Supporting Corporate Structure

Maxim Healthcare Services is a national company providing facility staffing and homecare services. We have organized our company into two divisions: **Facility Staffing**, and **Homecare and Wellness**. With these divisions, Maxim is better able to employ personnel who are experienced at recruiting and staffing medical professionals within their respective marketplace, as well as allow our company to combine our resources to devote the best of what our company can offer to our clients.



Established in 1988 to address the nursing shortage, Maxim has since evolved to service every sector of the healthcare industry. Maxim offers clients, like Mildred Mitchell-Bateman Hospital, integrated staffing solutions that ensure coverage in every department or unit of a medical facility. Mildred Mitchell-Bateman Hospital can select flexible assignment options ranging from per diem shifts to extended-year contracts.

### Mission Statement

To be the leading provider of quality healthcare staffing services and home healthcare and to be recognized for our uncompromising dedication to the provision of comprehensive, professional, and compassionate care. To be creative, innovative, and a trendsetter in the healthcare delivery, offering challenging and dynamic employment opportunities, encouraging and supporting the talents and energies of our staff, and managing the company in a profitable manner.

Maxim is privately owned – not franchised, has employee stock ownership, and promotes from within to ensure quality service. Our streamlined organizational structure consists of a shorter chain of command, which promotes effective communication between our corporate



headquarters and branch offices. Furthermore, all branch offices operate under corporate-mandated policies and procedures.

Our organizational structure demonstrates our awareness of specific medical service areas and our commitment to serve each area. Maxim's service divisions utilize branch office resources as a cost-effective measure to prevent duplication of effort and operational expenses. Maxim's broad infrastructure enables us to effectively respond to the healthcare needs of our clients.

***Our Success:***

Maxim's success is as a result of recruitment, retention, and customer and client care. Our ability to recruit talented personnel and to embrace an uncompromising dedication to customer satisfaction has helped our company grow from a small team of eager Recruiters to a corporation with satisfied clients in nearly every corner of the nation.

***Our Strategy:***

Maxim offers one-stop shopping healthcare solutions to Mildred Mitchell-Bateman Hospital. While serving as a complete industry resource, we understand that each of our service lines requires a unique focus. This specialized approach demonstrates our awareness and commitment to each niche of clinical and administrative healthcare. Maxim continues to evolve and will assist Mildred Mitchell-Bateman Hospital with a full spectrum of healthcare staffing needs.

***Our Diversity:***

Maxim is nationally recognized as a leader in the field of medical staffing, home healthcare, and wellness services. We take pride in offering a comprehensive scope of healthcare services. We maintain a large database of more than 117,000 medical professionals that consists of Nurses, Physicians, Allied Health, and Administrative professionals. Our reputation as an industry leader is based on our commitment to excellence at every level of our business.

***Our Financial Strength:***

Maxim's annual revenue continues to perform with consistent growth. In 2008, the company's revenues were more than \$1.3 billion dollars. Repeated double-digit growth has enhanced Maxim's ability to integrate new services into our existing framework of facility staffing solutions. When necessary, Maxim is well positioned to initiate a large staffing solution requiring start-up funds without risk to our financial position.

**Facility Staffing Services**

Maxim Staffing Solutions is America's premier resource for healthcare personnel staffed in a variety of facilities such as hospitals, clinics, private practices, schools, and prisons. Maxim will consult with clients to customize a staffing program that ensures quality of supplemental personnel. Whether there is a need for one healthcare provider or hundreds, our local branches

meet our clients' needs with unsurpassed enthusiasm, customer service, and respect. Recognizing the unique qualities among the professions, we aligned our subdivisions with the following staffing categories.



**Maxim Staffing Solutions *Nurse Staffing*** recruits and retains nursing professionals to supplement the staffing needs of medical facilities nationwide. Maxim offers per diem, contract, temp-to-perm, and direct placement options to fulfill clients' needs. It is our goal to ensure that our clients have access to the best nursing staff in the business.



**Maxim Staffing Solutions *Allied Health*** staffs healthcare professionals in a variety of allied health specialties. From Physical Therapists to Laboratory Technicians, Maxim works with highly-qualified professionals from a broad range of medical specialties. Through our local offices, clients have access to one resource for all their staffing needs.



**Maxim Staffing Solutions *Administrative Staffing*** staffs reliable administrative and clerical personnel in a variety of specialties to support the staffing demands of medical facilities across the nation. Our cutting-edge supplemental staffing program ensures that our clients maintain a consistent and structured staff workflow, allowing them more time to focus on their core business goals.



**Maxim Government Services** provides medical staff and occupational health services to federal agencies nationwide while operating under two Federal Supply Schedules through the General Services Administration (GSA). Our unique ability to deliver long-term, contracted staff and traveling medical professionals, as well as an abundance of qualified and pre-screened per diem and part-time staff, gives Maxim Government Services a strong understanding of the expectation for providing contract healthcare staff in federal government healthcare facilities.



**Maxim Health Information Services** is a leading source of Health Information Management (HIM) services including on-site and remote coding, auditing, revenue optimization, clinical document improvement, and training for healthcare organizations nationwide. They offer prompt and accurate services through a team of qualified consultants to address our clients' HIM needs.



**Maxim Physician Resources** understands the unique needs of supplemental Physician staffing. Specializing in locum tenens and permanent placement assignments, our programs offer assistance to private practices, clinics, and hospitals across the nation. Through our refined recruitment strategies, we are able to work with some of the best Physicians in the industry



**PHA, LLC** is a family-oriented international recruitment firm that specializes in recruiting talented healthcare professionals from all over the world and placing them in the most prestigious hospitals, nursing homes, and medical facilities across the United States. PHA is committed to providing the most superior service in the industry to both clients and candidates.



**TravelMax** is dedicated to providing clients with travel nursing and allied-health services which may not be available in the local market. Maxim is responsible for recruiting and retaining these employees and coordinating all travel and living arrangements. Our commitment to quality is demonstrated in having earned certification for Health Care Staffing Services from The Joint Commission.



**TimeLine Recruiting®** specializes in retained search for Physicians in all specialties. Known as a pioneer in this niche, TimeLine Recruiting maintains a database of at least 20,000 Physicians and is widely recognized for successfully filling difficult placements with high caliber candidates.



**Reflectx Services<sup>SM</sup>** specializes in staffing rehabilitation travel professionals such as Occupational, Physical, and Speech Pathology therapists. Joining the Maxim family in 2007, Reflectx Services is widely recognized because of its trusted brand and excellent reputation for reliable placements. Our quality services are recognized by certification for Health Care Staffing Services through The Joint Commission. Reflectx Services is expanding the per diem therapy staffing segment on a local basis in selected markets as well.



**Logix Healthcare Search Partners** specializes in providing direct hire and customized executive search solutions to healthcare facilities nationwide. Our focus is on the placement of top Executives, Directors, Professors, and some specialized staff-level personnel into nursing, case management, and quality management specialties across the nation.



**Orbis Clinical, LLC** is a consulting company focused on providing expertise in drug safety, risk management, regulatory affairs, and quality assurance serving the needs of the biopharmaceutical industry. Orbis Clinical's services include adverse event and severe adverse event case processing, post-market case review, narrative development, medical monitoring, aggregate data review, risk/benefit analysis, regulatory affairs, medical writing, and product litigation.

### ***Commitment to Leading & Serving Others***

Honesty and integrity are the core values of our organization. Our commitment to these values has helped us earn our reputation within the local communities we serve. We take our role within the community very seriously, because we recognize that our clients and their patients depend on us to provide quality healthcare services.

The need to make sound, ethical decisions as we interact with patients, customers, candidates, employees, and other healthcare providers, suppliers, colleagues, and communities, has never been greater. It's the right thing to do, and it's necessary for success—now and in the future. Maxim is committed to achieving the highest standards of ethics and integrity when servicing Mildred Mitchell-Bateman Hospital's account.