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Proposal to Provide Registered Nurse Staff Services To The West Virginia Children's Home, Bureau for Children and Families

04/11/13 02:13:36 PM
West Virginia Purchasing Division

BID RECEIVED LATE

BUYER Roberta Wagner

WITNESS Connie Oswald

DISQUALIFIED

**BCF13118
April 11th 2013**

Submitted by:

Maxim Healthcare Services d/b/a
Maxim Staffing Solutions
735 Taylor Rd. Ste. 220
Gahanna OH 43230
Phone: 614-986-3001
Fax: 855-591-5936
Patrick LeBlanc, Account Manager

Submitted to:

Health and Human Resources West
Virginia Children's Home
230 Heaver Ave
Elkins, WV 26241
Phone: 304-636-0577
Fax: 304-558-4115
Roberta Wagner

This proposal and all information and data herein are proprietary and constitute confidential trade secrets. As such, this proposal and the information and data herein are provided with the understanding and agreement that without the prior written consent of Maxim Healthcare Services, Inc. and/or its affiliated divisions, (1) this information shall be used solely and exclusively for the purpose of evaluation in connections with the possible award of a contract to Maxim and/or its affiliated divisions and for no other purpose, and (2) no portion of this proposal or the information and data herein shall be directly or indirectly reproduced, copied, disseminated, published, provided, or made available in any form to any person, firm, corporation, partnership, agency, institution, or other entity. The foregoing does not apply to information and data that is considered to be part of the public domain without breach of any of the foregoing or other obligation.

Contents

**Proposal to Provide Registered Nurse Staff Services to The West Virginia
Children’s Home, Bureau for Children and Families
Bid Number: BCF13118**

Introduction	2
Service Capabilities	2
Management Approach	3
Industry-Recognized Quality Standards.....	5
Company Profile	5
Staffing Process	6
Maxim’s Operations and Recruitment System	6
Facility Staffing Options	7
Recruitment Strategies	8
Screening & Hiring	10
<i>Hiring Practices</i>	10
<i>Licensure Verification</i>	11
<i>Screening Tests</i>	11
<i>Training</i>	12
<i>Orientation</i>	12
Personnel Practices.....	12
<i>HIPAA/HITECH Compliance</i>	13
<i>Employee Wages & Benefits</i>	13
<i>Insurance</i>	13
Billing	13
Focus on Compliance	14
Maxim’s Commitment.....	15

Introduction

Maxim Staffing Solutions, a division of Maxim Healthcare Services, Inc. (Maxim), is pleased to offer healthcare staffing services to The West Virginia Children's Home, Bureau for Children and Families. The West Virginia Children's Home, Bureau for Children and Families will enjoy the benefits of using Maxim as a one-stop staffing firm for its healthcare staffing needs. Our office in Gahanna, OH is centrally located near The West Virginia Children's Home, Bureau for Children and Families and our staff is experienced in recruiting and staffing a wide range of experienced medical professionals. Offering services around the clock, the Columbus Staffing office will be able to fill The West Virginia Children's Home, Bureau for Children and Families' staffing requests with local candidates for your staffing needs.

Service Capabilities

Maxim is a provider of supplemental staff for medical facilities nationwide. Employing 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. Our resources allow us to recruit and retain large numbers of healthcare professionals demonstrating our ability to fill requests with little notice. Currently, Maxim maintains a database of more than 61,000 nationwide.

Maxim by the Numbers

- ✓ 61,000+ Employees
- ✓ 2,000+ Facilities
- ✓ 1,100+ Recruiters
- ✓ 280+ Offices

Maxim understands the need to attract experienced medical professionals. With access to thousands of medical professionals across the country, Maxim is able to fill medical staffing requests with the personnel The West Virginia Children's Home, Bureau for Children and Families is seeking. Using our national footprint of more than 280 offices, our clients can feel confident that they are working with an agency committed to their satisfaction.

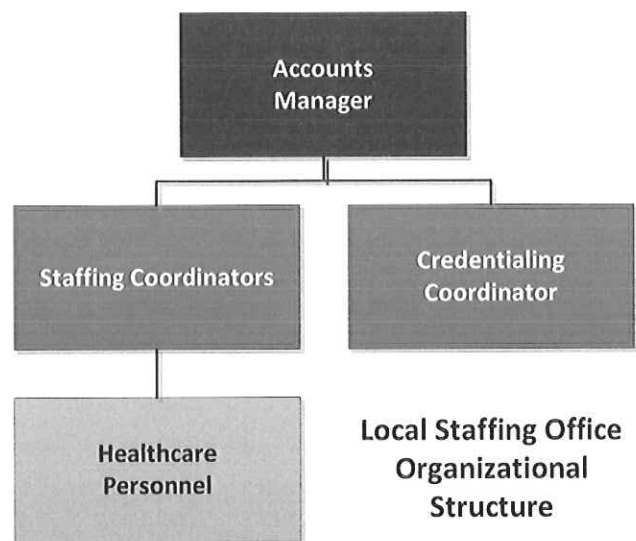
Through strategic recruitment efforts, Maxim draws experienced medical professionals in various fields and specialties The West Virginia Children's Home, Bureau for Children and Families can select from a wide range of healthcare positions. Following are some of the medical staffing opportunities available to The West Virginia Children's Home, Bureau for Children and Families.

- ▲ 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

Management Approach

Patrick LeBlanc, Accounts Manager manages the overall operations of the office, securing and maintaining client relationships and addressing client needs. He is supported by Staffing Coordinators who recruit temporary personnel and handle client requests. They work together to facilitate a seamless staffing process for our clients who benefit from having one point of contact for all of their staffing needs. In addition, the Columbus Staffing's staff is committed to improving service quality and has implemented the appropriate mechanisms to:



- ▲ Render customer service and control service quality
- ▲ Maintain business licenses and any service-specific licenses/waivers required per state requirements
- ▲ Comply with state and federal employment practices
- ▲ Adhere to prescreening and hiring practices.

Columbus Staffing's Compliance Assistant works closely with **Patrick LeBlanc, Accounts Manager** and has direct reporting responsibility to a Regional Compliance Coordinator. Additionally, the Compliance Assistant is responsible for the human resource duties for our internal and external employees affiliated with Columbus Staffing

Patrick LeBlanc, Accounts Manager will be responsible for monitoring service quality on an ad hoc, and structured, basis. He will maintain communications with The West Virginia Children's Home, Bureau for Children and Families supervisors, seek performance feedback, and conduct

periodic customer satisfaction surveys. Patrick LeBlanc will conduct regular site visits and the office will be open to visitors.

Position	Responsibilities
<p style="text-align: center;">Accounts Manager</p>	<ul style="list-style-type: none"> ▲ Responsible for maintaining the service satisfaction levels of our clients. ▲ Able to visit client locations when requested. ▲ Responsible for the daily supervision of Recruiters and the Compliance Assistant. ▲ Adheres to Maxim’s internal policies and procedures, state requirements and all federal and state laws/regulations, including wage payment laws.
<p style="text-align: center;">Recruiters/Staffing Coordinators</p>	<ul style="list-style-type: none"> ▲ Maintains a current awareness of the abilities and limitations of each healthcare professional. ▲ Responsible for placing healthcare personnel to appropriate assignments. ▲ Available 24 hours a day. ▲ Has knowledge of and adheres to the policies and procedures of Maxim Staffing Solutions. ▲ Holds healthcare professionals accountable for carrying out all policies and procedures.
<p style="text-align: center;">Compliance Assistant</p>	<ul style="list-style-type: none"> ▲ Completes reference checks on applicants being considered for employment. ▲ Processes the criminal background checks. ▲ Conducts new employee orientation process. ▲ Coordinates time sheet collection process. ▲ Prepares and maintains employee personnel files to meet Maxim’s current standards. ▲ Tracks employee licensure/certification documentation for validity/expiration for healthcare professionals. ▲ Audits personnel files on a monthly basis for performance measure data collection.

The Columbus Staffing office has the support of Maxim’s nationwide network of more than 280 offices employing over 1,100 Recruiters that the **Patrick LeBlanc, Accounts Manager** can utilize if necessary. Maxim’s Headquarters provides the back office services such as billing, payroll, legal, and accounting functions. We are well-positioned to successfully work with The West Virginia Children’s Home, Bureau for Children and Families to provide Registered Nurse Staff Services

Industry-Recognized Quality Standards



The Joint Commission

Maxim Staffing Solutions has attained certification for its Healthcare Staffing Services with The Joint Commission. Maxim's recruitment, screening and hiring processes abide by the standards set by The Joint Commission. The Columbus Staffing office has successfully completed the survey and audit processes.

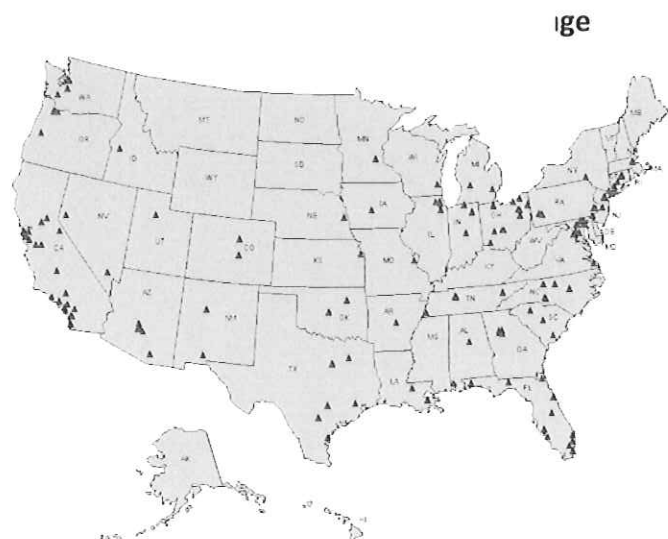
An independent, not-for-profit organization, The Joint Commission is one of the predominant standards-setting and certifying bodies in healthcare. Its comprehensive certification process evaluates an organization's compliance with standards that focus on improving the quality provided by healthcare organizations. Joint Commission certification is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards.

Company Profile

Maxim carries with it a commitment to providing experienced healthcare professionals focusing on the provision of quality service and the recruitment of trained personnel.

Established in 1988 to address the shortage in healthcare personnel, Maxim has since evolved to service various sectors of the staffing industry. Maxim offers clients integrated staffing solutions that provide coverage in every department or unit of the workplace. Our clients select flexible assignment options ranging from per diem shifts to extended-year contracts.

Our ability to successfully recruit experienced healthcare professionals is one of the reasons Maxim was ranked the largest per diem nurse staffing firm in the United States in 2010 by Staffing Industry Analysts. Comprehensive provision of services is the key to our success with our clients. Incorporated in the State of Maryland, Maxim operates through a nationwide



network employing over 1,100 Recruiters in 280 local offices, utilizing information systems to manage and track a unified database of more than 61,000 employees companywide.

Staffing Process

Employing an ever-increasing number of healthcare professionals, Maxim comes to the aid of many facilities. Clients can rely on our ability to match a candidate to your needs. Our resources allow us to recruit and retain large numbers of personnel maintaining our ability to fill requests with little notice.

The West Virginia Children's Home, Bureau for Children and Families may request staff 24 hours a day, 7 days a week by calling the Columbus Staffing office. Our Recruiters are on-call to handle client requests after hours, on weekends, and during holidays.

Recruiters aim to fill requests within 24 hours of receipt. They will access Maxim's scheduling database to find personnel that are compatible with The West Virginia Children's Home, Bureau for Children and Families' preferences and available to work the shift. They will identify an appropriate match, notify The West Virginia Children's Home, Bureau for Children and Families contact and give the assigned employee directions and information on the services requested. Recruiters will notify the appropriate The West Virginia Children's Home, Bureau for Children and Families contact of any changes in scheduling.

Patrick LeBlanc, Accounts Manager will meet regularly with The West Virginia Children's Home, Bureau for Children and Families' decision makers to monitor the quality of Maxim's services and to provide satisfaction and compliance to contract requirements. The West Virginia Children's Home, Bureau for Children and Families contacts may call **Patrick LeBlanc, Accounts Manager** at any time during the staffing process should questions or concerns arise.

Maxim's Operations and Recruitment System

Through its partnership with an experienced healthcare staffing software organization, Maxim's technological benefit to The West Virginia Children's Home, Bureau for Children and Families' staffing needs is an upgraded operations and recruitment system. This software upgrade brings added value by providing a centralized system for all recruitment, credentialing, hiring, scheduling, and paying of personnel. This web-based solution also drives efficiency by automating the process of identifying healthcare professionals for The West Virginia Children's Home, Bureau for Children and Families' open staffing needs. This operating system can make a meaningful impact on client relations, clinical compliance, and operational efficiency. Maxim Staffing Solutions' enhanced operations and recruitment system offers many short- and long-term benefits to The West Virginia Children's Home, Bureau for Children and Families

- ▲ Electronic The West Virginia Children’s Home, Bureau for Children and Families /employee matching services based on your organization’s requirements and candidate availability provide rapid access to experienced candidates.
- ▲ Paperless on-boarding processes, competency tests, and skills assessments enable faster and more efficient candidate recruitment.
- ▲ State-specific, The West Virginia Children’s Home, Bureau for Children and Families -specific, and order-specific credentialing is built into the system, enabling Maxim to quickly identify and adhere to various state and The West Virginia Children’s Home, Bureau for Children and Families -requested requirements.
- ▲ Automated workflows resulting in enhanced efficiency for The West Virginia Children’s Home, Bureau for Children and Families through the reduction of errors, manual tasks, and tracking of temporary workers.
- ▲ Monitored credentialing supports a heightened level of clinical compliance.

Facility Staffing Options

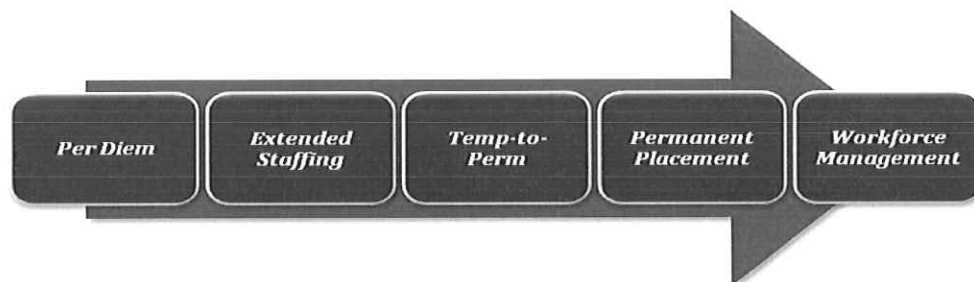
Per Diem: Clients may call their local Maxim office at any time to request staff to fill a shift. Maxim employs a number of personnel that are available to staff day, evening, and night shifts, on weekdays and weekends.

Extended Assignments: Extended assignments are the better staffing option when continuity of personnel and/or services is necessary. Maxim assists clients with selecting compatible personnel who are committed to working on a contractual basis for a specified time period.

Temp-to-Perm: Temp-to-perm assignments are the perfect compromise between extended assignments and permanent placement. Facilities may prearrange an extended staffing assignment with the option to hire Maxim’s employee at the end of the term. Maxim will charge a buy-out fee that will be prorated from the start of the assignment.

Permanent Placement: Maxim places permanent personnel on a one-time, finder’s fee basis that covers the cost of recruiting, employment services, placement costs, and replacing our workforce. The fee is calculated based on a percentage of the hired employee’s salary.

Continuum of Staffing Options



Recruitment Strategies

To supplement Maxim's staff of active healthcare professionals, the company employs multi-channel recruitment outreach tactics. The goal of this strategy is to communicate with, inform, and attract candidates through multiple platforms. This cross-media approach helps Maxim reach a broader audience and has proven successful across a variety of healthcare modalities nationwide. Maxim's multi-channel recruitment marketing approach includes:

▲ **Online Job Board Advertising and Sourcing**

Maxim posts opportunities on numerous job board Web sites, (i.e., Monster.com, Careerbuilder.com, and multiple healthcare recruitment sites) enabling the organization's recruiters to quickly and efficiently reach active job seekers with opportunities. These sites are mass advertised and receive thousands of visits from new and returning job seekers daily.

In addition to external job board advertising, all needs are posted on Maxim's company Web sites. Maxim drives traffic to these Web sites through cross-media marketing tactics, resulting in increased exposure for all staffing needs. Recruiters also utilize a software system that allows them to search multiple job sites simultaneously, creating efficiencies when sourcing candidates.

▲ **Targeted Direct Mail Campaigns**

Utilizing a contracted direct mail vendor, Maxim creates customized letter and postcard campaigns designed to inform candidates about open opportunities. Recruiters personalize the messaging of each direct mail campaign to attract professionals with the appropriate experience and qualifications. Respondents are directed to contact Maxim through various traceable mediums including unique toll-free phone numbers, or online landing pages developed to capture leads and route them to Maxim's dedicated recruitment team.

▲ **E-mail Marketing**

Recruiters develop customized, targeted e-mail campaigns to alert active job seekers of opportunities within their local market. Maxim tracks which recipients open and reply to each e-mail, enabling recruiters to quickly follow-up with interested candidates.

▲ **Search Engine Advertising**

Maxim utilizes paid-search advertising, also known as "pay-per-click" advertising, on Google and social media sites to drive candidate leads for specific job openings in local markets. Using paid search campaigns as part of the multi-touch strategy provides an additional avenue for Maxim's team to attract active and qualified candidates. Leads

are received in real-time allowing Maxim to contact prospective candidates immediately.

▲ **Local Advertising**

Maxim supplements job board and paid search advertising with strategic print and Web advertisements in a variety of outlets including trade publications, local associations and organizations, as well as regional newspapers, to spread awareness among active and passive job seekers.

▲ **Strategic Telephone Outreach**

Tapping into an extensive database of prospective health professionals, multi-channel efforts include telephone outreach as a means of directly connecting with and vetting candidates who have been reached by postcards, e-mails, and other multi-touch tactics.

Live Recruitment and Active Engagement

The Maxim team believes that successful recruitment always involves a hands-on approach. The following methods are employed to engage, connect with, and vet local healthcare professionals:

▲ **Employee Referral Programs**

Maxim's greatest asset is its employees. Current employees participate in referral programs designed to invite their qualified friends or family members to share in the benefits of joining the Maxim team.

▲ **Career Fairs and Tradeshows**

Maxim's recruiters attend career fairs and tradeshows, both locally and nationally, to network and build personal connections with healthcare professionals across medical specialties.

▲ **Professional Associations**

Maxim partners with professional healthcare associations for opportunities to connect with highly-specialized professionals. Recruiters often develop relationships with association administrators and advertise in local publications or post relevant positions on the organization's job boards.

▲ **Online Newsletters**

The company continually engages with prospective candidates and builds brand awareness through the distribution of several specialized e-newsletters to candidates who have opted-in to receive these communications. E-newsletters function as a means of providing relevant industry news to candidates while also informing them of

current job opportunities.

▲ **Social Media Marketing**

Maxim’s recruiters engage potential candidates through social media platforms. Maxim utilizes social networking sites including Facebook, LinkedIn, and Twitter, to connect with and inform prospective employees of opportunities in an interactive online environment.

Maxim’s team of experienced recruiters integrates database sourcing, multi-channel marketing, and live recruitment to provide comprehensive recruitment services for each client. Maxim’s recruitment engine is designed to efficiently deliver candidates that meet client-specified qualifications, skills, and experience levels while saving valuable time and resources.

Screening & Hiring

Maxim adheres to comprehensive level of standards for hiring and maintains rigorous conditions of employment. We believe that our healthcare professionals are a direct reflection of the efficient service we provide. Candidates for employment are required to meet the following requirements prior to employment.

Hiring Practices

Maxim strives to present experienced and credentialed medical professionals to our clients. Our candidates undergo prescreening processes before they are accepted as employees. We believe our healthcare professionals are a direct reflection of our reputation and the level of service and quality we provide. The candidates we select to provide services to The West Virginia Children’s Home, Bureau for Children and Families will have completed the following processes:

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

Licensure Verification

Employee files are audited and updated monthly, and prior to assignment, credentials are verified as current. Throughout the hiring process, Maxim reviews the expiration dates on the following documents for each candidate:

- ▲ Professional licenses
- ▲ Professional certificates
- ▲ Health certificates
- ▲ CPR card (if applicable)
- ▲ Valid Picture ID.

During the monthly audit, Maxim requests the updated information from employees whose credentials are set to expire. Upon receipt of this information, Maxim's Coordinators will update our records appropriately. Employees who do not forward updated credentials will not be available for assignments.

Screening Tests

Candidates who apply to Maxim are screened prior to hire. As part of this qualifications process, applicants are tested for competency according to the discipline and specialty of the position they are seeking. Upon hire, Maxim classifies and logs the employees' capabilities and competencies in the office database for the purpose of sorting and matching the worker's qualifications with the right-fit assignments. Additionally, upon their first year of employment, Maxim tests our healthcare workers during their annual performance appraisal.



Candidates for employment with Maxim undergo competency assessments according to discipline and specialty. Maxim uses Prophecy Healthcare's Clinical Assessments and Checklists (formerly Nursetesting.com) located at www.prophecyhealth.com, to administer our examinations. Prophecy is a well-respected, online testing vehicle featuring nationally-validated exams and skill checklists for all areas of nursing, allied health, homecare, and other healthcare specialties. Prophecy's assessment tools measure not only clinical competencies but also works to isolate critical competencies missed in traditional testing initiatives, such as stress tolerance, critical thinking, and teamwork skills. Maxim provides each candidate with a unique username and password to access the assigned exam(s). Candidates must pass each of their assigned examinations in order to be eligible for hire. Test questions and answers frequently change to prevent duplication and the temptation to share answers, thus preserving the integrity of the exams.

Although the passing scores vary per test at Prophecy, Maxim's minimum passing score is 80 percent no matter the test assigned to the candidate. If the Prophecy passing score is higher

than 80 percent for a particular test, Maxim's candidate also will be required to achieve that score.

Training

Maxim's standards require healthcare professional candidates to be fully trained in the positions they seek through Maxim. Our Accounts Manager and Recruiters thoroughly review and verify candidate data and certifications as a condition of employment and placement.

Every segment of our employee training is based on our center core competency, which is the seamless delivery of optimal customer service. Training is provided on a mandatory and by-request basis to meet the needs of any Maxim employee who needs or desires training in job skills. National-level training is offered semi-annually. Topics for in-service and continuing education training may include the following:

- ▲ Cardiology
- ▲ Career Fitness
- ▲ Community Nursing
- ▲ Critical Care
- ▲ Cultural Competency
- ▲ Emergency Nursing
- ▲ Forensic Nursing
- ▲ Gerontology
- ▲ Infectious Disease
- ▲ Holistic Health
- ▲ Home Health
- ▲ Leadership/Management
- ▲ Med/Surg Nursing
- ▲ Men's Health
- ▲ Neurology
- ▲ Oncology
- ▲ Patient Education
- ▲ Perioperative Nursing
- ▲ Pediatrics
- ▲ Prenatal Health
- ▲ Psych/Mental Health
- ▲ Spanish
- ▲ Substance Abuse
- ▲ Women's Health

Orientation

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 The West Virginia Children's Home, Bureau for Children and Families -specific materials with our employees. Only employees who have completed both Maxim and The West Virginia Children's Home, Bureau for Children and Families orientations are eligible for assignment.

Personnel Practices

Maxim adheres to an Equal Employment Opportunity Policy for persons seeking employment and for persons employed by the company. Maxim will not discriminate because of race,

color, religion, sex, or national origin in any employment practice including hiring, firing, promotion, compensation and other terms, privileges and conditions of employment within its control. Maxim complies with the Civil Rights Act of 1964, 1966 and 1991, and the Fair Employment Practices Act. Advertising, public service brochures and collateral material contain the EEO statement.

HIPAA/HITECH Compliance

Maxim has implemented policies, procedures and practices to see that we are in compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as well as the Health Information Technology for Economic and Clinical Health ("HITECH") Act and applicable state laws. In instances where Maxim receives Protected Health Information (PHI) from clients, we will comply with the applicable provisions of the Administrative Simplification rules.

Maxim will safeguard all PHI in electronic and other forms and may only use or disclose such information to treat patients, to arrange for payment for services rendered, for healthcare operations, as required by law, or as otherwise authorized by the patient.

Maxim employees have a duty to maintain the confidentiality of each patient's PHI in accordance with HIPAA, HITECH, and applicable state laws as well as the Company's privacy policies and procedures. Further, contractors have a duty to maintain the confidentiality of each patient's PHI in accordance with applicable law.

Employee Wages & Benefits

Professionals assigned to a facility are considered employees of Maxim for whom Maxim assumes responsibility for payment of wages and benefits. Maxim takes responsibility for withholding federal and state income tax, social security taxes, unemployment insurance, and maintaining state-mandated worker's compensation coverage. Maxim provides FICA, federal unemployment insurance and state unemployment insurance for part-time staff. Our external employees become eligible for a variety of benefits, including healthcare and paid time off, upon working 120 hours or more in a 4-week period. Maintaining eligibility requires working 30 or more hours per week.

Insurance

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. Further, Maxim maintains Auto Liability coverage and Worker's Compensation policies that meet or exceed each state's requirements.

Billing

The billing process begins in the local office with the collection and verification of each employee's weekly timecards. Office personnel feed the data into Maxim's information

systems, and regional billing teams at Maxim's Headquarters complete the data processing and generate weekly invoices on behalf of each office.

Invoice

MAXIM HEALTHCARE SERVICES

Remit Payment to:
Maxim Healthcare Services, Inc.
P.O. Box 631121
Baltimore, MD 21263-1121

Bill To:
Joni Co.
123 Industry Road
Columbia, MD 21046

Service Provided For:
Joni Co.
456 Elm Street
Columbia, MD 21044

Facility	Branch	Account #	Period Ending	Invoice #
John George Parham	KGE	25	1/05/08	84100

Previous Balance	Payments	Adjustments	Credits	Current Charges	Total Amount Due
\$ 4,687.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 2,259.00	\$ 2,739.00

Check # 84100 Amount Paid \$0

Please Return This Form With Your Payment. Thank You.

Thank You for Using Maxim Healthcare Services.
Fax: 410-33-10000

Maxim's accounting, credit, billing, and payroll functions are centrally based out of Maxim's Headquarters located in Columbia, Maryland. Maxim has found that centralized billing and collections is an effective way to present our clients with accurate invoices completed in a timely manner.

Standardized invoices contain the facility name, unit, date of service, shift, class type, employee name, hours worked, and bill rate. Moreover, we are able to customize invoices to meet our clients' requirements. Maxim has the ability to bill electronically and currently does so for many clients. Invoices are due and payable within 30 days, unless our clients have negotiated other terms.

Focus on Compliance

As a nationwide company with more than 280 offices and 61,000 employees, Maxim understands the critical need for quality and compliance at all levels of our organization, as well as service delivery processes. In order to foster an environment that encourages our company and employees to operate in an ethical and compliant manner, Maxim has developed the MaxCompliance program. Maxim's Chief Compliance Officer is Jackie Baratian and she is responsible for the oversight and management of Maxim's compliance and ethics program, including compliance initiatives, internal audits, and training.

The overarching goal of MaxCompliance is to encourage and support a culture within our organization which promotes strict adherence to federal and state laws, relevant healthcare program requirements, and Maxim's business policies and Code of Conduct. The MaxCompliance program is applicable to all business lines and employees of the company.

The central tenets of the MaxCompliance program are to assess risks, develop controls, monitor performance, and implement new corrective actions and process enhancements on an ongoing basis. Maxim sincerely believes that if patient and client care is the heart of our business, compliance is the backbone. That is why MaxCompliance is a fundamental part of our company's mission ***"To provide reliable, safe, and patient-centered care through***



MSS Weekly Timesheet

Week Ending Date: ____ / ____ / ____
(Saturday)

Facility/Client Name: _____

Paycheck: Mail Pick Up

Maxim Staffing Solutions Employee	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	
DATE: / /	
<i>*Employee signature certifies that the hours below were worked and are correct.</i>	

Client Approval	
SUPERVISOR NAME/ TITLE:	
SUPERVISOR SIGNATURE:	
DATE: / /	
<i>*Authorized signature verifies hours shown below are correct and approved.</i>	

DAY	DATE	UNIT	REGULAR TIME				ON CALL		CALL BACK		Supervisor Approval
			Start Time	End Time	Break	Total Hours	Start Time	End Time	Start Time	End Time	
SUNDAY	/										
MONDAY	/										
TUESDAY	/										
WEDNESDAY	/										
THURSDAY	/										
FRIDAY	/										
SATURDAY	/										
Grand Total:											

TERMS AND CONDITIONS

Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions ("MSS") agrees to supply the above-named Personnel to Client. Such Personnel shall provide services under Client's management and supervision. MSS will invoice Client at the agreed-upon standard and overtime hourly billing rates. Overtime will be billed for hours worked by Personnel in excess of forty (40) hours per week, or as otherwise required by law. In addition to the foregoing, MSS and Client agree to the following:

- MSS shall submit weekly invoices rendered by Personnel for the number of hours worked by the Personnel the previous week. The Personnel will present a time sheet to Client or its representative for verification and signature at the end of each week. Client's signature above indicates Client's acknowledgement of all of the Terms and Conditions of this Agreement including payment of the invoices submitted for the hours worked by the Personnel. Payment in full shall be due within thirty (30) days from invoice date at the address set forth on the invoice.
- Resumes submitted to Client are confidential and for Client use only. Client agrees that MSS is the representative of all Personnel for which resumes are submitted to Client by MSS in response to Client requests. Accordingly, Client agrees that if any Personnel submitted to Client by MSS is hired either directly or indirectly by Client within one hundred eighty (180) days of receipt of the resume, Client agrees to pay to MSS, as liquidated damages, an amount equal to thirty percent (30%) of the Personnel's annualized first-year salary.
- Client understands and agrees that MSS is not an employment agency and that Personnel are assigned to the Client to render temporary services and are not assigned to become employed by the Client. In consideration thereof, Client agrees that for a period of twelve (12) months following that date on which Personnel last worked a shift at Client, Client agrees that it will take no steps to recruit, hire or employ as its own employees or as a contractor those Personnel provided by MSS. In the event that Client, or any affiliate, subsidiary, department, or division of Client hires, employs or solicits Personnel, Client will pay to MSS, as liquidated damages, an amount equal to thirty percent (30%) of such Personnel's annualized first-year salary.
- Each invoice will evidence a separate and distinct contract. Unless otherwise prohibited by applicable law, in the event that Client fails to pay the invoices when due, Client agrees to pay all costs of collection incurred by MSS, including reasonable attorney's fees, whether or not suit is initiated.

EQUAL OPPORTUNITY EMPLOYER

**Timecards are due every Monday by 12:00PM
Please fax Timecards to: (855) 591-5936**

REQUEST FOR QUOTATION
BCF13118 Registered Nurse Staff Services

24

II. MISCELLANEOUS:

II.I. 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: Jason Nicholas
Telephone Number: 614-986-3025
Fax Number: 855-591-5936
Email Address: jnichol@maxhealth.com

BCF13118 Registered Nurse Staff Services
Pricing Page

25

Item #	Estimated Annual Quantity:	Description:	Unit Price:	Total Price:
1.	1040 hours	Registered Nurse	\$ 40. ⁰⁰ /Per hr.	\$ 41,600. ⁰⁰

Award will be made to the responsible bidder meeting specifications with the lowest Total Price.

Vendor Name: ~~Maxim Healthcare Services~~ ^{Inc.} d/b/a Maxim Staffing Solutions

Address: 735 Taylor Rd. Ste. 220

Gahanna OH 43230

E-Mail: janichol@maxhealth.com

Fax#: 855-591-5936

Phone#: 614-986-3001

Signature:  Date: 4.9.13

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF13118

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

MAXIM HEALTHCARE SERVICES, INC d/b/a MAXIM STAFFING SOLUTIONS

Company

Kevin J. Jones
 Authorized Signature

4.9.13

Date

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