



**OC SERVICES CORP
242 N CLEVELAND
WICHITA, KS 67214
OFF- (316) 209-8175
FAX-(316) 260-5574**

FAX COVER SHEET

TO: ROBERTA WAGNER

FROM: RICHARD HOLT

FAX NUMBER: (304) 558-3970

**RECEIVED
2012 SEP 20 AM 7:41
WV PURCHASING
DIVISION**

MESSAGE:

**RFQ# HOP13070- NURSING STAFFING SERVICES
RN'S AND LPN'S FOR HOPEMONT HOSPITAL**

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DATE: 9/19/12

NUMBER OF PAGES INCLUDING COVER SHEET: 14

September 20, 2012

RFQ# HOP13070

**NURSING STAFFING SERVICES
RN'S AND LPN'S
FOR
HOPEMONT HOSPITAL**

**SOLICITATION PAGES
PRICING
PURCHASING AFFIDAVIT
CERTIFICATION AND SIGNATURE PAGE
EMPLOYEE HEALTH POLICY
ADDENDUM ACKNOWLEDGEMENT FORM
EXPERIENCE
CONTRACTS
LETTER OF FINANCIAL SUPPORT**

SUBMITTED TO:

**STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATON – PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WV 25305-0130
ATTN: ROBERTA WAGNER
(304) 789-2411-PH
(304) 558-3970-FAX**

SUBMITTED BY:

**HEADQUARTERS
OC SERVICES CORP
242 N. CLEVELAND
WICHITA, KS 67214
ATTN: RICHARD HOLT
(316) 209-8175- PH
(316) 260-5574- FAX
(855)303-9815- TOLL FREE**



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

Solicitation

NUMBER
HOP13070

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

OC Services Corp
 P.O. Box 8486
 Wichita, KS 67208

SHIP TO

HEALTH AND HUMAN RESOURCES
 HOPEMONT HOSPITAL
 CENTRAL RECEIVING
 150 HOPEMONT DRIVE
 TERRA ALTA, WV
 26764-7728 304-789-2411

DATE PRINTED
08/27/2012

BID OPENING DATE: 09/20/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
THE STATE OF WEST VIRGINIA AND ITS AGENCY THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), AND HOPEMONT HOSPITAL LOCATED IN TERRA ALTA, WV REQUEST A QUOTE TO PROVIDE AN OPEN-END CONTRACT FOR NURSING STAFFING SERVICES PER THE ATTACHED SPECIFICATIONS.						
BID OPENING: SEPTEMBER 20, 2012 AT 1:30 PM LOCATION: PURCHASING DIVISION, BUILDING #15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305						
REFERENCE ATTACHED INSTRUCTIONS TO BIDDERS.						
0001	1,500	HR		964-65	\$ 43.48	\$ 65,220.00
	REGISTERED NURSES					
0002	1,500	HR		964-65	\$ 25.23	\$ 37,845.00
	LICENSED PRACTICAL NURSES					
TO PROVIDE NURSING STAFFING SERVICES (REGISTERED NURSES (RN'S) AND LICENSED PRACTICAL NURSES (LPN'S)) FOR HOPEMONT HOSPITAL.						

SIGNATURE <i>R. Holt</i>				TELEPHONE (304) 209-8175		DATE 9/19/12
TITLE General Manager		FEIN 26-2419835		ADDRESS CHANGES TO BE NOTED ABOVE		

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



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

Solicitation

NUMBER
HOP13070

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

OC Services Corp
 PO Box 8486
 Wichita, KS 67203

SHIP TO:

HEALTH AND HUMAN RESOURCES
 HOPEMONT HOSPITAL
 CENTRAL RECEIVING
 150 HOPEMONT DRIVE
 TERRA ALTA, WV
 26764-7728 304-789-2411

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LINE	QUANTITY	UCP	CAT NO.	ITEMNUMBER	UNIT PRICE	AMOUNT
<p>VENDORS. AWARD WILL BE MADE FROM LOW BID TO HIGH AND USAGE WILL BE IN THE SAME MANNER. IF THE LOW BID, CAN NOT PROVIDE THE NEEDS OF THE REQUESTER AT THE REQUIRED TIME, THE SECOND LOW BID WILL BE CONTACTED AND THEN THE NEXT LOW BID, ETC.</p> <p>***** THIS IS THE END OF RFQ HOP13070 ***** TOTAL:</p>						
						<p>Total: \$ 103,065.00</p>

SIGNATURE	<i>R. Hall</i>	TELEPHONE	(310) 269-8175	DATE	9/19/12
TITLE	General Manager	FEN	26-2413835	ADDRESS CHANGES TO BE NOTED ABOVE	

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

Cost Sheet
HOP13070

Item #	Estimated Annual Quantity:	Description:	Unit Price:	Total Price:
1.	1500 hrs.	Registered Nurse	\$ <u>43.48</u> /Per hr.	\$ <u>65,220.00</u>
2.	1500 hrs.	Licensed Practical Nurse	\$ <u>25.23</u> /Per hr.	\$ <u>37,845.00</u>

Award will be from low bid to high for all bids received that meet or exceed specifications. Use of the contract will be the same. User must contact the low bid first and if they cannot provide their needs, they must then contact next low bidder, and so on, until one of the vendors awarded the contract, can cover the needs of the facility.

Vendor Name: OC Services Corp
 Address: PO Box 8486
Wichita, KS 67208

E-Mail: rholt@ocservicescorp.com
 Fax#: (316) 266-5574
 PH.#: (316) 209-8175

Signature: R Holt Date: 9/19/12

0027

RFQ No. MCH13029

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

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

DEFINITIONS:

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: DC Services Corp

Authorized Signature: [Signature] Date: 9/19/12

State of KANSAS

County of Sedgwick, to-wit:

Taken, subscribed, and sworn to before me this 19 day of Sept, 2012

My Commission expires May 30, 2013.

AFFIX SEAL HERE

NOTARY PUBLIC Sheila Jackson

Purchasing Affidavit (Revised 07/01/2012)



CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

OC Services Corp

(Company)

R Holt

(Authorized Signature)

Richard Holt - General Manager

(Representative Name, Title)

(316) 209-8175 / (316) 263-5574

(Phone Number)

(Fax Number)

9/19/12

(Date)

HOPEMONT HOSPITAL
POLICY AND PROCEDURE MANUAL

POLICY NO. HH-2014
DATE _____
PAGE 1 OF 1
REF: DOH POLICY DOH

EMPLOYEE HEALTH POLICY

POLICY:

It is the policy of the WV Division of Health and Hopemont Hospital that all current employees be screened for communicable diseases.

Every year all employees will be checked for Tuberculosis and be offered Hepatitis B and have a physical examination.

PURPOSE:


The purpose of this policy is to; prevent the spread of communicable diseases, provide a mechanism for employees to give an assessment of their health, and to ensure that employees are physically capable of carrying out their responsibilities.

PROCEDURE:

1. Basic physical are to include Tuberculosis screening and a physical exam.
2. All new employees will have a basic physical assessment scheduled at Hopemont with Hopemont's physician or by their own health care provider.
3. Posting for screening and basic physical assessments will be jointly developed and monitored by the Medical Records and Nursing.
4. Hepatitis B Vaccine will be offered for all employees, who have previously declined offer, annually and for new employees by request.
5. Posting will be sent to the employee's supervisor and to the employee.
6. Employees will be scheduled and rescheduled as needed.
7. This is a condition of employment and failure to complete these tasks will result in the employee not being allowed to work. Vacation/holiday time will be utilized until the Individual has completed and submitted the necessary form and documentation.

QUALITY ASSURANCE:

This policy will be reviewed by the Infection Control Committee. Compliance with this policy will be monitored by Nursing and Medical Records.

	<u>General Manager</u>
SIGNATURE	TITLE

DATES OF REVIEW 1/28/10; 4/23/10

1/28/10 LGR	
SIGNATURE	TITLE

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: HOPI3070

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

OC Services Corp
 Company
R. [Signature]
 Authorized Signature
9/19/12
 Date

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

OC SERVICES CORP

EXPERIENCE

OC Services Corp. has over 10-years of prior experience in providing and managing medical professionals to provide personal and non-personal services. Our management team has over 20 years of medical staffing contract management experience. In 2009 OC acquired the medical staffing division of WD Enterprise, Inc and its over 15 years of Medical Professional and Administrative Staffing experience.

OC has provided medical staffing operations all over the United States; California, Connecticut, Florida, Kansas, Missouri, Nebraska, Oklahoma and Texas.

OC Services Corp medical staffing clients include such government entities as the, State of Connecticut, States of California (Dept of Mental Health, Dept of Corrections & Rehab), State of Florida, State of Kansas, State of Missouri, State of Nebraska, State of Oklahoma, State of Texas(Dept of Aging and Disability Services, Dept of State Health Services).

OC Services Corp has provided the following Medical Professional and Administrative personnel to our clients and many others;

Certified Nursing Assistant	Licensed Clinical Social Worker	Psychiatric Techs
Licensed Vocational Nurse	Licensed Clinical Psychologist	Dental Assistants
<u>Licensed Practical Nurse</u>	Dietitian	Quality Assr Specialist
<u>Registered Nurse</u>	Dentist	Speech/Lang Pathologist
Nurse Practitioner	Habilitation Specialist	Physician
Nursing Supervisor	Medical Laboratory Tech	Physician Assistants
Director of Nursing	Physical Therapist	Training Director

The success of OC Services Corp is due to the dedication of our personnel and the proactive, hands-on approach of top management. We will provide licensed and certified Registered Nurse and Licensed Practical Nurse personnel for the DHHR and Hopemont Hospital. These employees will be dedicated to providing quality services, and Headquarters ensures these personnel have the corporate support they need to succeed.

TEMPORARY/ RELIEF
NURSING (RN & LVN)
SERVICES

CUSTOMER: State of California
Department of Corrections and Rehabilitation
CONTRACT ANALYST: Shari Martinez (916) 322-3102
AGREEMENT#: ICMJ.07017
▪ **Place of Performance:** Various Correctional Facilities in the State of California
▪ **Period of Performance:** July 1, 2007 – September 30, 2009
CONTRACT SIZE: \$ 2,726,229.00

Description of Work and Responsibilities:

WD Enterprise, Inc. provides Temporary/Relief Registered Nurse & Licensed Vocational Nurse Services to the State of California, Dept of Corrections and Rehabilitation (CDCR).

Comparability To The Work Required Under This Solicitation:

WD Enterprise, Inc. performs Staffing Services on this project.

MAJOR TECHNICAL PROBLEMS: NONE
TERMINATIONS: NONE
LISTING OF DEDUCTIONS TAKEN: NONE

TEMPORARY
REGISTERED NURSE(RN), LICENSED VOCATIONAL NURSE(LVN)
MENTAL HEALTH WORKER(MHW), CERTIFIED NURSES ASSISTANT(CNA)
AND PSYCHE TECH
SERVICES

CUSTOMER: State of Texas
Health and Human Services System

PURCHASING MANAGER: Amy Fitzgerald (512) 206-5026

CONTRACT#: 53900-0-Nursing-M28 & 53700-0-Nursing-M24

- **Place of Performance:** Various Dept of Aging and Disability Services(DADS) and Dept of State Health Services(DSHS) in the State of Texas.
- **Period of Performance:** Sept 1, 2007 – August 31, 2015

Description of Work and Responsibilities:

OC Services Corp provides Temporary Registered Nurse(RN), Licensed Vocational Nurse(LVN) Mental Health Worker(MHW), Certified Nurses Assistant(CNA) and Pysche Tech Services.

We acquired this contract when we purchased WD Enterprise, Inc. the contract Holder in 2009

Comparability To The Work Required Under This Solicitation:

OC Services Corp, Inc. performs Medical Staffing Services on this contract.

MAJOR TECHNICAL PROBLEMS: NONE

TERMINATIONS: NONE

LISTING OF DEDUCTIONS TAKEN: NONE

M **MILLENNIUM FUNDING**
Capitalize Your Potential

September 14, 2012

Mr Richard Holt, President
OC Services Corp
242 N Cleveland
Wichita, KS 67214

RE: Letter of Financial Support

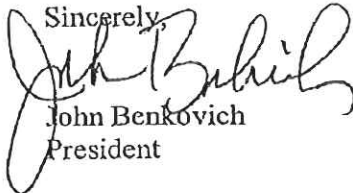
Dear Mr Holt:

Millennium Funding has approved OC Services Corp for a \$600,000 asset based line of credit.

We are pleased to offer you this credit facility. Please let us know at least seven days in advance of any new line increases you might need. This will permit us the required time to prepare the documents for you review and signature.

We appreciate the opportunity to provide financial services. My best wishes to you as you successfully meet the challenges of your growth. We look forward to our continuing long-term relationship.

Sincerely,


John Benkovich
President