



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

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Welcome, Lu Anne Cottrill

Procurement

Budgeting

Accounts Receivable

Accounts Payable

Solicitation Response(SR) Dept: 0506 ID: ESR0213170000003788 Ver.: 1 Function: New Phase: Final 

Modified by batch , 03/02/2017

Header @ 3

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 287615

Procurement Type: Central Contract - Fixed Amt

Vendor ID: 000000109244

Legal Name: JAYKAY STAFFING

Alias/DBA:

Total Bid: \$288,000.00

Response Date: 02/13/2017

Response Time: 15:48

SO Doc Code: CRFQ

SO Dept: 0506

SO Doc ID: JWH1700000003

Published Date: 2/1/17

Close Date: 3/2/17

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum #1 Psych & Psychological Svcs for residents

Total of Header Attachments: 3

Total of All Attachments: 3



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

State of West Virginia  
Solicitation Response

Proc Folder : 287615

Solicitation Description : Addendum #1 Psych & Psychological Svcs for residents at JWH

Proc Type : Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-03-02 13:30:00	SR 0506 ESR02131700000003788	1

VENDOR

000000109244

JAYKAY STAFFING

Solicitation Number: CRFQ 0506 JWH17000000003

Total Bid : \$288,000.00

Response Date: 2017-02-13

Response Time: 15:48:56

Comments: We have been providing healthcare staffing for 14 years and we are confident we will be able to meet your staffing needs.

FOR INFORMATION CONTACT THE BUYER

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

Signature on File

FEIN #

DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	MONTHLY PSYCHOLOGIST SERVICES FOR JWH	12.00000	MO	\$10,000.000000	\$120,000.00

Comm Code	Manufacturer	Specification	Model #
85121608			

Extended Description :	SECTION 4.1.1 IN THE SPECIFICATIONS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	MONTHLY PSYCHIATRIST SERVICES FOR JWH	12.00000	MO	\$14,000.000000	\$168,000.00

Comm Code	Manufacturer	Specification	Model #
85121607			

Extended Description :	SECTION 4.1.2 IN THE SPECIFICATIONS



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

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

Proc Folder: 287615

Doc Description: Addendum #1 Psych & Psychological Svcs for residents at JWH

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2017-02-01	2017-03-02 13:30:00	CRFQ 0506 JWH1700000003	2

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

Jaykay Staffing  
2058 Classique lane  
Tavares FL 32778

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X *Purity Ndolo*

FEIN # 20-0131316

DATE 02/13/2017

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

**ADDITIONAL INFORMATION:**

Addendum #1

To change the buyer contact information to:

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

No other changes.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	MONTHLY PSYCHOLOGIST SERVICES FOR JWH	12.00000	MO	\$10,000.00	\$ 120,000.00

Comm Code	Manufacturer	Specification	Model #
85121608			

**Extended Description :**

SECTION 4.1.1 IN THE SPECIFICATIONS

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR		PROCUREMENT OFFICER - 304-256-6600 HEALTH AND HUMAN RESOURCES JACKIE WITHROW HOSPITAL 105 SOUTH EISENHOWER DR	
BECKLEY	WV25801	BECKLEY	WV 25801
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	MONTHLY PSYCHIATRIST SERVICES FOR JWH	12.00000	MO	\$14,000.00	\$ 168,000.00

Comm Code	Manufacturer	Specification	Model #
85121607			

**Extended Description :**

SECTION 4.1.2 IN THE SPECIFICATIONS

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Questions Due	2017-02-15

<b>JWH1700000003</b>	<b>Document Phase</b> <b>Final</b>	<b>Document Description</b> Addendum #1 Psych & Psychological Svcs for residents at JWH	<b>Page 3</b> <b>of 3</b>
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### **ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## CRFQ 0506 JWH1700000003 Pricing Page

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Item	Quantity	Description	Unit Price	Total Amount
1	12mos	Psychological services to JWH residents (Section 4.1.1)	\$ <u>10,000.00</u> price per month X 12=	\$ <u>120,000.00</u>
2	12mos	Psychiatrist services to JWH residents (Section 4.1.2)	\$ <u>14,000.00</u> price per month X12=	\$ <u>168,000.00</u>

**Grand Total Amount**      \$ 288,000.00  
(Add total amounts from Items 1 & 2)

Vendor & Contact: JayKay Staffing

Print Name and Title: Purity Ndolo, President/CEO

Address: 2058 Classique lane, Tavares FL 32778

Phone: 800-442-5441

Fax: 800-805-9016

Email: purityn@jaykaystaffing.com

Signature: PurityNdolo

Date: 02/13/2017



State of West Virginia

**VENDOR PREFERENCE CERTIFICATE**

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

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

- ☐ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,  
☐ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;  
☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,  
☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

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

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

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

- ☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,

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

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

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

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

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

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

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

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

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; 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.

**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: JayKay Staffing

Signed: 

Date: 02/13/2017

Title: President/CEO



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: JayKay Staffing

Authorized Signature: [Signature] Date: 02/13/2017

State of FL

County of Lake, to-wit:

Taken, subscribed, and sworn to before me this 13 day of February, 2017.

My Commission expires September 9, 2019.

AFFIX SEAL HERE



Megan Donnelly  
COMMISSION #FF918770  
EXPIRES: September 8, 2019  
WWW.AARONNOTARY.COM

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 08/01/2015)