



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

State of West Virginia
Request for Quotation
26 - Medical

WBENC
Certified

Proc Folder: 393332

Doc Description: TEMPORARY REGISTERED NURSES

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-11-14	2017-12-14 13:30:00	CRFQ 0618 BVH1800000002	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

Saunders Staffing, Inc
400 North St
Bluefield WV 24701 304.325.3273

12/01/17 14:57:24
WV Purchasing Division



SAUNDERS STAFFING
PERSONNEL POOL OF VA
INCORPORATED

Connie Saunders
President
304-920-1051
saunderscm@saundersstaffing.net

WBENC

"Matching People
with Opportunity"

(t) 888.799.2110
(f) 304.325.6817
www.saundersstaffing.net

FOR INFORMATION CONTACT THE BUYER

Crystal Rink
(304) 558-2402
crystal.g.rink@wv.gov

Signature X *Connie Saunders* FEIN # 550688283 DATE 11/28/17

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

ADDITIONAL INFORMATION:

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA VETERANS HOME LOCATED IN BARBOURSVILLE, WV, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR TEMPORARY REGISTERED NURSES PER THE ATTACHED DOCUMENTATION.

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY REGISTERED NURSES	168.00000	HOUR	38.25	6,426

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
8:00 AM TO 4:00 PM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	TEMPORARY REGISTERED NURSES	168.00000	HOUR	38.25	6,426

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
6:45 AM TO 3:00 PM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	TEMPORARY REGISTERED NURSES	168.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
2:45 PM TO 11:00 PM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV25504 US		WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV 25504 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	TEMPORARY REGISTERED NURSES	168.00000	HOUR	38.25	6,426.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
10:45 PM TO 7:00 AM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV25504 US		WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV 25504 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	TEMPORARY REGISTERED NURSES	192.00000	HOUR	38.25	7,344

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
HOLIDAY(S) NEW YEAR'S EVE, NEW YEAR'S DAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS EVE, CHRISTMAS DAY

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2017-11-28

BVH180000002	Document Phase Final	Document Description TEMPORARY REGISTERED NURSES	Page 4 of 4
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, HIPAA) Business Associate Addendum ("Addendum") is made a part of the Agreement ("Agreement") by and between the State of West Virginia ("Agency"), and Business Associate ("Associate"), and is effective as of the date of execution of the Addendum.

The Associate performs certain services on behalf of or for the Agency pursuant to the underlying Agreement that requires the exchange of information including protected health information protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA"). The Agency is a "Covered Entity" as that term is defined in HIPAA, and the parties to the underlying Agreement are entering into this Addendum to establish the responsibilities of both parties regarding HIPAA-covered information and to bring the underlying Agreement into compliance with HIPAA.

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidential individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, the HITECH Act and its associated regulations, and the parties do agree to at all times treat the PHI and interpret this Addendum consistent with that desire.

NOW THEREFORE: the parties agree that in consideration of the mutual promises herein, in the Agreement, and of the exchange of PHI hereunder that:

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
 - a. **Agency Procurement Officer** shall mean the appropriate Agency individual listed at: <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.
 - b. **Agent** shall mean those person(s) who are agent(s) of the Business Associate, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c).
 - c. **Breach** shall mean the acquisition, access, use or disclosure of protected health information which compromises the security or privacy of such information, except as excluded in the definition of Breach in 45 CFR § 164.402.
 - d. **Business Associate** shall have the meaning given to such term in 45 CFR § 160.103.
 - e. **HITECH Act** shall mean the Health Information Technology for Economic and Clinical Health Act. Public Law No. 111-05. 111th Congress (2009).

AGREED:

Name of Agency: Baunders Staffing Name of Associate: Connie Saunders

Signature: Connie Saunders Signature: Connie Saunders

Title: President Title: President

Date: 11/28/17 Date: 11/28/17

Form - WVBA-012004
Amended 08.28.2013

APPROVED AS TO FORM THIS 2/16
DAY OF APRIL 20 17
Patrick Morrisey
Attorney General
BY: [Signature]

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

"Interested party" or "Interested parties" means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. PHI not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Associate: Connie Saunders

Name of Agency: Saunders Staffing, Inc

Describe the PHI (do not include any actual PHI). If not applicable, please indicate the same.

Any and all personally identifiable information including but not limited to patient name, address, date of birth, Social Security Number, telephone number, and insurance information.

Any and all protected health information including but not limited to patient diagnosis, lab test, radiological exams, physical health exams, and/or treatment procedures.

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Saunders Staffing Address: 400 Norfolk

Authorized Agent: WV Veterans Home Address: Bluefield WV 24701

Contract Number: 0616 BVH 180000002 Contract Description: Staffing RN'S

Governmental agency awarding contract: _____

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Connie Saunders

Date Signed: 11/29/17

Notary Verification

State of West Virginia, County of mercer:

I, Connie Saunders, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 29th day of November 2017.

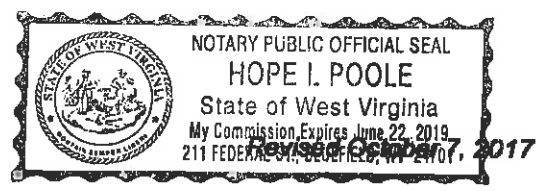
[Signature]
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



REQUEST FOR QUOTATION
CRFQ BVH1800000002
TEMPORARY REGISTERED NURSES

11. MISCELLANEOUS:

11.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Connie Saunders
Telephone Number: 304-325-3273
Fax Number: 304-325-6817
Email Address: saundersc@saundersstaffing.net

Susan Dickens
Branch Manager
304 344 4733 #1006

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Do not see women owned + WV resident ?

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: Saunders Staffing
Date: 11/28/17

Signed: Connie Saunders
Title: President

GENERAL TERMS AND CONDITIONS:

- 1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

- 2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.
 - 2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

Exhibit A		CRFQ BVH180000002		
		Temporary Registered Nursing Staff Bid Sheet		
Item No.	Description Of Services	Estimated Hours Per Week	Regular Hourly Rate	Total Hourly Rate
Registered Nurse Shifts				
1	8:00 am - 4:00 pm			
2	8:45 am - 3:00 pm	168	38.25	\$ 6,426 -
3	2:45 pm - 11:00 pm	168	38.25	\$ 6,426 -
4	10:45 pm - 7:00 am	168	38.25	\$ 6,426 -
5	Holiday(s) New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day	168	38.25	\$ 6,426 -
		192	38.25	\$ 7,344 -
			Grand Total	\$ 3048 -

Vendor Information	
Company Name	Saunders Staffing, Inc
Name/Title	Connie Saunders
Phone	304 325 3272
Fax	304 325 6811
Email	Saunderspm@saundersstaffing.net



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

State of West Virginia
 Request for Quotation
 26 - Medical

Proc Folder: 393332

Doc Description: ADDENDUM 1 TEMPORARY REGISTERED NURSES

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-11-28	2017-12-14 13:30:00	CRFQ 0618-BVH1800000002	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:

Saunders Staffing, Inc

400 North St

Bluefield WV 26001

304 325 3273

FOR INFORMATION CONTACT THE BUYER.

Crystal Rink

(304) 558-2402

crystal.g.nnk@wv.gov

Connie Saunders

Signature X

FEIN #

550688283

DATE

11/29/17

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

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ADDITIONAL INFORMATION:

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA VETERANS HOME LOCATED IN BARBOURSVILLE, WV, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR TEMPORARY REGISTERED NURSES PER THE ATTACHED DOCUMENTATION.

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BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

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1	TEMPORARY REGISTERED NURSES	168.00000	HOUR	38.05	

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
8:00 AM TO 4:00 PM

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WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	TEMPORARY REGISTERED NURSES	168.00000	HOUR		

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85101601			

Extended Description :
6:45 AM TO 3:00 PM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

I. Purpose

It is the intent of this solicitation to engage a Contractor(s) to provide nursing personnel to treat residents of the Virginia Veterans Care Center (“VVCC”) in accordance with accepted professional standards and appropriate federal and state guidelines, while complying with the policies and procedures of VVCC. The Contractor (s) will be selected through a “best value” competitive negotiation.

II. Statement of Needs/Scope of Work

A. Temporary Employee Basic Requirements:

1. Serve residents regardless of race, creed, color, sex or national origin.
2. Provide Registered Nurses (RN’s) and Licensed Practical Nurses (LPN’s) with a minimum of one (1) year experience as an RN or LPN with valid and unencumbered licenses, current CPR certifications, current negative PPD/chest x-rays and current criminal history background checks with acceptable results. (See Attachment A, page 24, Agency Registered Nurse and Licensed Practical Nurse Job Duties.)
3. Provide Certified Nursing Assistants (CNA’s) with a minimum of six (6) months experience as a licensed CNA with valid and unencumbered licenses, current CPR certifications, current negative PPD/chest x-rays and current criminal history background checks with acceptable results. (See Attachment B, page 25, Agency Certified Nursing Assistant Job Duties.)
4. Maintain verifications of PPD/chest x-rays, criminal background checks, CPR certifications and licenses. Copies shall be sent to the VVCC contract administrator upon request.
5. Report to assignment dressed appropriately and with proper equipment as required.
6. Provide transportation to and from VVCC.
7. Be available for the entire shift.

B. Order Placement:

Due to varying staffing needs, volume requested per Contractor will fluctuate.

1. **Request for Service Engagement:** VVCC will notify Contractor(s) of the agency points of contact, who will be authorized to request temporary personnel. A telephone call from these individuals shall constitute a request for service under this contract. Following a valid request for services, a purchase order will be issued confirming the temporary employee services provided.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	TEMPORARY REGISTERED NURSES	168.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
2:45 PM TO 11:00 PM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV25504 US		WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV 25504 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	TEMPORARY REGISTERED NURSES	168.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
10:45 PM TO 7:00 AM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV25504 US		WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV 25504 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	TEMPORARY REGISTERED NURSES	192.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
HOLIDAY(S) NEW YEAR'S EVE, NEW YEAR'S DAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS EVE, CHRISTMAS DAY

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2017-11-28

2. **Billed Hours Determination:** The Contractor(s) shall invoice agency by the hour or tenth of an hour per the following table:

Tenths of an Hour Conversion Table

Minutes Worked From	Minutes Worked To	Reporting Increment
Zero (0) minutes	Less than three (3) minutes	Disregard
Three (3) minutes	Less than nine (9) minutes	One tenth (1/10) of an hour
Nine (9) minutes	Less than fifteen (15) minutes	Two tenths (2/10) of an hour
Fifteen (15) minutes	Less than twenty one (21) minutes	Three tenths (3/10) of an hour
Twenty one (21) minutes	Less than twenty seven (27) minutes	Four tenths (4/10) of an hour
Twenty seven (27) minutes	Less than thirty three (33) minutes	Five tenths (5/10) of an hour
Thirty three (33) minutes	Less than thirty nine (39) minutes	Six tenths (6/10) of an hour
Thirty nine (39) minutes	Less than forty five (45) minutes	Seven tenths (7/10) of an hour
Forty five (45) minutes	Less than fifty one (51) minutes	Eight tenths (8/10) of an hour
Fifty one (51) minutes	Less than fifty seven (57) minutes	Nine tenths (9/10) of an hour
Fifty seven (57) minutes	Less than sixty (60) minutes	One (1) hour

3. **Time Sheet Usage:** The Contractor(s) shall supply all temporary personnel with timesheets. All hours worked each week shall be detailed on the timesheet, and must be signed on a daily basis by VVCC's Nursing Supervisor, or the designated VVCC point(s) of contact, to be considered valid for payment. Timesheets are to be signed at the end of the scheduled shift. Copies of the temporary employee(s) timesheet(s) shall accompany each invoice for services provided.

4. **Work Requirements:**

- a. **Hours of Service:** The standard working hours are as follows:

- i. Shift One (1) – 6:45 a.m. to 3:15 p.m.
- ii. Shift Two (2) – 2:45 p.m. to 11:15 p.m.
- iii. Shift Three (3) – 10:45 p.m. to 7:15 a.m.

These working hours also apply to weekends and holidays. A weekend is considered to begin at 10:45 p.m. Friday night and end at 7:15 a.m. Monday morning. A typical work week is considered to begin on Sunday and end on Saturday.

- b. **Overtime and Holiday Calculations:** Contractor(s) shall not schedule temporary personnel for overtime. Overtime must be specifically approved by the contract administrator and shall occur only in emergency situations. Overtime shall require a separate purchase order and will be billed separately from this contract. Overtime shall be defined as hours worked during the period of one week (Sunday to Saturday) in excess of forty (40) hours per week. A work week

SOLICITATION NUMBER: CRFQ BVH1800000002

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide answers to vendor questions

No other changes at this time

Bid opening remains 12/14/2017 at 1:30 PM EST

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

begins at 12:01 a.m. on Sunday. Overtime pay in the amount equal of one and one half (1.5) times the employee's regular hourly rate shall be paid for any hours worked during any of the following major holidays, which for the purposes of this RFP and any contracts that may result from this RFP, are defined as: New Years Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and Christmas Day, regardless of the number of hours the temporary employee has worked in the defined work week.

- c. **Meal and Break Periods:** Meal periods will be thirty (30) minutes per shift worked. Two (2) scheduled fifteen (15) minute break periods are allowed per shift worked. No payments will be made for meal and/or break periods unless VVCC requires the temporary employee to remain on assignment without the break. Meal periods and break periods may not be combined.
- d. **Contractual Transition:** The Contractor(s) may be required to coordinate the transition of existing temporary personnel from the previous Contractor in order to provide a seamless transition with no loss of time or administrative burden to VVCC. The use of existing staff from previous contractual agreements may be extended by the Commonwealth for up to thirty (30) days in order to ensure a seamless transition.
- e. **Placement Fees:** The Contractor(s) shall not charge VVCC placement fees or agency fees if a temporary employee submits an application for employment and is selected for employment with VVCC through a competitive selection process. The temporary employee shall give the Contractor a two (2) week notice prior to being employed by VVCC.
- f. Contractor shall report any abuse or misconduct, as defined by state statute, involving temporary employees to the Board of Nursing and/or other authorities as required.
- g. VVCC will pay for hours worked only. In the event staff is not needed and are sent home prior to the end of their scheduled shift, payment will be made only for the exact hours worked.

C. Contractor Requirements

1. Contractor will ensure the staff that they provide under this contract will report for duty as agreed and required. In the event a scheduled temporary employee cannot and/or does not report has arranged by the Contractor, the Contractor will make provisions and communicate with VVCC to provide another temporary employee.
2. **Emergency Request:** The Contractor(s) contacted by VVCC will be given a two (2) hour time frame to fill the emergency request. In the event a Contractor is unable to fill the job request, the VVCC may cancel the request and place the request with one of the other Contractors. In the event that all Contractors awarded a contract are unable to fill

ATTACHMENT A

the request, VVCC shall fill the requirements by obtaining a bid from other qualified sources.

3. **Federal and State Requirements:** Contractor(s) employee(s), the temporary employees provided, shall be responsible for all payroll taxes, workers' compensation, payroll reports and other Federal and State requirements.
4. **VVCC Cancellation Requests:** Contractor(s) will be given a two (2) hour notice of cancellation of a staffing request. Should the VVCC fail to cancel the request in the designated time, VVCC agrees to pay an administrative fee. (See Section X, page ____, Pricing Schedule.)
5. **Credentials, Licensure and Certifications:** All Contractor-provided temporary employees must possess the appropriate credentials, licensure and/or certifications required by the Commonwealth of Virginia and meet quality standards described herein. All such credentials shall be provided to VVCC upon request. Contractor(s) shall be required to maintain and update as required necessary licensure and certifications and provide evidence of updates to VVCC upon request.
6. **Refusal Right:** The VVCC retains the right to refuse utilization of Contractor(s)' employees upon VVCC's sole determination that the use of Contractor(s)' employee is not in the best interest of VVCC, its staff and/or resident population served. Refusal to utilize a Contractor(s)' employee shall not relieve the Contractor from any requirements herein. Contractor(s) shall maintain a listing of the temporary employees refused and/or coded as "do not use". VVCC will refuse all names on the refusal listing.
7. **Employee Tests:** The Contractor(s) shall ensure all personnel assigned to VVCC have been tested for tuberculosis. A copy of the negative PPD/chest x-ray results shall be on file with the Contractor(s) for each individual prior to the employee beginning work involving direct resident contact. All tests shall be maintained and updated on an annual basis.
8. **OSHA Regulations:** The Contractor(s) shall make available Hepatitis B vaccines to all personnel working directly with VVCC as per current OSHA regulations and shall ensure all personnel assigned to VVCC are instructed in and act within all current and applicable OSHA regulations.
9. **Employee Verifications By VVCC:** VVCC reserves the right to conduct and inspect reference checks, background investigations and criminal history checks on any potential employee assigned to work at the VVCC. These employee verifications may be retained by VVCC.
10. **Office Location:** Contractor must have an established physical location within one hundred (100) miles of the VVCC.

**CRFQ BVH1800000002
ADDENDUM 1
QUESTIONS AND ANSWERS**

Q1. What agencies do you currently use for RN services?

A1. The agency currently does not have an open-end contract for this service

Q2. What rates do those agencies charge?

A2. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request

Q3. Will this be a single or multi-award?

A3. This will be a single award contract

Q4. How many hours were utilized in 2016 and 2017 for RN services?

A4. Please see A2

Q5. How much money in 2016 and 2017 was spent on RN services?

A5. Please see A2

Q6. What is the current number of FTEs for RN's being utilized presently to service this contract?

A6. Please see A2

Q7. How many FTE RNs are you looking to utilize for this bid? It says "26 medical" on the top of the CRFQ Form, is that how many Nurses you would look to staff or is it based off the hours listed in the pricing page?

A7. "26 Medical" is an internal category used in our WVOasis e-Procurement system, this is not associated with staffing needs. The hours listed on the pricing page are estimates and is a bid scenario for evaluation purposes only. Please refer to section 5.2 of the Specifications.

Q8. What is the annual spend that is projected for the contract? How will it be divided per year?

A8. The State of West Virginia does not disclose budget information

Q9. Are you satisfied with your current provider of services? b) What would like to see with the awarded vendor and our approach to the requested services?

III. Proposal Preparation and Submission Instructions

A. General Instructions:

1. RFP Response:

To be considered for selection, Contractor shall submit a complete response to this RFP. One (1) original, clearly labeled "ORIGINAL" and four (4) identical copies of the proposal must be submitted. Return all pages received and place in the front of each copy of the proposal. No other distribution of the proposal shall be made by the Contractor.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Contractor. All information requested shall be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on the completeness and clarity of content. Contractors are encouraged to elaborate on their qualifications and performance data.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP with all pages of the RFP returned in the front of the proposal. All pages of the proposal hard copy should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one (1) page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information, which the Contractor desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration, if the evaluations are unable to find where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms "must", "shall", "should", and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their

A9. We currently have no open-end contract for this service. Awarded vendor from this solicitation will be expected to provide the services as expressed in the mandatory specifications.

Q10. Who is the incumbent?

A10. Please see A1

Q11. What are historical usage numbers per shifts 1, 2, 3, and 4 for 2015 and to date for 2017?

A11. Please see A2

Q12. How many requested shifts were not filled by the current vendor?

A12. Please see A2

Q13. Can you please clarify Exhibit A regarding estimated hours. Does the facility estimate RN usage of 168 per week? Or does the facility estimate RN usage of 168 for a year?

A13. Please refer to Section 5.2 of the Specifications. Estimates are for evaluation purposes only.

Q14. Who is/are the current vendor/s?

A14. Please see A1

Q15. Will this be an exclusive or non-exclusive contract?

A15. Please see A3

Q16. Will the contract be strictly temporary staffing?

A16. Yes

Q17. What are the bill and pay rates under the current contract?

A17. Please see A2

Q18. What is the annual budget over the term of the new contract?

A18. Please see A8

Q19. How much was spent on temporary staffing services in 2015, 2016 and 2017 YTD (for the services requested under this RFP)?

A19. Please see A2

absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy a “must” or “shall” requirement does not automatically remove that Contractor from considerations; however, it may seriously affect the overall rating of the Contractor’s proposal.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, material and documentation originated and prepared for the VVCC pursuant to the RFP shall belong exclusively to the VVCC and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a Contractor shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Contractor shall have invoked the protections of Section § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice shall specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted shall be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire bid or proposal document, line item prices and/or total bid or proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.

3. Oral Presentation:

Contractors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Virginia Veterans Care Center. This provides an opportunity for the Contractor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include price negotiations. VVCC will schedule the time and location of these presentations. Oral presentations are an option of the evaluation panel and may or may not be conducted, at the sole discretion of VVCC.

B. Specific Proposal Instructions:

Proposals should be as thorough and detailed as possible, so the evaluation panel may properly evaluate your capabilities to provide the required goods/services. Contractors shall submit the following items as a complete proposal:

- 1. The return of this complete RFP and all addenda acknowledgements, signed, and completed as required.

- Q20. How many temporary employees are currently utilized?**
- A20. Please see A1**
- Q21. How many temporary employees will work per category?**
- A21. This contract will be for Temporary Registered Nurses only and will be on an as needed basis.**
- Q22. Will this contract require the payrolling of current employees?**
- A22. Please see A1**
- Q23. Are vendors required to have a local office?**
- A23. No.**
- Q24. I would like to confirm that based on the hours in the Solicitation the need is for 4 RN's.**
- A24. Please see A21.**
- Q25. Last year's Volume/ Spend for Temporary Registered Nursing Services or is there any set aside stipulated budget for this program?**
- A25. Please see A2**
- Q26. How many Incumbents you currently have in this program and how many do you wish to include?**
- A26. Please see A1**
- Q27. Can we submit a document with a cover letter or Supplement information for demonstration our experience and Capabilities?**
- A27. Vendors may submit any documents they wish (Please refer Instructions to Vendors Submitting Bids Section 21 and General Terms and Conditions Section 26). Evaluation of vendor responses will be based on the lowest overall bid amount contained in the Exhibit A Pricing Page (Please refer to Section 5 of the Specifications). By returning signed bid documents contained within the solicitation, the vendor is certifying they meet all mandatory requirements expressed in the Specifications (refer to General Terms and Conditions Section 35)**
- Q28. What all documents we need to submit apart from documents in the Bid Package?**
- A28. All required documentation needed is listed in the CRFQ Solicitation BVH1800000002**
- Q29. Do you have Local Preference for this Program ?**

2. Contractor Data Sheet, included as an attachment to the RFP and other specific items or data requested in the RFP.
3. A written narrative statement and/or information package including:
 - a. Contractor's experience in providing services described herein.
 - b. References. As a verification of the Contractor's ability to satisfactorily perform under any resulting contract and to establish to the Commonwealth its ability to provide goods, the Virginia Veterans Care Center reserves the right to request recent references. The award of any resulting contract may be based on an examination of the references submitted to VVCC.
 - c. Outline description of Contractor's experience in providing aforementioned services. Please provide a listing of current and/or previous contractual clients receiving services similar to the scope required by this contract, including contacts, addresses, telephone numbers and e-mail addresses for each.
4. Specific and detailed plans for providing the services.
5. Pricing Schedule: Fee structure under which you propose to be paid under the contract. No arrangement or method of payment can be based on cost plus a percentage of cost per Section 2.2-4331, *Code of Virginia*.

IV. Evaluation and Award Criteria

A. Evaluation Criteria

Proposals shall be evaluated by VVCC on a best value basis using the following criteria in order of decreasing importance:

1. Past performance, including documentation and billing accuracy
2. Methodology/ability to provide the requirements described herein
3. References and overall experience in providing similar services, including the quality of personnel assigned to this contract
4. Resource commitment
5. Small Business Sub-contracting Plan (if required)

B. Evaluation Method

Using the best value acquisition methodology, points are not assigned, however, the evaluation will be adjectival and rated according to the following descriptions:

A29. Please refer to Instructions to Vendors Submitting Bids Section 15 and 16 regarding Vendor Preference, the solicitation documents contain a Vendor Preference form. Any vendor who is claiming eligibility must return the completed form with their bid submission. Vendor Preference forms will not be accepted after the bid opening date and time.

Q30. Do We need to submit the form "disclosure of interested party to contracts" with the Proposal or we have to submit the form after the award declaration?

A30. Vendor should submit the Disclosure of Interested Party to Contracts form with the bid response. A completed form must be submitted prior to award.

Q31. Are you looking for per diem or are these full-time contracts that you need?

A31. Temporary Registered Nurses are on an as needed basis only

Q32. Is this a sole provider or a non-exclusive agreement?

A32. Please see A3

Q33. Can you Please provide the current incumbent vendors providing Temporary Registered Nursing Services?

A33. Please see A1

Q34. Can you please provide the current incumbent hourly bill rates for RN services for all shifts requested?

A34. Please see A2

Q35. What was the total annual expenditure of the current contract in 2015 and YTD 2017?

A35. Please see A1

Q36. If we have the same staff working and our contract is renewed after the first year, will we be able to increase our hourly bill rate by .03% to allow for annual increases and reviews;

A36. Please refer to General Terms and Conditions Section 13 regarding price increases.

Q37. Do you perform the background checks, if so do you bill the vendor?

A37. No, it is the Vendors responsibility to perform the background check.

Q38. If the vendor performs the background check will we be reimbursed by you?

A38. No.

Rating	Description
Exceptional	Proposal and/or demonstrated performance exceeds requirements and demonstrates an exceptional understanding of the goals and objectives of the procurement. One or more major strengths exist. No significant weaknesses or deficiencies exist.
Acceptable	Contractor's proposal and/or demonstrated performance demonstrates an acceptable understanding of the goals and objectives of the procurement. There may be strengths and weaknesses, however, strengths outweigh the weaknesses or deficiencies.
Marginal	Contractor's proposal and/or demonstrated performance demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been identified that outweigh any strength(s) that exist. Weaknesses or deficiencies will be difficult to correct.
Unacceptable	Contractor's proposal and/or demonstrated performance fails to meet an understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses or deficiencies that will be very difficult to correct or are not correctable.

C. Best Value Award

Selection shall be made of two or more Contractors deemed to be fully qualified and best suited among those submitting best value proposals on the basis of the evaluation factors included in this solicitation, including price, if so stated. Negotiations shall be conducted with the Contractor(s) whose proposal(s) represent the most advantageous and best offer. Awards may be made to a reasonably ranked DMBE-certified small business Contractor that is other than the highest ranking Contractor. Awards will be made on a best value basis to the Contractor(s) which, in its opinion, represents the best overall combination of quality, price, and various elements of required goods/services, as stated in this solicitation, that in total are optimal relative to the agency's needs. The Commonwealth may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359 D). The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor(s)' offer as negotiated.

V. Preproposal Conference

A mandatory preproposal conference will be held on November 9, 2017 at 10:00 a.m. at the VVCC, 4550 Shenandoah Avenue, N.W., Roanoke, VA 24017. The purpose of this conference is to allow potential Contractors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all Contractors having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those Contractors who are represented at this preproposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:00 a.m.

Q39. Please confirm that the certificate of insurance is submitted upon award?

A39. Per General Terms and Conditions Section 8, no insurance requirements were requested

Q40. Do we need to upload all the attachments: Solicitation, Exhibit A and Final CRFQ?

A40. As in the case with any solicitation response, vendors should provide all documents that are pertinent to the evaluation of their bid submission. The uploading of pertinent documents would apply to responses submitted through WVOasis as well.

Please bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

VI. General Terms and Conditions

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "Vendors Manual" on the vendors tab.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BVH1800000002

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. 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.

Sanderus Staffing, Inc
Company
Conner Sanderus
Authorized Signature
11/29/17
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
- e. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.



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

State of West Virginia
 Request for Quotation
 26 - Medical

Proc Folder: 393332

Doc Description: ADDENDUM 1 TEMPORARY REGISTERED NURSES

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-11-29	2017-12-14 13:30:00	CRFQ 0618 BVH1800000002	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:

Saunders Staffing, Inc
400 North St
Bluefield WV 26001 304 325 3273

FOR INFORMATION CONTACT THE BUYER

Crystal Rink
 (304) 558-2402
 crystal.g.rink@wv.gov

Conner Saunders
 Signature X

FEIN #

550688283

DATE

11/29/17

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

ADDITIONAL INFORMATION:

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA VETERANS HOME LOCATED IN BARBOURSVILLE, WV, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR TEMPORARY REGISTERED NURSES PER THE ATTACHED DOCUMENTATION.

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY REGISTERED NURSES	168.00000	HOUR	38.25	6,426

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
8:00 AM TO 4:00 PM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	TEMPORARY REGISTERED NURSES	168.00000	HOUR	38.25	6,426

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
6:45 AM TO 3:00 PM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST		WEST VIRGINIA VETERANS HOME 512 WATER ST	
BARBOURSVILLE	WV25504	BARBOURSVILLE	WV 25504
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	TEMPORARY REGISTERED NURSES	168.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
2:45 PM TO 11:00 PM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV25504 US		WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV 25504 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	TEMPORARY REGISTERED NURSES	168.00000	HOUR	38.25	6.426

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
10:45 PM TO 7:00 AM

INVOICE TO		SHIP TO	
WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV25504 US		WEST VIRGINIA VETERANS HOME 512 WATER ST BARBOURSVILLE WV 25504 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	TEMPORARY REGISTERED NURSES	192.00000	HOUR	38.25	7.34400

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
HOLIDAY(S) NEW YEAR'S EVE, NEW YEAR'S DAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS EVE, CHRISTMAS DAY

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2017-11-28

SOLICITATION NUMBER: CRFQ BVH1800000002
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

1. To provide answers to vendor questions

No other changes at this time

Bid opening remains 12/14/2017 at 1:30 PM EST

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BVH1800000002

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.

Sanderus Staffing, Inc
Company
Conner Sanderus
Authorized Signature
11/29/17
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012



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INCORPORATED

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Bluefield, WV 24701

Ph: 304-325-3369
Fax: 304-325-6817

Beckley

605 S. Oakwood Ave.
Beckley, WV 25801

Ph: 304-256-0560
Fax: 304-325-6817

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- Customize a staffing program to meet your company's needs
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- Experience increased flexibility and productivity
- Eliminate Liabilities
- Reach more and higher quality candidates
- Take advantage of our 4 hour guaranteed fill rate on temporary staff

A Full Range of Services

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Choose from one of the best selections of temporary staff. With access to candidates possessing a wide range of skills and experience, we can quickly meet your temporary staffing needs with qualified, dedicated professionals. Consider this a working interview to help you determine if the candidate is the right fit for the position.

Recruiting Services

Saunders Staffing and Personnel Pool of VA attract many qualified candidates who seek us out to assist in their employment search. They understand the value of aligning with a high-quality professional firm – a firm that understands the skills and experiences needed for today's career market.

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Utilize our free release option and experience our convenient and cost effective payroll service with the employee of your choice.

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