



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: 569704

Doc Description: Temp LPN

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2019-07-30	2019-08-13 13:30:00	CRFQ 0618 BVH2000000004	1

BID RECEIVING LOCATION

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

RECEIVED
2019 AUG 12 AM 9:49
WV PURCHASING
DIVISION

VENDOR

Vendor Name, Address and Telephone Number:

Saunders Staffing, Inc
400 North Street
Bluefield WV 26001

1116 Smith St. Charleston WV 25301
#317

We are WV, small, and woman
owned. I did not see a form to reflect
our special status
Comme Saunders
We also submitted online

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
(304) 558-8801
stephanie.l.gale@wv.gov

Signature X *Comme Saunders* FEIN # 550688283

DATE 8/9/19

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of WV Veterans Home to establish an open-end contract for Licensed Practical Nurse(s) to comply with staffing needs of the State owned and operated facility.

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	Temp RN <i>LPN</i>	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :
Temp RN

BVH2000000004	Document Phase Final	Document Description Temp LPN	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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PRICING PAGE

BVH410 TEMPORARY NURSE STAFFING SERVICES				
Item #	Description	Estimated Annual Usage Hours	Rate Per Hour	Extended Price
	LICENSE PRACTICAL NURSE SHIFTS			
1	6:45am - 3 pm Weekdays Monday - Friday	200	\$ 31.28	\$ 6,256.00
2	2:45pm - 11 pm Weekdays Monday - Friday	500	\$ 31.96	\$ 15,980.00
3	10:45pm - 7am Weekdays Monday - Friday	500	\$ 32.64	\$ 16,320.00
4	Holiday Shifts starting the night before at 11pm*	72	\$ 62.56	\$ 4,504.32
			\$	\$
	LICENSED PRATICAL NURSE SHIFTS			
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			Total	\$ 43,060.32

Failure to use this form may result in disqualification

Bidder / Vendor Information:

Name: Saunders Staffing, Inc.

Address: 1116 Smith Street #314
Charleston, WV 25301

Phone#: 888-799-2110

Email Address: saunderspm@saundersstaffing.net

Contract Coordinator Information:

Name: Connie Saunders / Susan Dickens / Charleston Branch

Address: 400 North Street
Bluefield, WV 24701

Phone#: 304 326 3273

Email Address: saunderspm@saundersstaffing.net

This form is for bidding evaluation purposes only. Usage hours are only an estimation.

*Holiday Shifts include only: Christmas, Thanksgiving and New Year's only - the shift starts at 11:00pm the night before and ends the next day at 11:00pm

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.

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Spunders Staffing Inc Address: 400 Naitte

Authorized Agent: Cornie Saunders / Susan Decker Address: Bluefield WV 24701

Contract Number: CRFA 0618 BVT 20200004 Contract Description: TEMPLN

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: Cornie Saunders Date Signed: 8/6/19

Notary Verification

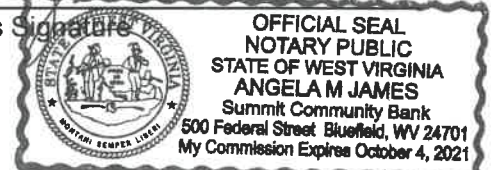
State of WV, County of Mason:

I, Cornie 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 6th day of August, 2019.

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____

Angela M James
Notary Public's Signature



STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Saunders Stopping Inc

Authorized Signature: Connie Saunders Date: 8/6/19

State of WV

County of Mercer, to-wit:

Taken, subscribed, and sworn to before me this 10th day of August, 2019.

My Commission expires October 4, 2021.



NOTARY PUBLIC Angela M James
Purchasing Affidavit (Revised 01/19/2018)

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Connie Saunders, President
(Name, Title)
Connie Saunders, President
(Printed Name and Title)
400 North Street, Bluefield WV 24701 / 1116 Smith St
(Address) Charleston, WV
888-799-2110 304-325-6817 25301
(Phone Number)/(Fax Number)
saunderscm@saundersstaffing.net
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Saunders Staffing, Inc
(Company)
Connie Saunders, President
(Authorized Signature) (Representative Name, Title)
Connie Saunders, President / Susan Dickens
(Printed Name and Title of Authorized Representative) Recruiter
8/6/19
(Date)
888-799-2110 304-325-6817
(Phone Number) (Fax Number)

SAUNDERS STAFFING, INC.

PROPOSAL in response to:

Solicitation Number CRFQ 0618 BVH2000000004

Temporary Staffing Services

West Virginia Veterans Home

August 8, 2019

TECHNICAL PROPOSAL

SAUNDERS STAFFING, INC.

1116 Smith Street, Charleston, WV 25301

888-799-2110



SAUNDERS STAFFING
INCORPORATED

www.SaundersStaffing.net

TECHNICAL PROPSAL INFORMATION

VOLUME 1

!

Understanding of this requirement

After reviewing the complete document several times, it is vitally important that this be a seamless transition and there be no disruption in services.

We will have three coordinators from Saunders Staffing to work in the Veterans Home office to meet with our existing staff to answer questions or update information on the new contract. While the process is going on as we review to see who will transition from the current vendor to our supervision, we will meet with the supervisors to make certain we understand the flow that is desired by the Veterans Home to adapt to the Veterans Home's process for temporary staffing..

It is as simple as registering on our website which is www.saundersstaffing.net, our local office will handle their new hire packet and introduce them to our staff in HR and payroll. We have been in business for thirty years and our process is seamless. We will work at the direction of the Veteran's Home through this process. Making sure the various offices that might utilize this contract understand how to access our recruiters who are on duty to meet their needs.

While any staffs that need to be placed from our resume pool are being interviewed by the proper supervisor, they will be observing staff that are on site for training and orientation. We have a large database of applicants that meet the requirements from the job description, If we are the successful bidder, the screening process would be expedited, some screening would already be completed on key staff. We are recruiting as of this date for future needs in placement.

*

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Subfactor 2

Key Personnel

Susan Dickens, Rick Wellons, Carolyn Cosby, Theresa Morreto and Connie Saunders will be key personnel to assist in the transition and work with staff at the hospital to secure resumes for their consideration. Together we have over fifty years of experience in the staffing industry.

Required training will begin as soon as possible through various resources in the area.

One of our staff, on a rotation basis, would be available 24/7 to make sure everything is going smoothly. We will place experienced staff from the area that has the needed background and level of skills. Our website is www.saundersstaffing.net.

In the event that a staff member would need to be replaced, for whatever reason, we have been in Beckley for twelve years and have a database of five thousand staff from Beckley to work with and contact. We will always have replacement candidates available should any emergency arise and the need for replacement staff arises.

Our staff signs an agreement that they will give ample notice unless it is a matter of death or health reasons to leave an assignment.

Our screening process works along side of your check list and WV CARES.

We are also flexible and would work at your direction to design communication and evaluation that is consistent with your needs. We are here on demand until we have a smooth process in place and the transition was successful. After that period of 90 days, we would be involved on a regular basis that is to your schedule to make sure all is well.

We have offices in Charleston, Beckley, and Bluefield, WV as well as in Richlands, VA.

Our data is networked so all recruiters can work long distance and we have mass communication capabilities with phone, internet; plus on staff 24/7 for emergencies.

Subfactor 3

Corporate Experience

Saunders Staffing Inc. is a small, disadvantaged, women owned company, which prides itself as one of the leaders in providing diversified staffing as well as back office services.

We have been providing professional personnel to various facilities in Virginia and West Virginia for more than thirty years. As a leader in providing premier staffing services to a diverse and evolving community, our professional staff is dedicated to developing long term relationships with our clients and applicants.

We are committed to accurately assessing client's needs and effectively evaluating the applicant's personal skills and qualifications to meet the requirements. With our considerable experience we excel in quality connections that work for all parties involved in the process of employment.

Saunders Staffing Inc. opened in 1989 and is multi-location organization that offers proven staffing solutions with a strong commitment to partnering with our clients to maximize their productivity and to assist our associates in the achievement of their career objectives.

We have a staff of nine in house coordinators and supervisors, 150 associates in field on an average and 28, 000 applicants to recruit from. Our corporate office is in Bluefield and branches in Beckley and Charleston, WV. We also have a recruiter who works in Clarksburg and Barboursville, WV.

We have a sister corporation who covers Virginia and we have a branch at the Incubator in Richlands, Virginia as well. We have thirty years of experience in staffing and thirty five years experience in human resources. We utilize job boards, Zip recruiter, Indeed, Workforce Centers, job fairs, partners in education and agencies who work with disabilities in placement as well as colleges and technical centers for all recruiting needs. We also have a referral program.

We belong to SHRM, ASA, and NISA; associations. We are a WBENC certified corporation for information needs on all employer and human resource requirements. We use e-Empact software and process payroll in house so we can respond to our employees needs quickly if necessary and to make sure they get paid on time and in full plus correctly. Our employees may have direct deposit or a pay card. We offer an MEC Health Plan and benefits.

We would welcome the opportunity to be of service to Welch Community Hospital.

WE OFFER:

- 24 HR Satisfaction Guarantee to employer
- Work to increase productivity
- Customized reporting
- Onsite Supervision
- Payroll Services
- Strong Safety Program

EMPLOYEE SELECTION CRITERIA

Our minimum requirements during employee selection are

- Required college education per job description
- Certifications required
- I-9 Info
- Security Compliance
- We drug-test all of our employees to have a drug-free workplace
- We arrange background checking in any field that represents risk to our client and our patient.. We can check credit, social security, employment verification, education, DMV, civil court records and professional license.
- References
- Two Legal ID
- Proper licensing
- Interview
- Screening
- Reference Checking

RECRUITING STRATEGIES

We recruit from Workforce Centers, College, State Rehabilitation offices, radio, newspaper, job fairs, job boards, referral and online registrations. We use Nurserecruiter.com, Ziprecruiter, Indeed, Monster, and job fairs as well as a referral program..

We will also hold job fairs and our on the ground recruiter will attract, interview and screen appropriate candidates that meet the requirements set forth by Frederick County, MD.

Our methodology involves the recruiting at all times of qualified individuals that meet the requirements of the project that our client is working on. We post our jobs on several job boards, with job service, with our many partners, and in our office, also on our website. We use social media as well as a recruiting tool. As we receive inquiries, they register online and send us their resume along with references. We review the information and if it is complete, receive it into our system. If there is a match on the skills of the applicant, they are contacted. We receive references and check them, get permission to do a background check. If all that e-Empact as our computer program, which makes searching and documenting our searches easily. This program records the project and then makes sure the field staff is paid and our client is billed each week. We contact our client to e-mail the resume to them to see if they would like to interview. Interviews are scheduled and from their placement are decided. Our data is in the cloud with BOND so the data is secure and backed up on offsite servers to protect our data from any disaster or disruption.

We then complete all the forms that are required for payroll and build the personnel file. We have access to an MEC affordable healthcare plan if employees are interested. They get to choose between direct deposit and pay card as their way of getting paid. The individual is orientated to the position for good communication.

We follow all labor laws and work to always be compliant and be an equal opportunity employer. Our program does not record race, age or any other information that would cause the recruiter to discriminate in the placement.

EMPLOYEE ASSESSMENT TOOLS USED

Saunders Staffing provides high quality personnel, which will fully comply with all the requirements listed in the Job Description, provided by the employer.

- In order to assure recruitment of quality personnel, we have standard minimum requirements that all our employees have to meet in order to qualify. (Please view EMPLOYEE SELECTION CRITERIA section, given above).
- We will have a face to face interview, check references, handle all screening and background screening according to the requirements of this contract.
- Our closest representative to the Veterans Home offices will be the Charleston office.. Our staff will be on call and closely work hand in hand with the present team on site. We are in the Barboursville area on a regular basis.
- We will send monthly evaluation forms to the Director of the Veterans Home through our system, to ensure full satisfaction of the customer (Please find our "Assignment Merit" evaluation form template in email attachments)

- Our representative in the area will carry out on-site visits at Veterans Home offices Facility and will work at the direction of the facility to the frequency level.

For Employee Attendance tracking we use our online system. Please see below the steps of procedure flow:

1. After recruitment, our employees as well as their direct supervisors receive welcome letter on their email, with special link and user name.
2. With given user name they register online in our system, where they can access their payroll information as well as time cards.
3. After completion of each week employees fill out their time cards online, or use your system for timekeeping, which after completion go onto their direct supervisors for approval (online).
4. Finally, time sheets, after being approved by direct supervisor – come to our system and our payroll personnel process them in order to follow up with timely payment of the salary, each week on Friday.
5. Payroll is processed in house through direct deposit or paycard. They are paid every Friday. They have access to Essentialstaffcare healthcare and also dental, vision, and life insurance.

We use e-Empact software and are in the cloud so our data is protected and secure.

Paid holiday and performance bonuses are also provided.

We are not a franchise and can therefore adapt our system to what will fit with your office time table and procedures. WE WORK AT YOUR DIRECTION TO PARTNER WITH YOU TO PROVIDE THE BEST STAFF FOR YOU.

Sincerely yours

Connie Saunders

President

Cell 304-920-1051 or 888-799-2110 #1007