





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

Header 1

[List View](#)**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)**Procurement Folder:** 838266**Procurement Type:** Central Master Agreement**Vendor ID:** VS0000022647 **Legal Name:** MAXIM HEALTHCARE STAFFING SERVICES INC**Alias/DBA:****Total Bid:** \$0.00**Response Date:** 03/17/2021 **Response Time:** 12:07**Responded By User ID:** Maxim Staffing **First Name:** Drew**Last Name:** Moore**Email:** charlestonwvstaffing@m:**Phone:** 681-313-2900**SO Doc Code:** CRFQ**SO Dept:** 0506**SO Doc ID:** EHP2100000001**Published Date:** 3/2/21**Close Date:** 3/17/21**Close Time:** 13:30**Status:** Closed**Solicitation Description:** CANCER ABSTRACTION SERVICES**Total of Header Attachments:** 1**Total of All Attachments:** 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Tier 1: 100-250	0.00000	EA	84.000000	0.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Delivery days - is the total length of base year contract

Extended Description:

Tier 1: 100-250

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Tier 2: 251-500	0.00000	EA	79.000000	0.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Delivery days - is the total length of base year contract

Extended Description:

Tier 2: 251-500

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Tier 3: 501-750	0.00000	EA	74.000000	0.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Delivery days - is the total length of base year contract

Extended Description:

Tier 3: 501-750

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Tier 4: 751-1,000	0.00000	EA	69.000000	0.00

Comm Code	Manufacturer	Specification	Model #
80101600			

Commodity Line Comments: Delivery days - is the total length of base year contract

Extended Description:

Tier 4: 751-1,000



MAXIM HEALTHCARE STAFFING SERVICES, INC.

Proposal to West Virginia Department of Health and Human Services for Cancer Registry Services

Due Date: 03/17/2021



Submitted by:

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Submitted to:

Crystal G Husted
State of West Virginia
Department of Administration
Purchasing Division
(304) 558-2402
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EXPERIENCE AND REPUTATION

Introduction

Maxim Healthcare Staffing Services, Inc. d/b/a Maxim Health Information Services (**MHIS**) was established in 2001 to address the growing Health Information Management (HIM) needs of healthcare facilities nationwide, including Clinical Documentation Improvement (CDI), Release of Information (ROI) and Cancer Registry. MHIS provides our staffing, auditing and consulting services to a variety of healthcare settings, including large health networks and teaching hospitals, small community hospitals, multi-specialty clinics, Department of Veterans Affairs' Medical Centers (VAMCs) and state agencies. ***MHIS is the current incumbent providing Cancer Abstraction services to the West Virginia Department of Health and Human Resources (WVDHHR).***

Cancer Registry Services

MHIS is intimately familiar with the level of service required to perform these services at WVDHHR. Currently our services are provided at multiple facilities across the state of West Virginia. We provide WVDHHR and our clients with the highest level of service by providing experienced CTRs that specialize in data collection, registry management and outcomes reporting. We address our clients' challenges associated with ongoing compliance and reporting requirements with the Commission on Cancer and the North American Association of Central Cancer Registries.

MHIS specializes in offering an array of Cancer Registry services that will help clients maintain cancer program compliance on an ongoing basis.

MHIS Cancer Registry Services:

- ▶ Abstracting
- ▶ Follow Up
- ▶ Case Finding
- ▶ Case Consolidation and Edit Correction
- ▶ Training
- ▶ Direct Placement Staffing
- ▶ Interim Cancer Program Management
- ▶ Cancer Program Assessment
- ▶ ACOS Surveys (Pre-Survey & Preparation)
- ▶ New CoC Program Development
- ▶ Annual Report Writing and Compliance Reviews
- ▶ Rapid Reporting
- ▶ Complete Cancer Registry Outsourcing
- ▶ Clinical Research and Special Studies
- ▶ Data Analysis and Outcomes Reporting

Remote CTR Staffing

Management Structure

MHIS has a complete remote management team in place to implement, manage and oversee our remote services. By assigning dedicated operations and clinical oversight, we are able to provide a focused effort towards quality and education, while maintaining proper work flow and ultimate customer satisfaction.

Our operations and clinical team work closely with one another and your department. They become an extension of your team, maintaining the policies, requirements and expectations you have set. We have an experienced team, able to adapt and adjust to a wide range of clients and projects. MHIS will maintain the same management structure currently in place on our existing contract.

Additionally, Maxim will utilize its existing CTR staff to perform these services. Ms. Melissa Wilcoxon, Sedope Kunutsor and Tahir Mahmood all possess relevant experience providing cancer abstraction services to WVDHHR in addition to their other industry experience. Together they possess 30 years of experience. Their resumes are included in **Attachment A: Candidate Resumes**.

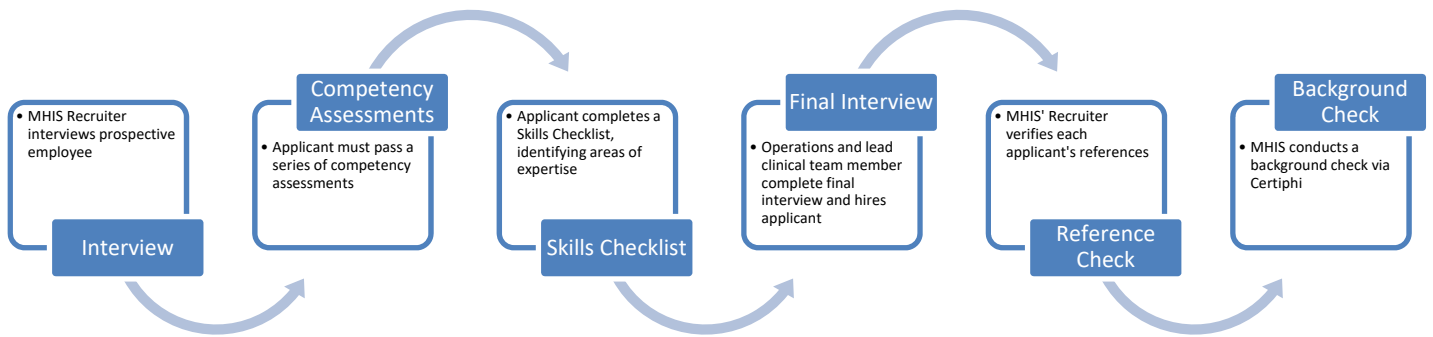
CTR Screening and Credentialing Process

MHIS clients benefit from the level of experience and expertise our CTRs bring. MHIS prides itself on providing knowledgeable and experienced CTRs.

CTR Minimum Requirements
▲ Annual CTR certification verification through National Cancer Registrars Association (NCRA)
▲ 2 or more years of hands on CTR experience
▲ MHIS will require system specific experience (if applicable)
▲ All candidate profiles submitted to client for initial review & approval
▲ Passed competency assessment

CTRs employed by MHIS undergo a thorough screening and credentialing process. A MHIS Professional Recruiter initially interviews each applicant about his/her experience, qualifications and job knowledge. If qualified, candidates then complete a competency assessment and skills checklist. Candidates with a passing score will then interview with operations and/or a clinical team member to be recommended for specific clients/facilities. During this interview, candidates will be recommended based on experience and comfort level. Passing applicants have their references and credentials verified. In addition, MHIS conducts criminal background checks through Certiphi.

Maxim Health Information Services Screening and Credentialing Process



Once a CTR is through the HR process, MHIS will issue computer equipment. We will provide our CTRs with a computer and dual monitors, keyboard and mouse. In addition, MHIS has a dedicated IT support team available to all CTRs.

MHIS PRODUCTION TRACKING

MHIS CTRs maintain a productivity log, documenting number of charts abstracted on a daily/weekly basis. Our Operations Team will compile an aggregate report and submit it to WVDHHR weekly.

Scope of Work

MHIS understands and can meet the following requirements requested by WVDHHR:

1. MHIS will recruit a CTR to remotely abstract 200 cases per the 2014 West Virginia Cancer Registry (WVCR) Facility Based Procedure Manual and according to National Program for Cancer Registries National Data Quality Standards.
2. Abstract 200 cases within three (3) months from the time of the first completed abstract. MHIS understands one (1) abstract can take one (1) hour to complete.
3. Submit data by the 10th of each month to the WVCR in a North American Association of Central Cancer Registries (NAACCR) record layout consistent with the NAACCR standards for cancer registries.
4. MHIS will obtain remote access for CTR(s) within fifteen (15) days of Letter to Proceed. Note: We will need facility information in order to request access.
5. MHIS will sign a Health Insurance Portability and Accounting Act Business Associate Agreement with the WVDHHR.
6. Provide peer review of a minimum of 5 out of 100 abstracts.

Conclusion – The Maxim Commitment

Healthcare environments seeking to improve productivity and accuracy come to Maxim Health Information Services because we are a provider of customized staffing services. Our work processes have consistently provided timely, accurate, and compliant services.

There are many compelling reasons for WVDHHR to choose MHIS:

- ▶ The ability to provide experienced CTR professionals
- ▶ A track record of providing customized services to healthcare providers nationwide
- ▶ An effective management team with the experience to successfully complete contract requirements
- ▶ A high regard for establishing a true partnership

MHIS is committed to meeting any current and future staffing needs. We are a flexible and committed team and appreciate your organization's consideration.

ATTACHMENT A: INCUMBENT CANDIDATE RESUMES



Melissa Wilcoxon, CTR

Melissa Wilcoxon, CTR is a certified tumor registrar with over 7 years of experience. She is currently working as a Cancer Tumor Registrar for the State of West Virginia through Maxim Healthcare. Melissa abstracts cancer cases for *Raleigh General Hospital (300 Bed Acute Care Facility)*. Previously, she worked at *St. Agnes Medical Center (436 Bed, Teaching Facility)* as Cancer Registrar II and was responsible for abstracting, case finding, and managing the tumor board. Melissa has experience with CNext, Aria, Oncolog, Meditech, EPIC, Cerner, and more.

Experience

Maxim Healthcare

May 2020-Present

West Virginia State – Raleigh General Hospital: 300 Bed Acute Care Facility

University of Texas Southwestern Medical Center: 983 Bed, Trauma 1, Teaching Facility

Cancer Tumor Registrar

- Abstracted all cancer related information from the medical record, in accordance with American College of Surgeons/Commission on Cancer requirements.
- Extensive oncological and cancer registry reporting knowledge and ability to read complex medical records in search of relevant oncology diagnosis and treatment data required.

St. Agnes Medical Center

Oct. 2016-May 2020

St. Agnes Medical Center: 436 Bed, Teaching Facility

Cancer Registrar II

- Primarily responsible for abstracting and coding all cancer related information from the medical record, in accordance with American College of Surgeons/Commission on Cancer requirements.
- Responsible for case finding and managing the tumor board as needed.
- Extensive oncological and cancer registry reporting knowledge and ability to read complex medical records in search of relevant oncology diagnosis and treatment data required.

Eisenhower Medical Center

Nov. 2013-May 2016

Eisenhower Medical Center: 463 Bed, Teaching Facility

Cancer Registrar

- Responsible for abstracting, cancer conferences, and maintaining followup in an ACOS CoC hospital registry.
- Abstracted analytical and non-analytical cases, sent patient and doctor letters for follow up reports.
- Worked on Case finding using CAS in CNext.
- Setup, attended, and ran cancer conference meetings.

Watsonville Hospital**Mar. 2010-Oct. 2013***Watsonville Hospital: 106 Bed Acute Care Facility***Medical Record Technician**

- Responsible for the processing of loose documents, promptly scanning, indexing, and tasking documents into the electronic health record (EHR) as appropriate.
- Handled all ROI functions; walk-in, mail in, subpoenas, audits.
- Pull and re-file charts, process chart requests, facilitate chart purges, organize and manage medical record copy requests, keep chart rooms organized, and meet deadlines.
- Analyze and assemble charts.

Education / Certificates**National Cancer Registrars Association**

Certified Tumor Registrar (CTR)

Kansas State University

Bachelor's in Technology Management

University of Phoenix

Associate's in Healthcare Administration

Santa Barbara City College

Cancer Tumor Registrar Program



Sedope Kunutsor, CTR

Sedope is a CTR that has over 10 years of experience working in the healthcare industry. Currently, Sedope is working for Maxim Healthcare Services doing abstracts and case finding for The State of West Virginia. Previously, Sedope has held cancer registry management and coordinator positions for AeventHealth and Mount Sinai Hospital. In these positions, Sedope was in charge of coordinating, implementing and supervising abstracting, case finding and surveys for proper reporting to the ACOS. Sedope has experience with systems such as Oncolog, Metriq, CRStar, EPIC, Cerner and Meditech.

Experience

Maxim Healthcare Services

6/2020 - Present

Certified Tumor Registrar

- Performs abstracting, case finding and follow-ups.
- Manage cancer patient databases, recording information that may be used to help detect cancer earlier, improve treatments and increase survival rates.

Texas Department of State Health Services

5/2018 – Present

Public Health and Prevention Specialist IV- Team Lead

- Performs complex technical and consultative work in public health cancer registration and control.
- Coordinates, implements and supervises case finding surveys in cancer reporting institutions.
- Performs complex technical work in the area of quality control review and serves as a reviewer for incoming cancer reports and/or medical records submitted by reporting institutions or staff.
- Consults with local health agencies to implement systematic methods of case finding and quality assurance to ensure the identification and reporting of all cancer cases to the Cancer Epidemiology and Surveillance Branch (CESB), Texas Cancer Registry (TCR).

Mission Health System, Asheville, NC

12/2013 – 3/2018

Cancer Data Services Manager

- Developed and maintained a regional (system) cancer registry to include Mission and five other member hospitals.
- Provided leadership to all aspects of the department including hiring, training and staff evaluation; while promoting staff retention.
- Worked closely with the leadership team to ensure compliance with all quality and accreditation standards.
- Assisted the Executive Director with annual budget, personnel and strategic goals.
- Managed and analyzed clinical data for the purpose of process development, education, research and quality outcomes.
- Worked in collaboration with other departmental leaders including Infection Prevention to ensure the safety and cleanliness of the cancer center.
- Managed operations by ensuring compliance with all appropriate internal policies and procedures while identifying appropriate changes to streamline processes and workflow.
- Ensured staffing levels are appropriate to meet the goals and are in line with the census.
- Demonstrated commitment to customer service and understanding of patient experience initiatives as they relate to environmental services, a Great Place to Work and Practice, and the Big(ger) Aim.

Florida Hospitals, Daytona Beach, FL

3/2012 – 12/2013

Cancer Registry Manager

- Played an active role in the expansion of existing quality benchmarks, assisted with creating additional performance benchmarks based on Oncology Roundtable clinical quality measures, monitored and reported quarterly results.
- Coordinated activities for the oncology service line, breast program, quality improvement and survivorship committee meetings.
- Provided overall leadership for operations of the cancer registry.
- Assessed workflow procedures and recommended improvements to facilitate data flow into the registry while maintaining high data quality.
- Developed and implemented operational policies and procedures to ensure compliance with the Florida Cancer Data Systems and American College of Surgeons data standards and reporting requirements.
- Designed narrative and statistical reports for the medical staff and administration in planning, developing and implementing new cancer programs
- Provided data for clinical research studies.
- Developed, allocated and monitored the annual operational and capital budgets.
- Recruited and trained potential in-house clinical personnel during budget constraints.

Mount Sinai Hospital, Chicago, IL

3/2009 – 3/2012

Cancer Registry Coordinator

- Led a six-member team and supported the cancer program leadership in achieving Sinai's first CoC Outstanding Achievement Award.
- Assisted the cancer program administration in performing short-term and long-term audits, and patient care evaluation studies.
- Provided reports to principal investigators, research associates, and other healthcare providers as requested for strategic planning and evaluation purposes.
- Provided specific cancer data for the development of disease-specific centers of excellence.
- Managed the cancer registry system operations of two hospitals and served as quality coordinator for the cancer program.
- Provided cancer program leadership and physicians with data for journal publications, annual reports, abstracts and marketing materials.
- Developed and maintained quality control measures for casefinding, abstracting, coding and follow-up procedures.
- Assisted with the development of a tracking tool for reporting the continuing medical education credits for cancer conferences and other educational activities.
- Worked closely with the IT department to create an interface between the registry software and the hospital's Electronic Medical Records.

Simmons Cancer Institute at SIU, Springfield, IL

5/2007 – 3/2009

Data Manager

- Researched and implemented a new registry software in the attempt to establish a hospital-based cancer registry.
- Designed and developed clinical research databases for investigator-initiated trials.
- Designed and implemented systems to feed the clinical databases.
- Maintained database of patients enrolled in clinical trials, keeping current all pertinent information and advising physicians of changes in data collected.
- Designed quality control measures to ensure accuracy of data collected.

Genetics/Newborn Screening Program:

- Managed data from all grantees regarding services provided annually to approximately 1,000 patients with or at risk for sickle cell disease.
- Developed and executed reports of long-term health outcome data for all children diagnosed with hypothyroidism and galactosemia.
- Participated in metabolic clinics held quarterly for patients with inherited metabolic disorders.
- Received and handled telephone inquiries from physicians, private and state laboratories and other medical personnel concerning timeliness of specimen delivery and specimen quality.

Childhood Lead Poisoning Prevention Program (CLPPP):

- Performed data analyses and developed annual and semi-annual surveillance report of childhood blood lead test results sorted by county.
- Analyzed data and prepared reports for the Medicaid – Childhood lead matching project.
- Tracked inventory of educational materials at the warehouse.
- Updated local health department database of contact people involved with the CLPPP.

Vision and Hearing Program:

- Processed local health department screening grant billing documents and maintained spreadsheet of monthly numeric billing reports.
- Prepared materials for hearing instrument dispensing recertification workshops.
- Verified information submitted by applicants seeking hearing instrument dispensing licensure.
- Performed follow-up on reports of newborn hearing screening using the HI*TRACK database.

MedPartners HIM

2011 – 2014

CTR Manager

- On-site Interim Manager
- Remote Abstractor

Cancer Registry/Other Software Programs Used:

- Electronic Registry Systems (ERS) – Florida Hospitals & Mission Health Systems
- CRStar – Florida Hospitals & Mission Health Systems
- OncoLog – Mount Sinai Hospital
- METRIQ – Simmons Cancer Institute at SIU
- C/NET Solutions – Simmons Cancer Institute at SIU
- SPSS – Illinois Department of Public Health

Electronic Health Record (EHR) Systems Used:

- Cerner Millennium Powerchart – Florida Hospitals & Mission Health Systems
- MEDITECH – Mount Sinai Hospital
- Epic Systems – Mount Sinai Hospital & Mission Health Systems
- ARIA Oncology Information System – Florida Hospitals & Mission Health Systems
- NextGen – Mission Health Systems
- Allscripts – Florida Hospitals & Mission Health Systems
- MOSAIQ – Mount Sinai Hospital, Florida Hospitals & Mission Health Systems

Certificates/Education

- Bachelor of Science (BS); Major in Agricultural Science and Minor in Animal Science – University of Science & Technology, Ghana, 2002
- Master of Public Health (MPH) – University of Illinois, Springfield, 2007
- NCRA Certified Tumor Registrar (CTR) Certification, 2009



Tahir Mahmood, CTR

Tahir is a CTR that has over 17 years of experience working in the healthcare industry. Most recently, he has been working as a CTR for State of West Virginia, where he has participated in abstracting, case finding, and data quality. Prior to this position, Tahir was a CTR for The University of Maryland where he abstracted core information from patient medical records including demographics, history, diagnostic processors, current state of disease and treatment. Marcelo has extensive experience with many systems including CNEXT, Oncolog, Rocky Mountain, ERS, Cerner, Metriq, EPIC, Meditech and McKesson.

Experience

Maxim Healthcare Services

1/2017 –Present

Certified Cancer Registrar

- Performs case finding and identifies all reportable cases for inclusion in the Tumor Registry.
- Accessions, abstracts data including patient demographics, diagnostic procedures, history and extent of disease, treatment, follow-up and codes data into database according to strict protocol requirements.
- Performs quality control activities.
- Researches medical and other relevant data and identifies opportunities for gaining access to cancer data or for conducting special projects and studies.
- Serves as liaison between facilities across the Kansas Metro Area. Attends weekly Cancer Committee/Tumor Board meetings.

University of Maryland

1/2016 –1/2017

Certified Cancer Registrar

- Excellent working knowledge of Cancer Registry and Cancer Program regarding abstracting and data management with hands on abstracting.
- Sufficient knowledge and experience with ACoS/COC standards.
- Practical experience with FORDS and collaborative staging, AJCC and SEER staging.
- Knowledge and experience in the development and implementation of registry policies and procedures that are adaptive to growth and expansion.
- Ability to safeguard access to sensitive and restricted patient information on electronic medical records in accordance with hospital & system policies, HIPAA requirements and the highest level of ethical standards.
- Ability to plan, organize & prioritize multiple responsibilities.
- Thorough knowledge of reportable malignant and non-malignant diseases, cancer staging and treatment, medical terminology, anatomy and physiology and ICD-0 coding.
- Following up with registry patients to track progress, protecting patient information and assisting with special projects and data analysis.
- Working knowledge with cancer data collection and dissemination, report generation and statistical analysis required.
- Demonstrated ability to use critical and analytical thinking skills and to recognize and effectively deal with problematic situations.
- Experience in developing a positive rapport across hospital staff including Medical staff and other cross relationships.
- Strong verbal & written communication, analytical and problem solving skills.

Sinai Hospital**9/2015 – 12/2015***Certified Cancer Registrar*

- Performs abstracting, case finding and follow-ups.
- Manage cancer patient databases, recording information that may be used to help detect cancer earlier, improve treatments and increase survival rates.

Long Island Jewish Medical Center**3/2012 – 9/2015***Certified Cancer Registrar*

- Abstracts core information from patient medical records including demographics, history, diagnostic processors, current state of disease and treatment.
- Enters follow-up into registry database, for patients already identified in the database, found during case finding activities.
- Perform case finding or inclusion into cancer registry database.
- Uploads cases monthly to Arizona Cancer Registry within in accordance with the agency's requirement.
- Responds to the needs of the organization for data by generating reports from the Registry upon request.
- Maintains the Registry in compliance with the standards of the American College of surgeons.
- Plans and coordinates cancer committee and cancer conference meetings including meeting preparations, chart collections, and minutes

Certificates

- March 2013 Certified Tumor Registrar (CTR), NCRA

ATTACHMENT B: SOLICITATION FORMS



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

State of West Virginia
 Centralized Request for Quote
 Service - Misc

Proc Folder: 838266			Reason for Modification: TO EXTEND BID OPENING DATE
Doc Description: CANCER ABSTRACTION SERVICES			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-03-01	2021-03-17 13:30	CRFQ 0506 EHP2100000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000022647

Vendor Name : MAXIM HEALTHCARE STAFFING SERVICES INC d/b/a Maxim Health Information Services

Address : 7227

Street : LEE DEFOREST DR

City : COLUMBIA


State : MD Country : United States Zip : 21046

Principal Contact : Gautam Rajan

Vendor Contact Phone: 216-365-7863 Extension:

FOR INFORMATION CONTACT THE BUYER

Crystal G Husted
 (304) 558-2402
 crystal.g.husted@wv.gov

Vendor Signature X  FEIN# 83-2976157 DATE

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



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

State of West Virginia
 Centralized Request for Quote
 Service - Misc

Proc Folder: 838266			Reason for Modification: TO EXTEND BID OPENING DATE
Doc Description: CANCER ABSTRACTION SERVICES			
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Date Issued	Solicitation Closes	Solicitation No	Version
2021-03-01	2021-03-17 13:30	CRFQ 0506 EHP2100000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000022647

Vendor Name : MAXIM HEALTHCARE STAFFING SERVICES INC d/b/a Maxim Health Information Services

Address : 7227

Street : LEE DEFOREST DR

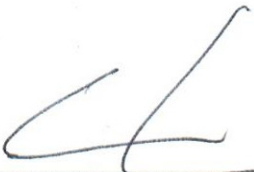
City : COLUMBIA

State : MD **Country :** United States **Zip :** 21046

Principal Contact : Gautam Rajan

Vendor Contact Phone: 216-365-7863 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Crystal G Hustead
 (304) 558-2402
 crystal.g.hustead@wv.gov

Vendor Signature X  **FEIN#** 83-2976157 **DATE** 3/17/21

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 DEPARTMENT OF HEALTH AND HUMAN RESOURCES, BUREAU FOR PUBLIC HEALTH (BPH), OFFICE OF EPIDEMIOLOGY AND PREVENTION SERVICES (OEPS), IS SOLICITING BIDS TO ESTABLISH AN OPEN-ENDED CONTRACT TO ABSTRACT CANCER CASES FOR THE DEPARTMENT'S WEST VIRGINIA CANCER REGISTRY (WVCR) CERTIFIED TUMOR REGISTRAR SERVICES PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BPH - CANCER REGISTRY 350 CAPITOL ST, RM 125 CHARLESTON WV 25301-3715 US	HEALTH AND HUMAN RESOURCES BPH - CANCER REGISTRY 350 CAPITOL ST, RM 125 CHARLESTON WV 25301-3715 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Tier 1: 100-250	0.00000	EA	\$84.00	\$21,000

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description:

Tier 1: 100-250

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BPH - CANCER REGISTRY 350 CAPITOL ST, RM 125 CHARLESTON WV 25301-3715 US	HEALTH AND HUMAN RESOURCES BPH - CANCER REGISTRY 350 CAPITOL ST, RM 125 CHARLESTON WV 25301-3715 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Tier 2: 251-500	0.00000	EA	\$79.00	\$19,750

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description:

Tier 2: 251-500

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BPH - CANCER REGISTRY 350 CAPITOL ST, RM 125 CHARLESTON WV 25301-3715 US	HEALTH AND HUMAN RESOURCES BPH - CANCER REGISTRY 350 CAPITOL ST, RM 125 CHARLESTON WV 25301-3715 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Tier 3: 501-750	0.00000	EA	\$74.00	\$18,500

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description:
Tier 3: 501-750

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BPH - CANCER REGISTRY 350 CAPITOL ST, RM 125 CHARLESTON WV 25301-3715 US	HEALTH AND HUMAN RESOURCES BPH - CANCER REGISTRY 350 CAPITOL ST, RM 125 CHARLESTON WV 25301-3715 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Tier 4: 751-1,000	0.00000	EA	\$69.00	\$17,250

Comm Code	Manufacturer	Specification	Model #
80101600			

Extended Description:
Tier 4: 751-1,000

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2021-02-25

	Document Phase	Document Description	Page
EHP210000001	Final	CANCER ABSTRACTION SERVICES	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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: MAXIM HEALTHCARE STAFFING SERVICES INC.

Authorized Signature: [Signature] Date: 3/17/21

State of Maryland

County of Howard, to-wit:

Taken, subscribed, and sworn to before me this 16 day of March, 2021.

My Commission expires June 11, 2024

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

