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Header 1

List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 855530

Procurement Type: Central Master Agreement

Vendor ID: VS0000022723

Legal Name: One Source Staffing Solutions, Inc.

Alias/DBA: ShareSTAFF

Total Bid: \$281.70

Response Date: 03/25/2021

Response Time: 10:33

Responded By User ID: ShareSTAFF

First Name: Curtis

Last Name: Murray

Email: govt@sharestaff.net

Phone: 9166958411

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2100000020

Published Date: 3/17/21

Close Date: 3/25/21

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No. 1
Direct Care Nursing Staffing Services

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

Proc Folder: 855530
Solicitation Description: Addendum No. 1
 Direct Care Nursing Staffing Services
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-03-25 13:30	SR 0613 ESR03252100000006585	1

VENDOR
 VS0000022723
 One Source Staffing Solutions, Inc.

Solicitation Number: CRFQ 0613 VNF2100000020
Total Bid: 281.6999999999999886313162278 **Response Date:** 2021-03-25 **Response Time:** 10:33:11
Comments:

FOR INFORMATION CONTACT THE BUYER
 David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Registered Nurse weekday rate				58.80

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Registered Nurse weekend rate				60.30

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	LPN weekday rate				44.80

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	LPN weekend rate				46.30

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	CNA weekday rate				35.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	CNA weekend rate				36.50

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

See Attached



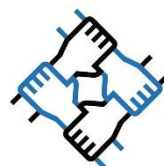
Response to RFP #CRFQ-0613-VNF210000020-2 Temporary Medical Staffing Services

Presented by ShareSTAFF

March 25, 2021

Prepared for:
David H Pauline
West Virginia Veterans Affairs
1 Freedoms Way
Clarksburg, WV 26301

Prepared by:
Curtis Murray
Vice President
ShareSTAFF
445 W. Weber Ave, Suite 222
Stockton, CA 95203
209-227-2000 ext. 101



ShareSTAFF
A Division of One Source Staffing Solutions, Inc.



COVER LETTER

RFP #CRFQ-0613-VNF210000020-2 Temporary Healthcare Staffing Services

ShareSTAFF (OSS) is pleased to submit its technical and cost proposal through this transmittal letter to the State of West Virginia Department of Veterans Affairs in response to the above-referenced Request for Proposal (RFP) for Temporary Healthcare Staff.

OSS has successfully demonstrated that it is a trusted and reliable vendor and partner. We are tremendously proud of the impacts that we have made in helping our private and public sector clients serve, protect, and improve the lives of its citizens and communities. For the past 7 years, OSS has provided its services in 14 states to over 300 clients.

We believe that our response meets the requirements as called out in this RFP. If the review board determines that OSS's response is deficient in any way, OSS respectfully requests to be promptly notified and be given the opportunity to correct any such deficiency. Please forward any questions regarding this solicitation response to me. My contact information is provided below.

OSS has reviewed the contractual requirements for this RFP. Please accept this as confirmation of our understanding of all requirements and ability to comply should we be awarded the contract. On behalf of OSS, thank you for giving us the opportunity to respond to this RFP and we look forward to building a mutually rewarding partnership.

- 1. Bidder's mailing address.** ShareSTAFF
445 W. Weber Ave, Suite 222
Stockton, CA 95203
- 2. Electronic mail address, and telephone number for both the authorized signer and the point of contact designated by the bidder.**

Authorized signer and

Point of contact

Curtis Murray

E-mail address

govt@sharestaff.net

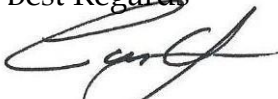
Telephone number

209-227-2000 ext 101

- 3. Bidder's corporate status.** ShareSTAFF is a division of One Source Staffing Solutions, Inc. A private S-Corporation incorporated in California 2014, providing Contingent Staffing, Information Technology Consulting, Services throughout the United States.
- 4. Bidder's DUNS Number.** Data Universal Numbering System number is 080132865
- 5. Bidders' Federal Employer Tax Identification Number (FEIN).** FEIN is 85-1105554
- 6. California Entity Identification Number.** 202014210088
- 7. E-Verify Federal Work Authorization Program.** ShareSTAFF is enrolled and participates in the E-Verify program.

8. **Compliance with Contract Terms.** ShareSTAFF will comply with all Contract Terms and Conditions as indicated by this RFP.
9. **No Inducements.** No attempt has been made or will be made by ShareSTAFF to induce any other person or firm to submit or not to submit a proposal.
10. **Non-discrimination.** ShareSTAFF does not discriminate in its employment practices with regard to race, color, religion, age, sex, marital status, political affiliation, national origin, or disability.
11. **Prices Quoted in the Proposal.** The prices quoted have been arrived at independently, without consultation, communication, or agreement, as to any matter relating to such prices with any other bidder or with any competitor for the purpose of restricting competition; and unless otherwise required by law, the prices quoted have not been knowingly disclosed by ShareSTAFF prior to award, directly or indirectly, to any other bidder or to any competitor.
12. **Authorized Signature.** Curtis Murray is the person responsible for and authorized to make decisions regarding prices quoted. He will not participate in any action contrary to items above.
13. **Subcontractor Statement.** ShareSTAFF can fulfill the needs of any contract resulting from this RFP without the use of a subcontractor.
14. **Minimum Qualifications Requirements.** ShareSTAFF is in compliance with the qualifications as noted in this RFP.
15. **Litigation.** ShareSTAFF is not party to any civil litigation, arbitration or proceeding. Should that status change we will send notification as noted within 30 days of the occurrence.
16. **Request for Confidential Treatment of Information.** There is no request for treatment of confidential information included in this proposal.
17. **Financial's.** Will provide upon letter of intent to award

Best Regards



Curtis Murray

Vice President/Partner Email:

govt@sharestaff.net Phone:

209-227-2000 ext 101

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EXECUTIVE SUMMARY

One Source Staffing Solutions, Inc. is a national full-service staffing firm with a reputation for quality, superior technical skills, and proven customer service-oriented results. Our mission is to understand our client facilities staffing needs and become a resource for ongoing care in the community. We use Information Technology in meeting and resolving their complex business and technical challenges. OSS has been providing the highest quality of integrated, full lifecycle staffing services since 2014, across a broad range of business and technical platforms. ShareSTAFF was created as a subdivision of its own in 2016 to serve public-sector clients.

At ShareSTAFF we believe that for organizations to exceed the expectations of their customers in a competitive environment, formation of a value chain founded on core competencies is imperative. ShareSTAFF perseveres to form such a value chain. This enables ShareSTAFF to help our clients use technology to improve their core business processes. This allows our customers to focus on their core competencies.

At ShareSTAFF we listen, learn, and then co-create business solutions. ShareSTAFF solves client problems through a durable national infrastructure and powerful methodologies. We deliver profitable results that accelerate our clients' competitive advantage.

Our goal is to assist our clients in leveraging their resources to improve business performance. Utilizing a knowledge-based approach, we bring our collective thinking to each engagement. We are committed to making our processes accessible, sharing information and insights and inviting participation to and from our Clients. It is this ability that makes the ShareSTAFF process so special.

We provide a climate where employees are continually developing their skills and are committed to meeting and exceeding client expectations. We invest a significant portion of our gross income on training our employees to continually improve efficiency and productivity while maintaining the professionalism required for conducting business in a competitive marketplace. This enables the employees to stay abreast with the latest technologies and new developments.

Our employees are on the high end of the spectrum with respect to their compensation while our service delivery costs are at the low end. This enables us to deliver top quality services at very competitive prices. We believe that our employees are our most important assets and back that up with excellent compensation package and benefits.

EXPERIENCE

OSS began providing healthcare professionals in February 2014 as One Source Staff Solutions, Inc. When OSS was founded, it was built upon a philosophy that true success manifests itself in meaningful relationships. At OSS, we believe that relationships that are built on mutual trust are the relationships that last. It is this long-term philosophy that generates an attitude of service towards our clients. This mind-set is prevalent all the way from our president and management team to our consultants. Service means that we maintain a professional and friendly demeanor even under adverse circumstances. Service means that we listen carefully to our customers and pay close attention to details. Service means that customer satisfaction is always OSS 's top priority.

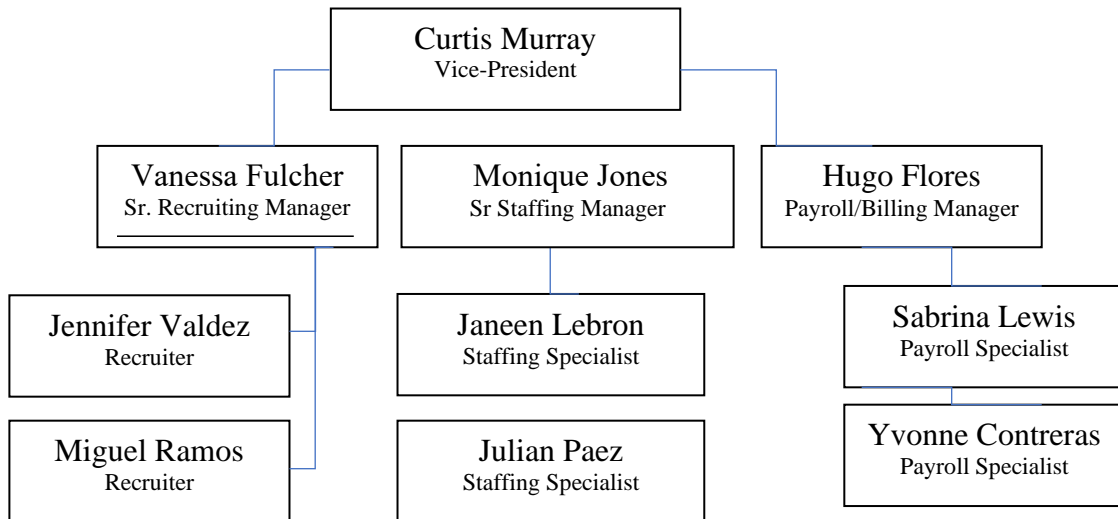
The OSS name was assigned to the division tasked with servicing the specialized needs of our public-sector clients. Over the next four years, OSS built a strong, collaborative working relationships with key business and technical stakeholders. Our primary goal being to provide highly reliable, staffing support and services to help our clients protect, serve, connect, and operate more efficiently. With the knowledge that clients drive our company, we stand firmly behind our belief that we can never be “too close to a client’s needs” or be “listening too much.” It is through our customers that we identify and capture market transitions, measure our success, and design and create solutions. Our customer-centric approach – combined with our culture – is what makes us a “vendor of choice.”

OSS remains committed to creating solutions. OSS supports public and private sector customers around the country by delivering innovative, integrated mission capabilities through thought leadership, advanced technologies, and services. The OSS staff comprises of a team that not only understand the unique challenges of staffing, but also bring years of personal experience to help solve these challenges.

OSS provides tools, training, resources and experience needed to seamlessly navigate all employment regulations and significantly reduce the cost and burden of providing qualified contingent staff and employment services for your organization.

The OSS senior management has successfully completed contracts in the Federal, State, County and private sector. Our healthcare staffing experience has been fulfilling contracts for State and County agencies as well as Private Sector organizations. Combining our senior leaderships experience meeting governmental standards, upholding OSHA & JCAHO guidelines and 100+ years of combined staffing experience, will allow us to successfully meet the requirements outlined in this RFP.

2021 ShareSTAFF Government Services Organization Chart



PROJECT MANAGER

Curtis Murray **Vice President**

Curtis Murray, Vice President/Partner is the directly responsible for fulfilment and performance on all public-sector contract operations. He received his Bachelor of Science in Marketing from Lehigh University in June of 1993. Mr. Murray has the support and sponsorship of the entire ShareSTAFF senior executive team. Mr. Murray brings first-hand experience on the challenges associated with multi-state Private and Government sector healthcare staffing and recruiting from his direct involvement in the successfully completed contracts with State of California’s Department of Mental Health, California’s Department of Corrections, City of Woodlake, City of Visalia, San Bernardino County, State of Wisconsin Department of Veterans Affairs, Southwest Key Programs, City of Roseville, State of Minnesota Department of Corrections, State of South Carolina Department of Mental Health, State of Georgia Department of Behavioral Health and Development and Yolo County. He will act as Project Manager, and with his leadership team, will provide oversight to the Fulfilment Team. He has been, and will remain, directly involved in the planning and execution of the County’s Contract. On a regular basis, Mr. Murray and his leadership team will review the status of all transition projects; the transition risks and issues report; the project plans for upcoming transitions; and the staffing and ongoing support requirements.

Mr. Murray is a results-oriented executive with fifteen years of experience in the staffing industry, eleven years’ experience in contract acquisition, management, fulfilment and operations, and nine years’ experience at the executive level in human resource and workforce operations, development, and recruiting. Mr. Murray joined ShareSTAFF in May of 2015 bringing his special depth in organization development and contract fulfillment. Mr. Murray is an effective, seasoned and versatile professional with a proven track record in a highly competitive environment.

<ul style="list-style-type: none"> ▪ Training and Development ▪ Benefit Administration ▪ Staff Training/Leadership ▪ Financial Management ▪ JCAHO & OSHA Regulations & Compliance ▪ Recruiting and Retention ▪ Federal, State Labor Law Compliance ▪ EEO & Workers Compensation ▪ P&L Accountability ▪ Budgeting/Forecasting ▪ Compensation Analysis ▪ Contract Negotiations 	<ul style="list-style-type: none"> ▪ Process & Performance Improvements ▪ Project Lifecycle Management ▪ Performance Metrics, Measurements & Results ▪ FMLA/CFRA Compliance ▪ Change Management & Organizational Strategy ▪ Corporate Communications ▪ Policy Development & Administration ▪ Complaint Resolution ▪ Employee Relations
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PAST PERFORMANCE

At OSS, we believe in focusing on building strong individual client relationships. Therefore, the value that we place on our relationship is a priority. We are large enough to provide temporary staff augmentation services to Public Entities and small enough to provide the personal detailed attention and commitment required to provide service of the highest quality. Additionally, OSS is large enough to provide its workers with superior benefits and training opportunities, and small enough to stay close to their projects and personal goals. OSS's perspective places tremendous value on our long-term relationships with our clients and the quality of the service that we provide to them

One Source Staffing Solutions, Inc. operates 5 divisions [Light Industrial, Clerical, Accounting & Finance, IT, Medical] from 3 branches in California (Sacramento, Stockton & La Verne). These locations allow us to successfully recruit and staff facilities & organizations throughout the United States.

<i>Public Sector Contract Performances</i>				
<i>Organization</i>	<i>Location</i>	<i>Period</i>	<i>NAICS</i>	<i>Personnel</i>
California Department of State Hospitals	CA	2014-Present	561320	Medical
Georgia Department of Behavioral Health	GA	2014-2016	561320	Medical
State of Minnesota Dept. of Corrections	MN	2015-2018	561320	Medical
Richard M. Campbell Veterans Home	SC	2015-Present	561320	Medical
Veterans Victory House	SC	2015-Present	561320	Medical
South Carolina Department of Mental Health	SC	2014-Present	561320	Medical
Southwest Key Program	TX	2016-2017	561320	Medical
Emergence Health Network	TX	2016-Present	561320	Medical
Wisconsin Veterans Home Union Grove	WI	2016-Present	561320	Medical
DuPage County Convalescent Center	IL	2017-Present	561320	Medical
California Veterans Home West Los Angeles	CA	2017-Present	561320	Medical
Sonoma Developmental Center	CA	2018-Present	561320	Medical
South Carolina DDSN	SC	2017-Present	561320	Medical
State of Massachusetts Department of Mental Health	MA	2018-Present	561320	Medical
State of Vermont Veterans Home	VT	2017-Present	561320	Medical
Colorado Department of Veterans Affairs	CO	2016-Present	561320	Medical
Colorado Department of Corrections	CO	2017-Present	561320	Medical
West Virginia DHHR	WV	2020-Present	561320	Medical
State of Kansas Veterans Affairs	WV	2020-Present	561320	Medical
<i>References</i>				
CA Department of Veterans Affairs Desiree Cloud 424-832-8291 Desiree.cloud@calvet.ca.gov	Colorado Department of Veterans Affairs Colorado Mental Health Institute at Pueblo Keri Law 719-546-4694 Keri.law@state.co.us			
State of Wisconsin Veterans Home Laurel Knudson, Director of Nursing 262-878-6702 Laurel.knudson@dva.wisconsin.gov	South Carolina Department of Mental Health Dr. Patricia Handley, DNP, MSN, RN Chief Nursing Officer 803-935-7886 Patricia.handley@scdmh.org			
Colorado Department of Corrections Ryder May 970-521-8810 Ryder.may@state.co.us	Colorado Department of Corrections Ellen Scott 303-307-2598 Ellen.scott@state.co.us			

FIRM CAPABILITIES

INITIAL APPROACH AND PLAN

SHARESTAFF works with each individual client to define the issues and then develop and implement the right solution. Our strength lies in our ability to architect solutions to address our client's business needs. OSS has the philosophy of looking at the big picture and maintaining a long-term perspective. The "Service" attitude is embedded in the culture of the organization. OSS's management team comprises of seasoned professionals with each business-unit head possessing many years of experience in their areas of expertise.

Contractor Phase-In

Backed by years of staffing transition experience, we provide a proven process for transition simplicity, efficiency and continuity of care. We clearly discuss and expertly manage the following steps:

- Total Onboarding Requirements.
- Transition and Implementation Plan – A customized blueprint clearly outlining all the tasks, personnel/resources, and key milestones required.
- Account Set-Up Procedures and Process of Customizing the County's access and usage of Avionte Staffing Software's internal and mobile applications.
- Transition of Existing Temporary Workers in compliance with ASA guidelines.
- Payroll integration.
- On-Site Management Implementation – delivering a seamless and convenient migration of our staff to your facility

Compliance

SHARESTAFF will provide recruiting services in accordance with all applicable federal, state and local laws, regulations, nursing and industry standards, the specific policies and directives of your organization. Our internal and temporary placement personnel will comply with the standards established by JCAHO, HIPAA, OSHA and those accepted as best practice under nursing standards.

Incumbent Transition (If Applicable)

SHARESTAFF will transition the incumbent personnel who choose to continue their assignments. Initial evaluation reports will be completed and reviewed with your management personnel to determine what if any quality control directives need to be discussed on those that have transitioned. Upon award, SHARESTAFF will utilize our recruiting resources and network, guided by the PWS to build and maintain additional staff to meet your facilities needs throughout the term of the contract.

Transition: Total transition will be complete 30-post contract start date.

RECRUITING

At SHARESTAFF we believe that the quality of our people speaks for itself. Our extensive recruiting and interviewing process ensures that our consultants are "cream of the crop". When SHARESTAFF provides our clients with quality people, this automatically generates requests for additional quality people. As a result, 75% of our business is repeat business and often turns into long-term assignments. Satisfied clients such as these are the reason why quality is our number one concern.

SHARESTAFF employs unique processes and tools to ensure we are hiring the right candidates for our clients. Every potential candidate must first complete our cloud based Integrity Assessments, which screen out undesirable candidates who have integrity problems and are predisposed to costly and dangerous behaviors such as theft, violence, or drug use. In addition, we tailor our extensive candidate interviews to include customer-specific questions, relating directly to job duties, desired behaviors, and cultural fit. It's more than just asking "can you do it?" Instead, SHARESTAFF is asking "will you 'do it?"

We also insist that our candidates provide us with the names and phone numbers of solid, legitimate professional references who can speak to their work performance at previous jobs. We do not accept references who will confirm dates of employment only. Instead, we require extensive information so we can make informed hiring decisions based on skills, attendance records, behavioral traits, and overall performance evaluation.

Finally, our staff is well-networked in the communities we service. Thus, they can turn to community organizations and contacts when recruiting for customer openings. SHARESTAFF is the "service of choice" in our communities, and is known for getting great jobs for great people!

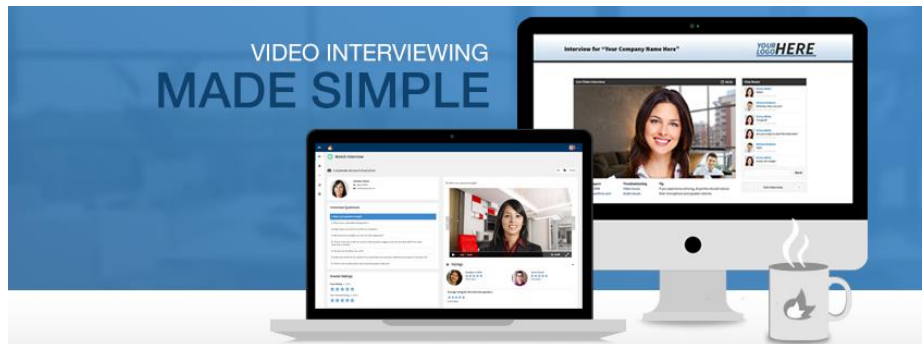
The first step in providing the best possible nursing candidates is to attract those individuals into our organization. Recruiting is a core part of our business. SHARESTAFF makes every effort to attract the best candidates available in today's market and has adopted a unique and multi-faceted approach to recruiting which we target to meet your specific needs.

SHARESTAFF has in place a proactive recruitment plan to track and monitor all recruiting activities. This plan can be developed for an entire marketplace, or can be customized to meet the specific needs of each client. In addition, SHARESTAFF's corporate-based marketing staff develops new recruiting strategies, tools, and methods to enhance our overall recruiting efforts.

Once OSS has attracted quality associates into the organization, our benefit and associate recognition and rewards programs help ensure our associates stay with us. Additionally, we have found that extended hours on evenings and weekends help to attract the currently employed individual who is looking to make a change. These operational enhancements provide more opportunities for associates to participate in our testing, evaluation, and selection process at times that are convenient for them.

Our top recruiting sources, as well as details of SHARESTAFF's recruiting tools and strategies, are described below.

Intuitive Video Interviewing



Referrals from Current Candidates and Clients

SHARESTAFF recognizes that our company's recruiting efforts must be proactive to ensure we continue to recruit and retain the most qualified associates. All our market research data points to referrals as SHARESTAFF's most effective and efficient method of securing new associates, accounting for up to 65% of new recruits. Because we understand the importance of recruiting, SHARESTAFF has developed an aggressive referral program that provides cash incentives to associates once the referred employee has completed a certain level of service. This approach works on both active and passive candidates.

Direct Recruiting

SHARESTAFF has also formed many alliances with clients and community organizations. These ongoing partnerships have resulted in recruitment sources that know exactly what kind of candidates will succeed at SHARESTAFF. These additional recruiting sources include:

- Universities and Community Colleges
- Outplacement services with companies that are downsizing
- Partnerships with job fair organizers such as National Career Fairs
- Religious & community organizations
- Employment Development Department and work centers
- Professional networking organizations

Electronic and Print Media

Ongoing media investment is another major source for associates. Associates are solicited through classified ads, targeted publications, social and broad-based media on an as-needed basis. SHARESTAFF also recruits heavily via the Internet on local and national job boards. Candidates can complete the pre-application form on our website as well.

Referrals from Former Candidates and Clients

Like receiving referrals from our current relationships, we maintain contact with our former contacts and continue to develop a referral network beyond our current database to ensure we are tapping into the full potential of the marketplace.

QUALITY ASSURANCE

Our commitment to ensuring each of our clients receives the highest quality healthcare professionals, combined with a superior level of personal service, is unwavering. Our thorough Quality Assurance Program for supplemental healthcare staffing is designed to establish a smooth-running process and eliminating potential errors. Once we have been advised of your medical staffing need, our team will begin sourcing candidates according to your specifications, following this proven method:

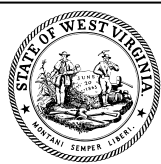
1. **Initial Telephone Screening:** During our initial phone interview of a candidate, we ask questions relative to their motivation to make a job change, education, credentials and licensure, clinical experience, and references. We also verify that the candidate has a minimum of one year of clinical employment experience.
2. **Employment Application:** A complete application, including education, certifications, licenses, work history, and references is required prior to candidate consideration.
3. **Skills Proficiency Checklist:** The skills checklist, inclusive of The Joint Commission age-specific criteria proficiencies, must be completed by the candidate prior to consideration for any position. This list, including proficiency levels, is a critical component in us matching the candidate's skills with the requirements of a specific position.
4. **Comprehensive Interview:** Our interviewing process includes a targeted, situational- and behavioral-based questionnaire to assist in determining character and work ethic.
5. **Professional Certifications:** We require a complete listing of all professional healthcare certification credentials from each candidate. "Primary Source" verification is conducted as part of our background check upon hire, and re-verified prior to each job assignment. Current CPR certification is a mandatory requirement for all healthcare professionals employed with SHARESTAFF, with the exception of positions that do not involve patient care. We track certification dates and facilitate the certification process for employees to maintain their validity.
6. **State Licensure:** SHARESTAFF requires a complete accounting of all state licenses held by each healthcare professional. For Nursing positions, this includes verification with the National Council of State Boards of Nursing.
7. **Education & Work History Verification:** Education verification will be performed when professional certifications and/or state licenses are not available to validate education; when client specifications require education verification; or when the candidate does not have a formal education for the position they are being placed in. Work history verification is performed for all new hires and re-entry employees. We verify a minimum of one year clinical work history and three years' prior employment history. This information is verified via direct contact with facilities the candidate worked at and if necessary, third party vendors.
8. **Professional Reference Sourcing:** We perform one-on-one, direct sourcing of professional references, requiring at least one reference be obtained from a former supervisor within the prior two years whenever possible. Additional references are required for gaps of employment with SHARESTAFF of greater than six months.

9. **INS Eligibility Verification:** We verify work eligibility in person in accordance with INS regulations. In addition, we verify all new hires with the federal “E-Verify” Program. Employees with gaps of employment with SHARESTAFF of greater than six months will have eligibility re-verified.
10. **Drug Screening:** SHARESTAFF will conduct a comprehensive drug screen of each new hire and of any employees with a gap of employment with SHARESTAFF of greater than six months. We use a national HHS & SAMSHA-approved testing laboratory and the testing includes screening for all standard drugs of abuse including prescription medications.
11. **Background Check:** We conduct a comprehensive background check on each new hire and employees with a gap of employment with SHARESTAFF of greater than six months consisting of: 1) Social Security Number Match; 2) OIG/HHS - Excluded Individuals; 3) EPLS/GSA - includes OFAC search of SDN and Blocked Persons; 4) Motor Vehicle Records; 5) County Criminal; 6) Nationwide Criminal Database search; 7) State Sexual offender/Predator; 8) Primary Source Verification with state license and professional certification verification and disciplinary actions/sanctions; 9) Professional Education; 10) Additional facility pre-placement protocols and state requirements; 11) Any additional client facility specifications; 12) Any additional state screening requirements (CORI).
12. **Immunity History Verification:** We verify each candidate's immunization history and/or current status of immunity. Immunizations included in the history are Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus-Diphtheria, and seasonal influenza. We adhere to all CDC guidelines and provide employees the immunizations and/or antibody testing as a benefit. We also promote and offer the annual flu vaccination. We track immunization due dates and facilitate a process for employees to obtain updates.
13. **Tuberculosis Testing:** We require TB skin testing on an annual basis, with all positive skin tests resolved by a negative chest x-ray and physician statement indicating symptom-free status. We provide, as a benefit to prospective employees, immunizations and/or antibody titer testing needed and TB skin testing annually. If a TB is expired, we require a two-step TB test in accordance with CDC guidelines. We track TB testing due dates and actively facilitate a process
14. **Client Specifications:** We have established a pre-assignment qualification tracking system for identifying what we refer to as “special protocols” for each client facility. This system alerts our placement personnel to specific requirements for assigned employees beyond what our standard qualification standards are nationwide. This may include additional physical examinations, blood antibody titer testing, repeat drug testing within a certain number of days prior to the assignment start date, specific professional certifications for certain job positions, respiratory fit testing, OSHA Safety Training certification, or additional background check information. We track these additional requirements and provide completed documentation to our clients.

15. **Internal QA Audits:** Our Quality Assurance Department performs ongoing internal audits covering all staffing operations. Practices and documentation are reviewed for compliance with the SHARESTAFF Medical Operations Manual, which includes policies and procedures designed to deliver the highest quality of staffing services and meet Joint Commission standards.

SHARESTAFF Best Practices

SHARESTAFF, through The Joint Commission (JCAHO) guidelines, established a formal Best Practices Program in to focus efforts on quality, productivity improvement and cost reduction through process improvement. The integration of JCACHO standards has provided a successful mechanism to effect change in our day-to-day work practices by streamlining workflows and processes. We have identified and shared best practices from businesses and programs across SHARESTAFF minimizing turnover and clinical incidents for our clients and their communities.



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 - Prof

Proc Folder: 855530		Reason for Modification:	
Doc Description: Addendum No. 1 Direct Care Nursing Staffing Services		Addendum No. 1	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-03-17	2021-03-25 13:30	CRFQ 0613 VNF2100000020	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000022723
Vendor Name : One Source Staffing d.b.a ShareSTAFF
Address : 445 W. Weber Ave, Suite 222
Street :
City :
State : Stockton **Country :** USA **Zip :** 95203
Principal Contact : Curtis Murray
Vendor Contact Phone: 209-227-2000 **Extension:** 101

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor
 Signature X

FEIN# 85-1105554

DATE 3-25-2021

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

ADDITIONAL INFORMATION

Addendum No. 1

1. To respond to vendor questions that are attached.
2. Bid opening remains on 3/25/2021 at 1:30 pm EST.

No other changes.

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Registered Nurse weekday rate			\$58.80	

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Registered Nurse weekend rate			\$60.30	

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	LPN weekday rate			\$44.80	

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	LPN weekend rate			\$46.30	

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	CNA weekday rate			\$35.00	

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WV 26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	CNA weekend rate			\$36.50	

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

See Attached

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due 2:00 pm EST	2021-03-16

	Document Phase	Document Description	Page
VNF210000020	Final	Addendum No. 1 <input type="checkbox"/> Direct Care Nursing Staffing Services	5

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

REQUEST FOR QUOTATION - CRFQ VNF21*20
Direct Care Staffing Services

10. MISCELLANEOUS:

- 10.1 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: Curtis Murray

Phone Number: Office: 209-227-2000 ext: 101

Cell: 209-227-2920

Fax: 209-227-2034

Email Address: govt@sharestaff.net

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ VNF210000020

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 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.

ShareSTAFF

Curtis Murray

Company

Authorized Signature

03-25-2023

Date

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

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: SHARE STAFF, LLC

Authorized Signature: [Signature] Date: 3-23-21

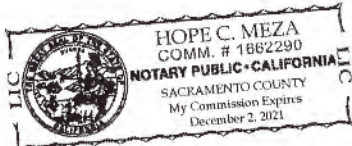
State of CALIFORNIA

County of SACRAMENTO, to-wit:

Taken, subscribed, and sworn to before me this 23 day of March, 2021.

My Commission expires 12-2-21, 20 .

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]


Exhibit A - CRFQ VNF21*20

Direct Care Nursing Staffing Pricing Page

Item No.	Description Of Services	Estimated Hours Per Contract Year	Hourly Rate/ Unit Price	Extended Total
	Base Year One			
	Registered Nurse Shifts - Base Year One			
1	Weekday Rate	7,800	\$ 58.80	\$ 458,640.00
2	Weekend Rate	3,000	\$ 60.30	\$ 180,900.00
	Licensed Practical Nurse Shifts - Base Year One			
4	Weekday Rate	22,000	\$ 44.80	\$ 985,600.00
5	Weekend Rate	9,000	\$ 46.30	\$ 416,700.00
	Certified Nursing Assistant Shifts - Base Year One			
7	Weekday Rate	25,000	\$ 35.00	\$ 875,000.00
8	Weekend Rate	10,000	\$ 36.50	\$ 365,000.00
	Renewal Year One			
	Registered Nurse Shifts - Renewal Year One			
10	Weekday Rate	7,800	\$ 58.80	\$ 458,640.00
11	Weekend Rate	3,000	\$ 60.30	\$ 180,900.00
	Licensed Practical Nurse Shifts - Renewal Year One			
13	Weekday Rate	22,000	\$ 44.80	\$ 985,600.00
14	Weekend Rate	9,000	\$ 46.30	\$ 416,700.00
	Certified Nursing Assistant Shifts - Base Year One			
16	Weekday Rate	25,000	\$ 35.00	\$ 875,000.00
17	Weekend Rate	10,000	\$ 36.50	\$ 365,000.00
	Renewal Year Two			
	Registered Nurse Shifts - Renewal Year Two			
19	Weekday Rate	7,800	\$ 58.80	\$ 458,640.00
20	Weekend Rate	3,000	\$ 60.30	\$ 180,900.00
	Licensed Practical Nurse Shifts - Renewal Year Two			
22	Weekday Rate	22,000	\$ 44.80	\$ 985,600.00
23	Weekend Rate	9,000	\$ 46.30	\$ 416,700.00
	Certified Nursing Assistant Shifts - Renewal Year Two			
25	Weekday Rate	25,000	\$ 35.00	\$ 875,000.00
26	Weekend Rate	10,000	\$ 36.50	\$ 365,000.00

Continued on Next Page

Renewal Year Three				
Registered Nurse Shifts - Renewal Year Three				
28	Weekday Rate	7,800	\$ 58.80	\$ 458,640.00
29	Weekend Rate	3,000	\$ 60.30	\$ 180,900.00
Licensed Practical Nurse Shifts - Renewal Year Three				
31	Weekday Rate	22,000	\$ 44.80	\$ 985,600.00
32	Weekend Rate	9,000	\$ 46.30	\$ 416,700.00
Certified Nursing Assistant Shifts - Renewal Year Three				
34	Weekday Rate	25,000	\$ 35.00	\$ 875,000.00
35	Weekend Rate	10,000	\$ 36.50	\$ 365,000.00
Grand Total				\$ 13,127,360.00

Vendor Information	
Printed Name	Curtis Murray
Title	Vice President, ShareSTAFF, LLC Company:
Signature	 3-25-2021
Phone	Office: 209-227-2000 ext 101 209-227-2920 Cell Phone:
Fax	209-227-2034
Email	Govt@sharestaff.net