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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	RN BSN Nursing Services - Day Shift (8:00am - 4:00pm) M-F	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** RN - BSN

**Extended Description:**

Nursing Services - Day Shift (8:00am - 4:00pm) M-F

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	RN BSN Nursing Services - Evening Shift (4:00pm - 12:00am)	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** RN - BSN

**Extended Description:**

Nursing Services - Evening Shift (4:00pm - 12:00am) M-F

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	RN BSN Nursing Services - Overnight (12:00am - 8:00am) M-F	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** RN - BSN

**Extended Description:**

Nursing Services - Overnight (12:00am - 8:00am) M-F

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	RN BSN Weekend Shift up to 12 hours Sat & Sun	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** RN - BSN

**Extended Description:**

Nursing Services - Weekend Shift (up to 12 hr shift) Saturday & Sunday.

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	RN BSN Nursing Services - Overtime	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: RN - BSN

**Extended Description:**

Nursing Services - Overtime

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	RN BSN Nursing Services - Holiday	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: RN - BSN

**Extended Description:**

Nursing Services - Holiday

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	RN Nursing Services - Day Shift (8:00am - 4:00pm)	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: RN

**Extended Description:**

Nursing Services - Day Shift (8:00am - 4:00pm) M-F

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	RN Nursing Services - Evening Shift (4:00pm - 12:00am)	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: RN

**Extended Description:**

Nursing Services - Evening Shift (4:00pm - 12:00am) M-F

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	RN Nursing Services - Overnight (12:00am - 8:00am) M-F	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: RN

**Extended Description:**

Nursing Services - Overnight (12:00am - 8:00am) M-F

Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	RN Weekend Shift up to 12 hours Sat & Sun	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** RN

**Extended Description:**

Nursing Services - Weekend Shift (up to 12 hr shift) Saturday & Sunday.  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	RN Nursing Services - Overtime	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** RN

**Extended Description:**

Nursing Services - Overtime  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	RN Nursing Services - Holiday	200.00000	EA	85.000000	17000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** RN

**Extended Description:**

Nursing Services - Holiday  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	LPN Nursing Services - Day Shift (8:00am - 4:00pm)	200.00000	EA	75.000000	15000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** LPN

**Extended Description:**

Nursing Services - Day Shift (8:00am - 4:00pm) M-F  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	LPN Nursing Services - Evening Shift (4:00pm - 12:00am)	200.00000	EA	75.000000	15000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** LPN

**Extended Description:**

Nursing Services - Evening Shift (4:00pm - 12:00am) M-F  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	LPN Nursing Services - Overnight (12:00am - 8:00am) M-F	200.00000	EA	75.000000	15000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** LPN

**Extended Description:**

Nursing Services - Overnight (12:00am - 8:00am) M-F  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	LPN Weekend Shift up to 12 hours Sat & Sun	200.00000	EA	75.000000	15000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** LPN

**Extended Description:**

Nursing Services - Weekend Shift (up to 12 hr shift) Saturday & Sunday.  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	LPN Nursing Services - Overtime	200.00000	EA	75.000000	15000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** LPN

**Extended Description:**

Nursing Services - Overtime  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	LPN Nursing Services - Holiday	200.00000	EA	75.000000	15000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** LPN

**Extended Description:**

Nursing Services - Holiday  
Hours are estimated quantities for bidding and evaluation purposes only. Hours are not guaranteed and may be more or less.



**West Virginia Schools for the Deaf and the Blind**  
**CRFQ-0403-DBS2600000009-2:**  
**Nursing Services**

**Due: March 3, 2026 | By: 1:30 PM EST**

**Submitted by:**

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## INTRODUCTION

Maxim Healthcare Services, Inc. (Maxim) is pleased to submit our proposal to provide dedicated nursing services for the West Virginia Schools for the Deaf and the Blind (WVSDb) in response to Request for Quotation (CRFQ) No. CRFQ-0403-DBS260000009-2 for Nursing Services. Maxim is a Maryland-based company, headquartered in Columbia, MD with more than 45,000 employees operating out of 140 offices throughout the continental United States, including an office located in Charleston, WV, just two miles from the WVSDb office offering Account Management, Personal Nursing, and Behavioral Care services for individuals and their families who struggle with chronic and acute illnesses and disabilities. Please note that Maxim Healthcare, Maxim of New York, Amergis Healthcare Staffing, Sunburst Workforce Advisors, and Allegis Group and its brands are part of the same family of companies.

Established in 1988, Maxim was founded in response to a national nursing shortage that was deeply impacting the healthcare system and the communities it served. Maxim's management of the recruitment and staffing process streamlined the precise placement of qualified nurses to the organizations and institutions that need them most. Now, more than 30 years later, Maxim has evolved along with the healthcare industry and is recognized as an industry leader, working directly with our customers to develop and deliver solutions centered upon effective and efficient healthcare, clinical knowledge, and positive patient experiences. Our thorough understanding of the healthcare marketplace, deep experience, and substantial expertise enable Maxim to serve patients in need of home and school based healthcare services.

As we move forward in the solicitation process, Maxim is confident that our team's dedication to quality and robust experience, combined with the scalability and flexibility of our service offerings demonstrate our continued commitment to provide the highest level of services to our customers. We appreciate the opportunity to assist WVSDb in its pursuit, as educators, to engage, inspire, and nurture every student in their community. We look forward to the opportunity to serve your community as well.

## PROPOSED SERVICES

In service to this vital initiative, Maxim offers the WVSDb its own dedicated Account Management Team based out of our Charleston, WV office, who will serve as the primary point of contact for the WVSDb. This team is comprised of an Operations Manager, Clinical Managers, Recruiters, Business Development Managers, Field Support Specialists, and Clinical Supervisors who will directly manage the delivery of nursing services, as requested by the WVSDb from receiving requests, recruitment, credential validation and background checks, onboarding, training, placement and oversight of nurses. This team of highly experienced and diverse professionals are consistently screening new talent with the intent of placing service providers with precision, focusing on exemplary credentials, performance, relevant experience, and quality references.

To ensure our providers are ready to deploy upon request with verified credentials, the Account Management Team audits and updates our pool of pre-vetted nurses' files on a monthly basis, as well as prior to assignment. The compiled knowledge, experience, and symmetry of Maxim's dedicated Account Management Team is exceeded only by their commitment to our customers, ensuring a positive and seamless customer experience for the WVSDb that is a compassionate and tailored personal healthcare experience for its students.

### **Our Solution**

Maxim has developed highly effective standard operating procedures to source, validate, and deploy healthcare professionals that, when combined with our robust candidate database, will allow us to

successfully meet, if not exceed, the needs of the WVSDb. Our overall approach is to be proactive, consistently maintaining a healthy pool of nursing personnel who are ready for assignment and placement promptly upon request. In order to expeditiously fulfill all of the WVSDb's nursing needs, Maxim places a special emphasis on adding further resources to our existing pool of professionals who have particular experience providing care to students in schools and public environments. We will grow this pool through a targeted, locally sourced, and ongoing recruitment campaign. Moreover, our staff are not subcontracted, but instead are Maxim employees with a compelling benefits package. Maxim's Account Management Team will recruit regularly for anticipated positions to ensure our services are delivered promptly and positions are consistently filled by the most qualified Maxim professionals.

### **Sourcing Strategy**

The first step in Maxim's recruiting process involves sourcing high-quality professionals available to work on customer assignments. This step involves a thorough evaluation of the WVSDb's technical and cultural requirements for a best-fit candidate, including licenses, certifications, skills, and competencies, as well as workplace culture, environment, and personality fit. Recruiters use this information to develop a customized sourcing strategy.

Once the sourcing strategy for a particular resource has been established, we look to our proprietary database comprised of more than 11,000 WV resident RNs and LPNs, 1,211 of which reside within 50 miles of the WVSDb, are currently active with up-to-date credentials and available to support this effort upon request. This system provides quick access to qualified candidates through electronic matching services based on a position or student's specific requirements, as well as candidate availability, qualifications, and experience. We then engage our remaining inactive local candidates (professionals who need to update their credentials) to assess their availability and interest, and inform them of what is required of them prior to potential assignment. All of our active candidates have been pre-screened so they can be placed as quickly as possible when customer needs arise.

Our recruiters are deeply entrenched in their local communities and use their connections to elicit referrals and network with local organizations with relevant talent pools inactive to actively maintain an influx of capable resources. Maxim also connects with local professionals through career fairs and trade shows, online job boards, digital and local print advertising, professional associations, and social media marketing, giving us access to another pool of talented and available professionals.

Once Maxim receives notification of a request, we respond promptly, always treating the WVSDb's supplemental personnel needs as a priority to be handled with urgency. Maxim will fill these needs on an "as soon as possible" basis with the appropriate healthcare professional's credentials provided for the WVSDb's review and approval upon request.

Additionally, prior to any request, all of Maxim's employees have undergone a thorough credentialing and screening process so when presenting candidates for consideration, Maxim is well-positioned to facilitate and advance the placement process in a timely manner. Finally, Maxim maintains a Recruitment Center of Excellence, which provides ongoing consultation, training, and sharing of best practices to all of our recruiters on a regular basis. Each recruiter's performance is measured through key performance indicators to ensure efficiency and effectiveness.

### **Screening and Hiring Process**

#### **A. Screening**

Maxim screening and hiring process of qualified Registered and Licensed Practical/Vocational Nurses (RNs and LPNs/LVNs respectively) is specifically tailored to meet the needs of our clients and the patients they serve. Our nurses must complete skill demonstrations, training via our proprietary pediatric education

program, and validation of their credentials prior to being considered for patient care. Nurse training, education, and final evaluations of aspiring Maxim nurses are assessed by veteran nursing professionals to ensure that they perform their pediatric assignments at the highest level, in accordance with industry-approved practices, policies, and regulations.

All Maxim pediatric nurses are graduates of a registered, practical or vocational nursing program and are credentialed as Licensed Practical, Licensed Vocational or Registered Nurses in state(s) where they practice.

In addition, Maxim nurses:

- ✓ Have one year of professional experience, preferred
- ✓ Comply with accepted professional standard and practice
- ✓ Participate in skill advancement, if applicable
- ✓ Participate in and complete of Maxim’s competency program
- ✓ Have current CPR certification
- ✓ Have had a PPD test or chest x-ray if applicable
- ✓ Hold a current health certificate (per contract or state regulation)
- ✓ Meet all federal, state and local requirements
- ✓ Complete new hire training as applicable to job site
- ✓ Understand patient confidentiality and Health Insurance Portability and Accountability Act (HIPAA) requirements
- ✓ Are able to effectively provide/ elicit information to and from appropriate individuals, including, but not limited to, supervisors, co-workers, clients, via strong communication skills; proficiency in the English language may be required

The nurse’s files are audited and updated monthly and prior to assignment, and their credentials are verified as current. Throughout the hiring process, Maxim evaluates the competency of each candidate and verifies the status of the following certifications:

Frequency	Requirements
Upon Hire	<ul style="list-style-type: none"> <li>▶ Live skills competency with experienced RN validation</li> <li>▶ Background Checks to include:               <ul style="list-style-type: none"> <li>○ County, state, and federal criminal</li> <li>○ Excluded Parties List System</li> <li>○ Office of Inspector General</li> <li>○ National Sex Offender Public Registry</li> <li>○ National Practitioners Data Base</li> <li>○ SSN Trace</li> <li>○ Sanctions</li> </ul> </li> <li>▶ Professional Reference Checks (at least 2) with signed release for information</li> <li>▶ Supporting I-9 Documentation</li> <li>▶ Health Screening Documentation</li> </ul>

Annually	<ul style="list-style-type: none"> <li>▶ License/Certification Verification</li> <li>▶ Clinical Competency</li> <li>▶ Excluded Parties List System</li> <li>▶ Office of Inspector General</li> <li>▶ National Sex Offender Public Registry</li> <li>▶ Health Certificate/TB Screening</li> </ul>
Every 2 Years	<ul style="list-style-type: none"> <li>▶ Current Basic Life Support</li> </ul>
Every 3 Years	<ul style="list-style-type: none"> <li>▶ Background Checks</li> </ul>
As Needed	<ul style="list-style-type: none"> <li>▶ License/Certification Verification (at expiration to ensure renewal)</li> </ul>

**B. Assigning a Caregiver to a Student**

To ensure an appropriate match between a caregiver and student, Maxim recruits nurses who specifically have pediatric skills in the school environment. We are also equipped to train nurses in this specialty before placing them with the WVSDDB within a 14-day period. Nurses are rigorously vetted to ensure they have the appropriate licensure to meet the needs of your students. In addition to basic pediatric skills assessments, an assessment of the nurse’s competency to perform nursing skills specific to the student’s condition and needs may be conducted.

Maxim uses custom designed training curricula to increase the quality of care for our customers. Our nurses are assessed for competency in dealing with a variety of diagnoses and associated needs including but not limited to the administration of tube feedings and changing of feeding tubes, oxygen management, seizure management, diabetic management, tracheostomy and ventilator management, and the administration of nebulizer and cough assist vest treatments.

Our team will verify the required services, screening requirements, and selection of staff with the WVSDDB and if requested or required, the parents of the child receiving care. Maxim also coordinates student/nurse orientation with the WVSDDB, allowing the student to meet the assigned nurse prior to working together independently. This process supports staff members in becoming familiar with the student’s medical needs, and supports the student in feeling comfortable and secure with assigned Maxim staff.

**C. Orientation**

Maxim provides orientation for all new caregivers during their initial stages of employment. Orientation is tailored per profession and geared towards familiarizing employees with Maxim’s policies and procedures; as well as any client-specific orientation topics as applicable. Employees must complete orientation in order to be eligible for assignment, and a copy of the employee’s Orientation Agenda is signed by a member of management and placed in their employee file. Topics covered during orientation training include:

- ▶ Maxim’s mission and objectives
- ▶ Maxim’s Code of Ethics
- ▶ State and Federal regulations
- ▶ Emergency Preparedness Program
- ▶ Patient Rights and Responsibilities
- ▶ Reporting abuse, neglect, exploitation
- ▶ Medical Management
- ▶ Universal precautions/infection control

- ▶ Professional boundaries
- ▶ Security precautions
- ▶ Job description and functions
- ▶ Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- ▶ Contaminated waste disposal
- ▶ Employment policies/procedures
- ▶ Ethics and confidentiality
- ▶ Cultural diversity and sensitivity

#### D. Skills Training and Competency Testing

Maxim's nurses undergo a comprehensive screening and competency validation process prior to placement. When necessary, nurses undergo a comprehensive pediatric training conducted by our local office's clinical team. The adult-to-pediatric training includes a variety of didactic and on line resources, as well as hands-on training shifts with an experienced nurse mentor. All nurses are required to complete a competency assessment administered and certified by an experienced pediatric RN upon hire, prior to placement, and annually thereafter.

Maxim is equipped with a comprehensive skills lab to assist in both the training and confirmation of pediatric nursing skills. This lab assesses hands-on techniques, skills, and knowledge of each nurse, which are validated via a competency process through the use of scenario-based questions and hands-on demonstrations of treatments outlined in the Visiting Nurse Associations of America (VNAA) guidelines, as well as equipment such as adult and pediatric mannequins, ventilators, cough assist machines, apnea monitors, feeding pumps, pulse ox monitors, humidifiers, tracheostomies, G/J Tubes, NG tubes, oxygen and much more.

Additionally, Maxim is pleased to share that, in partnership with Johns Hopkins University School of Nursing (JHSON), we have developed an online training program for emergency management of home mechanical ventilation (HMV) patients. This self-paced, evidence-based training program is a required part of Maxim's competency program for nurses new to caring for patients who require ventilators for respiratory support. It is also available to all of our nurses who would like to benefit from this training program.

Additional Professional Development is offered in the following ways:

- **Skills Fairs and Skills Advancement:** RN led Skill Advancement programs are offered on a routine basis, allowing for nurses to advance their skills in the areas of pediatrics, tracheostomy management, and ventilator management. Skills Fairs are hosted throughout the year. These events are focused on reviewing nursing skills, completing annual competency review of nurses' skills, and providing targeted education to meet nurses' learning needs.
- **MyMaximConnect (MMC):** MMC is Maxim's online educational platform that houses educational resources, allowing Maxim staff to access needed education at any time. MMC enables caregivers to add to their current knowledge at their own pace. In addition to serving as an educational library for staff, MMC also houses mandatory training sessions that cover subjects such as Clinical Compliance accredited by the Maryland Nursing Association and approved by the American Nurses Credentialing Center's Commissions on Accreditation), Safety, and Blood Borne Pathogens.
- **In-Service Program:** Maxim provides ongoing multidisciplinary instruction for all staff, including nurses. In-service content is determined by identified instructional needs identified through the monitoring of quality, clinical employee educational needs assessments, process improvement needs, or requests for new or revised clinical services. Additional instruction, including for non-healthcare employees, addresses newly identified needs, and is scheduled as needed throughout the year. All Direct Care staff are required to complete 12 credits of in-service programming per calendar year.

Listed below is a sample list of in-services in which staff may participate:

- |                     |                                   |
|---------------------|-----------------------------------|
| ▶ Enteral Feeds     | ▶ Pain Management                 |
| ▶ Tracheostomy Care | ▶ Abuse and Neglect               |
| ▶ Ventilator Care   | ▶ Seizure Disorder/Diastat        |
| ▶ Wound Care        | ▶ Medication Reconciliation       |
| ▶ Documentation     | ▶ Compliance (OSHA, Safety, etc.) |

### E. Compliance Training

Maxim's commitment to compliance is demonstrated through our robust compliance program. Compliance training is mandatory for all employees. Compliance training is required for new employees and is repeated on an annual basis to maintain employment with Maxim. Maxim's Compliance and Ethics Department holds multiple best practice awards for its Compliance Education and Training program, including by the Health Ethics Trust, an industry-leading compliance and ethics program assessor and certification organization.

- **Award-Winning Compliance:** Our comprehensive and rigorous compliance and ethics program has received five Compliance Best Practices Awards from the Health Ethics Trust (HET), a division of the Council of Ethical Organizations. Every area of this program has now been recognized as a best practice for the healthcare industry.
- **Tracheostomy and Ventilator Management:** Maxim offers Home Mechanical Ventilation (HMV) Training, which was created in partnership with John Hopkins University School of Nursing.

Our arduous recruitment, qualification, and assessment process ensures that our nurses meet our goal of becoming fully proficient before placement with a the WVSDDB patient, ensuring all requests for resources are met no later than 14 days of request. Applicable licenses, certifications, and registrations will also be provided to the WVSDDB prior to placement, or immediately upon request.

### F. Maintaining Nursing Coverage

To ensure patients have continued care, Maxim maintains a roster of experienced nurses to accommodate coverage changes and scaling. Our local office is constantly recruiting for new and experienced healthcare personnel to support the needs of our patients. As detailed in our request for nursing services procedures, all caregivers will be prescreened to meet the needs of the WVSDDB's students.

Via our extensive localized resource database, our Account Management Team has access to a robust pool of thousands of RNs, LPNs, and additional professional and supportive staff available to serve the WVSDDB's needs. All of our active and inactive candidates have been prescreened so they can be placed as quickly as possible when customer needs arise.

Staff are expected to report to work on time and remain at work throughout the duration of their scheduled shifts. Excessive absenteeism or tardiness, whether excused or unexcused, is not tolerated. Approved leaves, such as family and medical leave, sick leave, disability leave, or any other approved paid or unpaid time off, will not count as an unexcused absence under this policy.

### G. Call-In Procedures

If an employee thinks he or she may be late or absent from work for any reason, unless otherwise permitted by law, the employee must notify his or her manager at the local Maxim office at least four hours before the scheduled working time begins. If unable to call, the employee must contact his or her manager immediately upon arrival. Failure to comply with this call-in procedure will cause tardiness or absence to be considered unapproved, and may result in corrective action up to and including

termination.

Employees must inform their managers of the expected duration of any absence. Telephone calls from friends or family members to report that an employee will be late or absent are unacceptable, unless the reason for the absence makes the employee unable to call. If an employee is late, he or she cannot work beyond scheduled work time to make up the time missed without prior manager approval. Working late to make up time missed due to lateness does not negate an employee's responsibility to report to work on time.

Per our company policy, a doctor's note is required for any absence three days or longer, and our corrective action policy is utilized with re-education, initial warnings and final warnings, resulting in termination of employment if warranted.

Maxim maintains a roster of experienced nurses to accommodate coverage changes to make certain our patients have continued care. Our local office is constantly recruiting for new experienced healthcare personnel to support the needs of our patients. All caregivers will be pre-screened to meet the needs of the WVSDS students.

Maxim plans to schedule 30 days in advance for all student schedules. This includes creating a calendar for the next month of nursing care and sending it to the point of contact, the patient and the nurses. This communication ensures alignment on which nurse is working which shift, and if there are any openings for the next month. Scheduling 30 days out allows the nurse a full 30 days to prepare for his or her shifts. If there is an opening stated in the calendar, the Maxim Recruiter will be in charge of sending weekly updates to the District and patient's family regarding how the process is going for filling the open shifts, especially during peak demand.

The Maxim office uses a process each week to discuss the schedule openings from Thursday of that week to the next Wednesday. During this time, the Maxim team creates a plan for filling these open shifts. There are strict deadlines for filling all open shifts. The goal is that all shifts discussed will be filled by close of business that day.

## EXPERIENCE

For more than 30 years, Maxim has provided personalized pediatric services for k-12 students in both home and school environments that have centered upon the following core competencies:

- One-on-one nursing for medically fragile students
- Recognizing and responding to medical emergencies
- Tracheostomy and Ventilator Management, including Home Mechanical Ventilation (HMV) Training, which was created in partnership with the Johns Hopkins University School of Nursing
- Enteral Feeding Management and Training
- Diabetic Management and Training
- Seizure Management (to include Diastat and VNS interventions) and Training
- Personal Care and Companion support

As a current provider to more than 500 school districts, we have a comprehensive understanding of how to work with your organization to provide high-quality services that meet your needs. The depth and breadth of our experience providing skilled nursing services to thousands of medically fragile students with profound developmental disabilities gives us the knowledge and tools to cater to the specific needs of each child in any setting, whether in the home, school, in transport, and/or on field trips.

Moreover, Maxim provides a variety of skilled nursing services to students on an individualized basis and is able to cater to the specific needs of children with profound developmental disabilities in the home setting, throughout the school day, and on field trips. Some of the conditions we address include, but are not limited to:

▶ Allergies	▶ Alternative Augmentative Communication	▶ Asthma
▶ Autism and Asperger Syndrome	▶ Brain Injuries	▶ Cerebral Palsy
▶ Behavior/Intellectual Disabilities	▶ Cognitive Delays	▶ Diabetes
▶ Chromosomal Anomalies	▶ Gastrostomy Tube	▶ Learning Disabilities
▶ Early intervention	▶ Seizure Disorders	▶ Social and Emotional/ Behavioral Disorders
▶ Muscular Dystrophy	▶ Tracheotomy Care	▶ Ventilator Care
▶ Speech and Language Delays		

Maxim’s homecare service offerings also include a specialization in pediatric extended hourly care, which has proven to be a differentiator when working with children in the school setting. Our highly effective sourcing and staffing process, when combined with our robust candidate database and nurse training program, allow us to successfully meet, if not exceed, all nursing needs of the WVSD, as it has countless times over for our customers across the country.

Accreditation is also regarded as one of the key benchmarks for measuring the quality of an organization, and Maxim is proud to be certified by the Accreditation Commission for Health Care (ACHC). ACHC collaborates with homecare industry experts to create standards of practice that promote the highest quality of care to patients within the homecare sector.

Maxim’s extensive history providing pediatric care and nursing services, combined with our vast resources demonstrates our capability to support this vital initiative for the WVSD with compassion, precision, and expertise. For additional information about Maxim’s experience, expertise, and capabilities, we welcome the WVSD to contact our references provided below to inquire about our quality of work, or check out

our website at [www.maximhealthcare.com](http://www.maximhealthcare.com) for a complete list of service offerings, partnerships, and customer testimonials.

Reference #1	
<b>Name of Contact</b>	Alicia Warden
<b>Title of Contact</b>	Lead School Nurse –
<b>Name of Organization</b>	Kanawha County Schools
<b>Address of Organization</b>	200 Elizabeth St Charleston, WV 25311
<b>Phone</b>	304-348-6694
<b>Email</b>	<a href="mailto:awarden@mail.kana.k12.wv.us">awarden@mail.kana.k12.wv.us</a>
Reference #2	
<b>Name of Contacts</b>	Austin Lucas
<b>Title of Contact</b>	Chief Financial Officer
<b>Name of Organization</b>	Lincoln County Schools
<b>Address of Organization</b>	10 Maryland Ave Hamlin, WV 25523
<b>Phone</b>	304-824-3033 x6223
<b>E-mail</b>	<a href="mailto:Austin.lucas@k12.wv.us">Austin.lucas@k12.wv.us</a>
Reference #3	
<b>Name of Contact</b>	Lydia Young
<b>Title and of Contact</b>	Director of Special Education
<b>Name of Organization</b>	Nicholas County Schools
<b>Address of Organization</b>	400 Old Main Dr Summersville, WV 26651
<b>Phone</b>	304-872-3611 x1242
<b>E-mail</b>	<a href="mailto:leyoung@k12.wv.us">leyoung@k12.wv.us</a>

## APPENDIX 1: ATTACHMENTS

DocuSign Envelope ID: A651E30D-5173-4CA6-A468-3098EC34BC59

**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.

(Printed Name and Title) Lance Ervin, Operations Manager

(Address) 900 Virginia Street East, Suite 400, Charleston, WV 25301

(Phone Number) / (Fax Number) 681-313-4759

(email address) laervin@maxhealth.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through WYOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

*By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.*

Maxim Healthcare Services, Inc.

(Company) DocuSigned by: Brian Brown

(Signature of Authorized Representative)

Brian Brown, Financial Operations Manager

(Printed Name and Title of Authorized Representative) (Date)

410-910-1500

(Phone Number) (Fax Number)

bbrown@maxhealth.com

(Email Address)

Revised 8/24/2023

DocuSign Envelope ID: A651E30D-5173-4CA6-A468-3098EC34BC59

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:  
(Check the box next to each addendum received)

- |                                                    |                                          |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Maxim Healthcare Services, Inc.

Company

DocuSigned by:

Brian Brown

Authorized Signature

3/2/26

Date

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

Revised 8/24/2023

Docusign Envelope ID: 277617B7-F168-48D1-AB45-C237FE7ECEDB

	<b>Department of Administration</b> <b>Purchasing Division</b> <b>2019 Washington Street East</b> <b>Post Office Box 50130</b> <b>Charleston, WV 25305-0130</b>	<b>State of West Virginia</b> <b>Centralized Request for Quote</b> <b>Medical</b>
-----------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

<b>Proc Folder:</b> 1897869 <b>Doc Description:</b> Nursing Services		<b>Reason for Modification:</b>	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b> 2026-02-09	<b>Solicitation Closes</b> 2026-03-03 13:30	<b>Solicitation No</b> CRFQ 0403 DBS260000009	<b>Version</b> 1

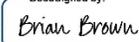
**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 194226  
**Vendor Name :** Maxim Healthcare Services, Inc.  
**Address :** 7227  
**Street :** Lee Deforest Drive  
**City :** Columbia  
**State :** MD **Country :** USA **Zip :** 21046  
**Principal Contact :** Lance Ervin, Operations Manager  
**Vendor Contact Phone:** 681-313-4759 **Extension:** N/A

**FOR INFORMATION CONTACT THE BUYER**  
 James W Atkins  
 (304) 558-0094  
 james.w.atkins@wv.gov

DocuSigned by:  Brian Brown <small>...D0096703703445C...</small>	52-1590951 <b>FEIN#</b>	3/2/26 <b>DATE</b>
<b>Vendor Signature X</b>		

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

Docusign Envelope ID: A651E30D-5173-4CA6-A468-3098EC34BC59

	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	<b>State of West Virginia</b> <b>Centralized Request for Quote</b> <b>Medical</b>
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<b>Proc Folder:</b> 1897869 <b>Doc Description:</b> Nursing Services  <b>Proc Type:</b> Central Master Agreement	<b>Reason for Modification:</b> Addendum No. 1  Vendor questions and Responses								
<table border="1"> <thead> <tr> <th>Date Issued</th> <th>Solicitation Closes</th> <th>Solicitation No</th> <th>Version</th> </tr> </thead> <tbody> <tr> <td>2026-02-19</td> <td>2026-03-03 13:30</td> <td>CRFQ 0403 DBS2600000009</td> <td>2</td> </tr> </tbody> </table>	Date Issued	Solicitation Closes	Solicitation No	Version	2026-02-19	2026-03-03 13:30	CRFQ 0403 DBS2600000009	2	
Date Issued	Solicitation Closes	Solicitation No	Version						
2026-02-19	2026-03-03 13:30	CRFQ 0403 DBS2600000009	2						

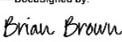
**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
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**Vendor Contact Phone:** 681-313-4759 **Extension:** N/A

**FOR INFORMATION CONTACT THE BUYER**  
 James W Atkins  
 (304) 558-0094  
 james.w.atkins@wv.gov

DocuSigned by:  <small>DD096703703446C...</small>	52-1590951	3/2/2026
<b>Vendor Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

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

DocuSign Envelope ID: A651E30D-5173-4CA6-A468-3098EC34BC59

## REQUEST FOR QUOTATION Nursing Services

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### SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Department of Education is soliciting bids on behalf of West Virginia Schools for the Deaf and the Blind (WVSDB) to establish an open-end contract for services to provide comprehensive nursing services of assessment, and promotion and maintenance of health for students enrolled at the West Virginia Schools for the Deaf and the Blind (WVSDB), located in Romney, WV.

The West Virginia Schools for the Deaf and the Blind house approximately 40 students on a full-time basis. Nursing services are needed M-F for eight (8) hour shifts - day shift (8:00am – 4:00pm), evening shift (4:00pm – 12:00am) and night shift (12:00am – 8:00am); and some weekends (Sat & Sun) for up to 12 hours shifts. Exhibit A is attached.

THIS SHALL BE AN OPEN-END MULTIPLE AWARD.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
- 2.1 “Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
- 2.2 “Pricing Page”** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
- 2.3 “Solicitation”** means the official notice of an opportunity to supply the state with goods or services that is published by the West Virginia Department of Education.
- 3. QUALIFICATIONS:** Vendor, or vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

**3.1 Nursing Services:**

- 3.1.1** Vendor assigned registered nursing staff with Bachelor of Science in Nursing must:
- 3.1.1.1** Hold a license to practice as a registered nurse in West Virginia.
  - 3.1.1.2** Have Bachelor of Science in Nursing (BSN) degree.
  - 3.1.1.3** Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate.
  - 3.1.1.4** Minimum of three years of clinical experience working with children, adolescents and families as a registered nurse.
  - 3.1.1.5** Have knowledge of pediatric growth and development, family and group dynamics, and public health science including epidemiology and levels of prevention and wellness.

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## REQUEST FOR QUOTATION Nursing Services

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**3.1.2 Vendor assigned registered nursing staff must:**

- 3.1.2.1** Hold a license to practice as a registered nurse in West Virginia.
- 3.1.2.2** Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate.
- 3.1.2.3** Minimum of three years of clinical experience working with children, adolescents and families as a registered nurse.
- 3.1.2.4** Have knowledge of pediatric growth and development, family and group dynamics, and public health science including epidemiology and levels of prevention and wellness.

**3.1.3 Vendor assigned licensed practical nursing staff must:**

- 3.1.3.1** Hold a license to practice as a licensed practical nurse in West Virginia.
- 3.1.3.2** Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate.
- 3.1.3.3** Minimum of three years of clinical experience working with children, adolescents and families as a licensed practical nurse.
- 3.1.3.4** Have knowledge of pediatric growth and development, family and group dynamics, and public health science including epidemiology and levels of prevention and wellness.

**3.1.4 Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement may be requested after bid opening and prior to contract award.**

**3.1.5 The successful Vendor must be a company in good standing with a history of providing nursing services for a minimum of three (3) years.**

**3.1.6 Independent Contractor Status: The purpose of this contract is to obtain temporary services that are provided by individuals or entities as independent contractors and not as employees of the State of West Virginia. The distinction between an independent contractor and an employee is complex and can require an analysis of 20 or more factors relating to the circumstances of each contract. The Internal Revenue Service and the U. S. Department of Labor have provided guidance on this issue at:**

IRS – <http://www.irs.gov/pub/irs-pdf/p15a.pdf>  
IRS – <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Independent-Contractor-Self-Employed-or-Employee>  
DOL – <http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp>

Prior to utilizing the services available under this contract, the Agency and vendor must ensure that factors relating to the broad categories of behavioral control, financial control, and the type of relationship between the state and the temporary worker will not cause the independent contractor relationship to be construed as an employee/employer relationship. Items that must be considered, include but are not limited to, the degree of control exercised by the State over the temporary worker

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## REQUEST FOR QUOTATION Nursing Services

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relating to performance of the job and the degree to which the temporary worker is integrated into the State's system. The Purchasing Division recommends that the Agency and vendor review the IRS and DOL publications found at the links above and obtain further assurance from their respective internal legal counsel to maintain the independent contractor status of individuals and entities hired under this contract.

#### 4. GENERAL REQUIREMENTS:

**4.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items/Services listed below on an open-end and continuing basis. Contract services must meet or exceed the mandatory requirements as shown below.

Services are typically scheduled Monday through Sunday, as needed, between the hours of 8:00 am and 7:50 am E.T. (24 hours, 7 days per week, as needed). The WVSDS has a specific need for evening and overnight shifts during the week and on weekends. Occasional need may be needed for day shift coverage.

**Nursing Responsibilities:** Nurses must provide nursing services during the scheduled hours. Assigned nurse(s):

- 4.1.1 Provides direct services to students in support of health and wellness, as well as crisis intervention for sudden illness, injury, emotional disturbances and other emergency situations as necessary.
- 4.1.2 Checks all in-patients at the Health Services Department.
- 4.1.3 Reviews previous 24 hours for new orders and any other relevant data regarding student care plans.
- 4.1.4 Evaluates health needs of students and creates plans to meet those needs.
- 4.1.5 Schedules and assists with physical examinations performed in the Health Services Department.
- 4.1.6 Participates in prescribed medical regimen by preparing, assisting, and providing follow-up care to students undergoing diagnostic or therapeutic procedures.
- 4.1.7 Assists with medical care: medications, injections, food preparation, feeding problems, and personal hygiene.
- 4.1.8 Prepares daily census report.
- 4.1.9 Arranges clinic and/or doctor's appointments, as well as arranges transportation for students to hospital for tests or examinations.
- 4.1.10 Provides follow-up on all clinic and Child Study Center recommendations.
- 4.1.11 Ensures student's continuing care needs through appropriate use of referrals.
- 4.1.12 Communicates with and transfers information to appropriate staff members regarding special needs or problems of students.
- 4.1.13 Completes physician's call sheet when/if they make rounds.
- 4.1.14 Schedules those students who need to see physician.

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## REQUEST FOR QUOTATION Nursing Services

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- 4.1.15 Accompanies students, when needed, during transportation.
- 4.1.16 Assists with medical care during transportation of students for homegoing or return to school.
- 4.1.17 Reviews records on prospective students for completion of immunization requirements, medical history and pertinent evaluations.
- 4.1.18 Keeps up-to-date information on medical coverage for all students (insurance, medical card, etc.).
- 4.1.19 Counsels or confers with individual students on referral or at student's request.
- 4.1.20 Responsible for maintaining accurate and complete student medical records as custodian of all medical records, in accordance with school policies governing confidentiality of student information. Maintains accurate and up-to-date student medical records in electronic format on WVEIS.
- 4.1.21 Inventories, stocks, and records all medications and medical supplies in accordance with school policies, federal and state regulations.
- 4.1.22 Attends general staff meetings as requested.
- 4.1.23 Provides or assists with staff professional development, in-services and various health-related requirements for employment.
- 4.1.24 Maintains current RN or LPN licensure.
- 4.1.25 Serves on campus Wellness Committee.
- 4.1.26 Provides reports to immediate supervisor and/or Superintendent regarding the activities of this department.
- 4.1.27 Other related duties and responsibilities as assigned.

### 4.2 DELIVERABLES:

**4.2.1. Contract Items and Mandatory Deliverable Requirements:** Vendor shall provide Agency with the Contract Items/Service Deliverables on an open-end and continuing basis. Contract services must meet or exceed the mandatory requirements as shown below.

**4.2.2.** Vendor must submit resumes for all potential applicants within five (5) business days of the request. Selected applicants **MUST** attend pre-training with specific days and times provided to the vendor.

If successful Vendor is unable to submit valid resumes for applicants interested in the work assignment at WVSDB by the required date, this will be grounds to move to the next vendor.

**4.2.3.** Selected nurses must have attended pre-training (4.2.2). The selected nurses will retain services for a minimum of six (6) weeks based on staffing needs when students are present.

**4.2.4.** If the Vendor needs to replace nurses for any reason, Vendor must notify school and submit resume(s) for replacement nurses within 2 weeks prior to leave, if possible. New nurses must attend pre-training before work can begin.

**4.2.5.** The successful Vendor must ensure continuous coverage during the school year based on the annual school calendar. Calendar available at:  
<https://www.wvsdb2.state.k12.wv.us/page/school-calendar>

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## REQUEST FOR QUOTATION Nursing Services

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### 5. CONTRACT AWARD:

- 5.1 Contract Award:** The Contract is intended to provide the WV Schools for the Deaf and the Blind with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor(s) that provide the Contract Services meeting the required specifications for the lowest overall total bid amount as shown on the Pricing Section.

**Award will be a maximum of three (3) contracts. The vendor selection method will be based on the lowest bid vendor first, if this vendor does not have available nurses at time of request, then the next lowest bidder will be selected.**

- 5.2 Pricing Page:** Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. Vendor should complete the Pricing Pages by providing the **vendor's hourly rate**. The hourly rate is inclusive of all associated costs, including any travel or other expenses.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document.

Vendors who wish to respond to the Request for Quotation (CRFQ) online may submit information through the State's wvOASIS Vendor Self Service (VSS). Vendor should download the attached Exhibit A, Pricing Page that is attached separately to the CRFQ and published in wvOASIS. Vendors must complete this form with their price information and include it as an attachment to their online response.

If unable to respond online, Vendor must submit the Exhibit A – Pricing Pages with your bid prior to the scheduled bid opening date.

- 6. Performance:** Vendor and Agency shall agree upon a schedule for performance of the contract services and contract services deliverables, unless such a schedule is already included herein by the Agency.
- 7. Payment:** WVSDB shall pay for services on a monthly basis as invoiced in arrears as shown on the Pricing Page, for all contract services performed and accepted under this contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. Travel:** Vendor shall be responsible for **all mileage, living expenses and travel costs**, including travel time associated with performance of this contract. Any anticipated mileage or travel costs may be included in the hourly rate listed on the Vendor's bid, but such costs **will not be paid** by the WVSDB separately.

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**REQUEST FOR QUOTATION**  
**Nursing Services**

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**9. Facilities Access:** Performance of contract services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

**9.1** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform contract services.

**9.2** Vendor will be responsible for controlling cards and keys and will pay replacement fee if the cards or keys become lost, misplaced, or stolen.

**9.3** Vendor shall notify WVSDDB immediately of any lost, stolen, or missing cards or keys.

**9.4** Anyone performing under the contract will be subject to Agency's security protocol and procedures.

**9.5** Vendor shall inform all staff of WVSDDB's security protocol and procedures.

**10. VENDOR DEFAULT:**

**10.1** The following shall be considered a vendor default under this Contract.

**10.1.1** Failure to provide Contract Services in accordance with the requirements contained herein.

**10.1.2** Failure to comply with other specifications and requirements contained herein.

**10.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

**10.1.4** Failure to remedy deficient performance upon request.

**10.2** The following remedies shall be available to Agency upon default.

**10.2.1** Immediate cancellation of this Contract.

**10.2.2** Immediate cancellation of one or more release orders issued under this Contract.

**10.2.3** Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

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

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**REQUEST FOR QUOTATION**  
**Nursing Services**

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**Contract Manager:** Lance Ervin

**Vendor's Address:** 900 Virginia Street East, Suite 400  
Charleston, WV 25301

**Telephone Number:** 681-313-4759

**Email Address:** laervin@maxhealth.com

Revised 10/27/2014

**LICENSE**  
**2025 - 2026**  
**# 1653318**

**City of Charleston, West Virginia**  
MUST BE POSTED IN A CONSPICUOUS PLACE

Date Issued: October 06, 2025

Name/Address:

MAXIM HEALTHCARE SERVICES INC  
900 VIRGINIA ST E SUITE 400  
CHARLESTON, WV 25301

Valid Through: June 30, 2026

Classifications Licensed:

0 - General; Business



Christina Merbedone-Byrd  
City Collector

This license is not authentic unless pre-validated by machine

**NOT TRANSFERABLE**

**1653318-20095**



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
 11/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Altus Partners, Inc. 201 King of Prussia Road STE100 Radnor PA 19087	CONTACT NAME: PHONE (A/C, No, Ext): 610-526-9130 E-MAIL ADDRESS: col@altuspartners.com	FAX (A/C, No): 610-526-2021	
	License#: 57081 MAXIHEA-01		
INSURED Maxim Healthcare Services, Inc. 7227 Lee DeForest Drive Columbia MD 21046	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : ACE American Insurance Company		22667
	INSURER B : Indemnity Ins Co of N Am		43575
	INSURER C : Lloyds		51215
	INSURER D :		
	INSURER E :		

COVERAGES CERTIFICATE NUMBER: 940547226 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 3,000,000 SIR <input checked="" type="checkbox"/> \$5M SIR-Products GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		B0600HC2500107	11/30/2025	11/30/2026	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 Sexual Abuse \$ Included
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		H1135323A	11/30/2025	11/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$		B0600HC2500107	11/30/2025	11/30/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B A A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N N/A	C72802202 (AOS including CA, AZ, MA) C7280224A (OH & WA) C72802226 (WI)	11/30/2025 11/30/2025 11/30/2025	11/30/2026 11/30/2026 11/30/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability		B0600HC2500107	11/30/2025	11/30/2026	Per Claim/Agg \$5,000,000 SIR 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate is issued as evidence of insurance per the policy terms, conditions, and exclusions.

<b>CERTIFICATE HOLDER</b>  For Information Purposes Only	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## APPENDIX 2: PROPOSED DEVIATIONS

### General Deviations

Upon award, Maxim reserves the right to negotiate any terms, conditions and/or Agreements, not received/included in the Request for Proposal.

### Deviations to General Terms and Conditions

**Section 1. Contractual Agreement** – Maxim expressly reserves the right to negotiate the Contract is the terms and conditions differ from those contained in the RFP.

**Section (8). Insurance** – See provided FYI Certificate of Insurance as Maxim policies are on a “per claim” basis. Please update accordingly and let your contact know if there are any issues.

**Section (13). Pricing** - Amend this section to state the following:

The pricing set forth herein is firm for the life of the Contract, including any annual increases, unless specified elsewhere within this Solicitation/Contract by the State.

**Section (30). Privacy, Security, and Confidentiality** – Please provide all applicable policies, procedures and rules if not included in the link referenced in this section.

The pricing set forth herein is firm for the life of the Contract, including any annual increases, unless specified elsewhere within this Solicitation/Contract by the State.

**Section (31). Your Submission is a Public Document** – Maxim expressly rejects to the disclosure of any confidential or proprietary information unless required by applicable law. Advanced notice and consent must be provided to Maxim prior to any such disclosure.

**Section (35). Vendor Relationship** - Amend this section to include the following:

Nothing herein shall be interpreted to require the Vendor to indemnify, defend or hold harmless State, Agency, their Board, officials, agents and employees, interns, volunteers and representatives from any claims related to their own acts of negligence, gross negligence, or intentional acts.

**Section (36). Indemnification** - Amend this section to include the following:

Nothing herein shall be interpreted to require the Vendor to indemnify, defend or hold harmless State, Agency, their Board, officials, agents and employees, interns, volunteers and representatives from any claims related to their own acts of negligence, gross negligence, or intentional acts.

**Termination of Contract** – Amend to include the following

Upon ninety (90) days advanced written notice to State and Agency, Vendor may terminate this Agreement without cause .

West Virginia Schools for the Deaf and the Blind  
Nursing Services  
Exhibit A Pricing Sheet

<u>Description</u>	<u>Unit of Measure</u>	<u>Unit Cost</u>	<u>Estimated Quantities</u>	<u>Extended Cost</u>
<b>RN-BSN</b>				
Nursing Services - Day Shift (8:00am - 4:00pm) M-F	Per Hour	\$85.00	100	\$ 8,500.00
Nursing Services - Evening Shift (4:00pm - 12:00am) M-F	Per Hour	\$85.00	500	\$ 42,500.00
Nursing Services - Overnight Shift (12:00am - 8:00am) M-F	Per Hour	\$85.00	500	\$ 42,500.00
Nursing Services - Weekend Shift (up to 12 hours) Saturday and Sunday	Per Hour	\$85.00	200	\$ 17,000.00
Nursing Services - Overtime	Per Hour	\$85.00	100	\$ 8,500.00
Nursing Services - Holiday	Per Hour	\$85.00	100	\$ 8,500.00

<b>RN</b>				
Nursing Services - Day Shift (8:00am - 4:00pm) M-F	Per Hour	\$85	100	\$ 8,500.00
Nursing Services - Evening Shift (4:00pm - 12:00am) M-F	Per Hour	\$85.00	500	\$ 42,500.00
Nursing Services - Overnight Shift (12:00am - 8:00am) M-F	Per Hour	\$85.00	500	\$ 42,500.00
Nursing Services - Weekend Shift (up to 12 hours) Saturday and Sunday	Per Hour	\$85.00	200	\$ 17,000.00
Nursing Services - Overtime	Per Hour	\$85.00	100	\$ 8,500.00
Nursing Services - Holiday	Per Hour	\$85.00	100	\$ 8,500.00

<b>LPN</b>				
Nursing Services - Day Shift (8:00am - 4:00pm) M-F	Per Hour	\$75.00	100	\$ 7,500.00
Nursing Services - Evening Shift (4:00pm - 12:00am) M-F	Per Hour	\$75.00	500	\$ 37,500.00
Nursing Services - Overnight Shift (12:00am - 8:00am) M-F	Per Hour	\$75.00	500	\$ 37,500.00
Nursing Services - Weekend Shift (up to 12 hours) Saturday and Sunday	Per Hour	\$75.00	200	\$ 15,000.00
Nursing Services - Overtime	Per Hour	\$75.00	100	\$ 7,500.00
Nursing Services - Holiday	Per Hour	\$75.00	100	\$ 7,500.00

Total \$ 367,500.00