



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

Header 3

**General Information** [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 2029895

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: ONESTAFF MEDICAL LLC

Alias/DBA:

Total Bid: \$0.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2700000001

Published Date: 8/19/26

Close Date: 8/26/26

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 3

Total of All Attachments: 3



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:** 2029895  
**Solicitation Description:** Direct Care Staffing Services  
**Proc Type:** Central Master Agreement

| Solicitation Closes | Solicitation Response        | Version |
|---------------------|------------------------------|---------|
| 2026-08-26 13:30    | SR 0613 ESR08192600000001135 | 1       |

**VENDOR**  
VS0000013452  
ONESTAFF MEDICAL LLC

**Solicitation Number:** CRFQ 0613 VNF2700000001  
**Total Bid:** 0  
**Response Date:** 2026-08-26  
**Response Time:** 09:47:51  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Jessica L Riley  
304-558-0246  
jessica.l.riley@wv.gov

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

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

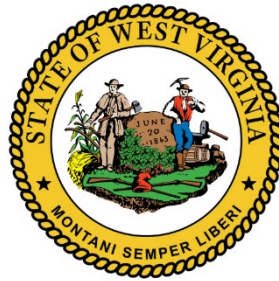
| Line | Comm Ln Desc                  | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------------------|-----|------------|------------|-----------------------------|
| 1    | Direct Care Staffing Services |     |            |            | 0.00                        |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Open-end contract for Direct Care Staffing Services



State of West Virginia  
Direct Care Staffing Services  
CRFQ 0613 VNF2700000001  
3.6 Staffing & Recruiting Plan  
date: 8.26.2026



877.783.1483



walberts@onestaffmedical.com



10802 farnam drive  
omaha, ne, 68154

### 3.6.1 Staffing Coverage Plan

#### Plan for coverage of all shifts requested including weekends, holidays, call-offs, and vacations.

OneStaff Medical (OSM) utilizes a proactive, layered staffing model designed to provide consistent coverage for all requested shifts, including weekdays, weekends, holidays, scheduled vacations, and unexpected call-offs. Our approach combines dedicated account management, continuous recruiting, advance workforce planning, and rapid-response replacement efforts to help minimize coverage gaps while maintaining continuity of care.

Upon contract implementation, OSM will work with the facility to establish anticipated staffing requirements by discipline, shift, unit, and schedule. These requirements are communicated to our recruitment teams so that candidate pipelines can be developed in advance rather than relying solely on reactive recruiting. OSM maintains an active nationwide network of healthcare professionals and dedicated recruitment resources capable of supporting nursing, allied health, long-term care, therapy, and other clinical staffing needs.

Our coverage plan includes:

- **Core Shift Coverage:** OSM recruits and assigns qualified professionals based on the facility's anticipated schedule, including day, evening, night, weekend, and rotating shifts. Candidate availability and scheduling expectations are confirmed prior to submission and again before assignment acceptance.
- **Weekend and Holiday Coverage:** Weekend and holiday expectations are communicated during the recruiting and screening process so that professionals accepting an assignment understand the facility's scheduling requirements before placement. OSM actively recruits candidates willing to participate in rotating weekend and holiday schedules.
- **Planned Vacations and Absences:** When advance notice is available, OSM works with the facility and assigned professional to identify upcoming coverage needs and begins sourcing replacement or supplemental personnel before the absence occurs.
- **Call-Off and Short-Notice Coverage:** OSM maintains active candidate pipelines and utilizes our recruitment resources to identify qualified replacement personnel when unexpected call-offs or vacancies occur. Urgent needs are prioritized across the recruitment team to accelerate outreach, screening, credential review, and submission.
- **Backfill and Replacement:** If an assigned professional becomes unavailable or an assignment ends unexpectedly, OSM immediately initiates replacement efforts. Existing qualified candidates are reviewed first, followed by expanded outreach through OSM's internal database, recruiter networks, referral sources, job boards, and other recruiting channels.
- **Ongoing Forecasting:** With the assistance of facility leadership, our dedicated account team regularly evaluates open positions, upcoming assignment end dates, extensions, anticipated leave, seasonal demand, and other foreseeable staffing changes so recruitment activity can begin before a vacancy becomes critical.

## State of West Virginia

### Direct Care Staffing Services

- **Communication and Escalation:** OSM's account management team serves as the central point of contact for scheduling and coverage concerns. Urgent staffing issues are escalated internally to recruitment and operational leadership to ensure the appropriate resources are deployed without unnecessary delay.

OSM's objective is not simply to respond when a shift becomes vacant, but to anticipate staffing needs and maintain a continuously developing pipeline of qualified professionals. Through advance planning, transparent communication, dedicated recruiting support, and rapid-response backfill procedures, OSM is prepared to provide reliable coverage across all requested schedules while minimizing disruption to facility operations and patient care.

### 3.6.2 Recruiting Plan

Recruiting plan detailing how vendors plan to recruit nursing staff in the Clarksburg, WV area.

OneStaff Medical (OSM) will use a targeted, multi-channel recruitment strategy to identify, engage, screen, and maintain relationships with qualified nursing professionals interested in opportunities at the West Virginia Nursing Facility. Our approach combines national reach with focused recruitment throughout Clarksburg and the surrounding West Virginia market, allowing us to target candidates based on location, licensure, experience, availability, and assignment preferences while supporting timely staffing and continuity of care. We leverage our proprietary CRM database of more than 1.4 million pre-vetted healthcare professionals, along with job boards, licensure-specific databases, healthcare recruitment platforms such as Vivian, social media, professional nursing associations, specialty groups, and employee referral networks.

Our recruiters will use geographic targeting and personalized digital outreach to connect qualified professionals with available opportunities while building relationships with candidates who may not be actively seeking a new position. This focused strategy will allow us to reach both active and passive candidates and establish a strong pipeline of qualified nursing professionals within the local market. Our recruiting teams complete a comprehensive 10-week training program focused on effective communication, relationship building, and healthcare staffing. Recruiters continuously engage candidates, update availability and qualifications, and maintain long-term relationships with nursing professionals.

We also maintain proactive candidate pipelines for recurring and hard-to-fill nursing positions. By developing relationships with qualified professionals before staffing needs arise, we are able to provide an ongoing source of candidates and respond quickly when openings become available. Our recruiters also leverage referrals and rehires from our existing network to expand the candidate pool and support continuity in recruitment efforts.

Once candidates are identified, we will apply a comprehensive screening and credentialing process that includes interviews, skills assessments, reference checks, background screening, license verification, education and specialty training verification, and review of employment history. Candidate profiles are cross-checked against position requirements before submission, and recruiters communicate facility expectations to candidates upfront to minimize delays or late-stage disqualifications. Ongoing communication keeps candidates informed and engaged throughout the process.

Our targeted recruitment approach combines local sourcing, experienced recruiters, proactive pipelines, and thorough screening to consistently identify qualified nursing professionals in the Clarksburg area.







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

|                                                       |                            |                         |                                                                                                       |
|-------------------------------------------------------|----------------------------|-------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Proc Folder:</b> 2029895                           |                            |                         | <b>Reason for Modification:</b><br>Addendum No. 1<br><br>To Extend Bid Opening<br><br>To Publish TQ&A |
| <b>Doc Description:</b> Direct Care Staffing Services |                            |                         |                                                                                                       |
| <b>Proc Type:</b> Central Master Agreement            |                            |                         |                                                                                                       |
| <b>Date Issued</b>                                    | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                                                                                        |
| 2026-08-19                                            | 2026-08-26 13:30           | CRFQ 0613 VNF2700000001 | 2                                                                                                     |

BID RECEIVING LOCATION

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

VENDOR

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

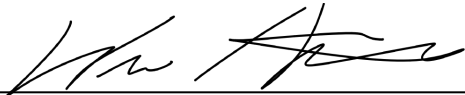
**State :** **Country :** **Zip :**

**Principal Contact :**

**Vendor Contact Phone:** **Extension:**

FOR INFORMATION CONTACT THE BUYER

Jessica L Riley  
304-558-0246  
jessica.l.riley@wv.gov

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

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

**ADDITIONAL INFORMATION**

Addendum No. 1 is issued for the following:

1. Responses to vendor questions attached. See Attachment A.

2 To modify bid opening date and time to 08/26/2026 at 13:30 (1:30PM EST)

No other changes

\*\*\*\*\*

The West Virginia Purchasing Division, is soliciting bids on behalf of the WV Veterans Nursing Facility, to establish an open-end contract for Direct Care Staffing Services to include RN's LPN's and HSW's per the attached specifications, pricing pages and documentation.

| INVOICE TO                                                                                        |  |  |  | SHIP TO                                                                                         |  |  |  |
|---------------------------------------------------------------------------------------------------|--|--|--|-------------------------------------------------------------------------------------------------|--|--|--|
| DIVISION OF VETERANS<br>AFFAIRS<br>1 FREEDOMS WAY<br><br>CLARKSBURG                      WV<br>US |  |  |  | VETERAN'S NURSING<br>FACILITY<br>1 FREEDOMS WAY<br><br>CLARKSBURG                      WV<br>US |  |  |  |

| Line | Comm Ln Desc                  | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------------|-----|------------|------------|-------------|
| 1    | Direct Care Staffing Services |     |            |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601  |              |               |         |

**Extended Description:**

Open-end contract for Direct Care Staffing Services

**SCHEDULE OF EVENTS**

| <u>Line</u> | <u>Event</u>                                        | <u>Event Date</u> |
|-------------|-----------------------------------------------------|-------------------|
| 1           | Technical Questions Deadline: 08/12/2026 at 10:00AM | 2026-08-12        |

## SOLICITATION NUMBER: Addendum Number:

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

### **Applicable Addendum Category:**

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

### **Description of Modification to Solicitation:**

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

### **Terms and Conditions:**

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

# ATTACHMENT A

# Attachment A

## REQUEST FOR QUOTATION

### **CRFQ VNF27\*01**

#### DIRECT CARE STAFFING SERVICES

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### **ADDENDUM ONE**

AUGUST 13, 2026

4.28 All vendor staff must work at a minimum of three (3) days every thirty (30) days to remain eligible for PRN status with the facility.

4.10.3 Call offs during orientation (classroom and floor) are inexcusable except in the event of covid or extreme emergency. Vendors must advise their staff NOT to call off during orientation.

4.10.2 If Agency staff does not work following initial classroom training/floor orientation, the vendor will NOT be paid for the Agency's staff hours. Staff must work at least twenty-four (24) hours in ten (10) days following orientation.

4.30 Holidays paid include New Year's Day, Memorial Day, Independence Day, Veterans Day, Thanksgiving Day, and Christmas Day at (double time) the hourly rate for an eight (8) hour shift.

4.27 Agency staff will work two full weekend shifts per month, and day shift will work one Friday day shift per month, and night shift will work one (1) Sunday night shift per month. Weekends consist of day shift as Saturday and Sunday, night shift as Friday and Saturday.

## **ATTACHMENT A**

**CRQM-0613-VNF2700000001**

**Direct Care Staffing Services**

### **Vendor Questions & Answers**

Q1. Will you consider proposals from out-of-state vendors? (We are registered in the wvOASIS portal.)

**A1. Yes**

Q2. RFQ Document page 26, section 4.10, can you share how many hours are required to complete the orientation and training? (We would like to let candidates know up front how long orientation and training is in terms of hours and/or days.)

**A2. Tuesday-Thursday 8am-4pm for CNA's**

**Tuesday-Friday 8am-4pm Friday will be until roughly 1pm for nurses.**

**Floor orientation they will be given 5 days, then 2 days on their own. These will be 12 hour shifts.**

Q3. Are incumbent vendor personnel able to transition to new awardee vendors if the incumbent is not awarded?

**A3. Yes**

Q4. Please confirm if this is a new intuitive or a re-bid of an existing contract?

**A4. New**

Q5. Please confirm the budget allocated for this project.

**A5. To be announced**

Q6.If it is a rebid, please share the names of the current service providers/incumbent vendors? Additionally, how many active resources are working under the previous contract?

**A6. Freedom of information Act**

Q7.Please provide the historical spending associated with this contract.

**A7.Freedom of information Act**

Q8.Are there any specific challenges, pain points, or areas of concern that you are currently experiencing with the existing vendor?

**A8. call offs, No call no shows, and schedule changes that the facility is not being notified of.**

Q9.Please clarify the anticipated number of awards under this RFP.

**A9. Anticipated number is 2**

Q10.Is there a local preference in connection with this RFP?

**A10. No**

Q11.Please confirm the evaluations criteria and weighing (e.g. technical vs. cost).

**A11. Lowest two bids evaluated that meet specifications will be awarded the contract**

Q12.Will there be an opportunity for a virtual/on-presentation or negotiation meeting during the evaluation process?

A12.**No**

Q13.What is the expected timeline for award notification and contract execution?

A13. **Contract to start on September 14th, 2026**

Q14.What is the anticipated volume of staffing requests (e.g. estimated number of requisitions per year)?

A14. **85-90% of staff are agency**

Q15.Could you please provide details on the job categories, labor classifications or skill sets most requested?

A15. **CNA, LPN, RN**

Q16.Is there an employee conversion policy (e.g. can the department directly hire contractor staff after a defined period)?

A16. **There is not a defined period of time, if a staff member wants to apply for a state position they can.**

Q17.Will timekeeping be handled through the department's system or will vendors be required to provide a platform?

A17. **We have a platform, and send agency timesheets weekly.**

Q18.In the event of a contract award, please clarify whether vendors will be permitted to directly engage with individual departments/agencies for staffing requests or if all requirements will be routed through a centralized system?

A18. **The agency will be dealing with the nursing department, and will speak with DON, ADON, and/or scheduler.**



Q19.Are there preferences for SBE, WBE, or MBE business, as we are NMSDC approved MBE. Is that acceptable?

A19.**Yes**

Q20.Who are the current providers? If you can help me with the incumbent's response documents for the same, if applicable.

A20. **Freedom of information act**

Q21.Are there preferences for local WV vendors?

A21. **NO**

Q22.Do we need to create response using Vendor Qualification Section 3.6 and submit rest forms or is there any other format or template?

A22. **No format or template exists**

Q23.What is the overall budget?

[A23.](#) **To be determined**

Q24.How many roles and requirements can we expect from this contract?

A24. **85-90% of staff are agency, this does vary for time to time**

Q25.Is this a new contract or renewal of an existing contract?

A25. **NEW**

Q26.If there is an existing contract, could you please share the names if the current vendors and their pricing?

A26.**No**

Q27. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

A27. **Yes**

Q28. What is the estimated budget for this contract?

A28. **To be announced**

Q29. Is it mandatory to subcontract?

A29. **No**

Q30. Could you please provide information on the daily duration of shifts required for the necessary professions? For example. The number of hours per day?

A30. **Shifts for all 3 disciplines are 12 hours, unless mandated for a 16 hour shift.**

Q31. Can the Purchasing Division or the WV Veterans Nursing Facility provide historical or estimated annual utilization (hours by role-RN, LPN, and HSW) for Direct Care Staffing Services at the facility, given that the solicitation does not state a minimum guaranteed volume or historical baseline for purchasing purposes?

A31. **No, Freedom of information act**

Q32. Is there a current incumbent staffing vendor or vendors for this contract, and if so, is this solicitation a re-compete of an existing arrangement or a new procurement?

A32. **Yes and no**

Q33. Section 11 of the General Terms and Conditions presents three liquidated damages options (a stated amount, "contained in the specifications," or "not included"); could the Purchasing Division confirm which liquidated damages

provision, if any, applies to this specific solicitation, as this is not clearly indicated in the posted documents?

**A33. No**

Q34. Section 4.30 states that specified holidays are paid at 1.5 times the hourly rate, while Section 4.31.2 states that hours worked on a paid holiday are paid twice the regular rate for up to eight hours. Please confirm the correct holiday billing multiplier.

**A34. See addendum**

Q35. Christmas Eve and New Year's Eve appear in both Sections 4.31 and 4.32. Please confirm the applicable premium, number of premium hours, and whether either date is treated differently from the other "Important Dates."

**A35. See addendum**

Q36. Section 2.3 states that a standard 12-hour shift consists of 11 worked/billable hours, a 30-minute paid lunch, and two paid 15-minute breaks. Should vendor invoice 1 or 12 hours or a completed 12-hour shift?

**A36. The complete 12 hour shift**

Q37. Section 4.28 states that staff must work "a minimum (3) days every thirty (30) days" to remain eligible for PRN status. Please confirm whether the intended minimum is one day or three days per 30-day period.

**A37. see addendum**

Q38. Please explain how the following rates and premiums interact: Weekday or weekend rate, \$1 per-shift differential, Overtime, Holiday premium, Other Important Date premium. Specifically, please confirm whether any premiums may be combined and whether overtime is calculated from the regular weekday/weekend rate or from a premium rate.

**A38. As stated in the specifications section 4 and the exhibit A pricing pages**

Q39. Please confirm how weekend hours should be classified for pricing purposes, particularly Friday night, Saturday night, and Sunday night shifts that cross into another calendar day.

**A39. Friday and Saturday nights are weekend shifts, Sunday night is not considered a weekend shift.**

Q40. The CRFQ cover form contains a single unit-price and total-price line, while the solicitation provides separate pricing pages for RN, LPN, and HSW/CAN services. What amount should vendors enter on the CRFQ cover form and in the corresponding WV OASIS line item?

**A40. The same**

Q41. Should each of the three detailed pricing pages be individually signed and uploaded with the electronic bid?

**A41. Yes**

Q42. Are the estimated 19,200 annual hours the combined anticipated usage across both awarded vendors? Please confirm that these hours are estimates only and that no minimum number of hours is guaranteed to either vendor.

**A42. Estimate only, and yes**

Q43. Can the state provide historical annual hours, fill rates, or expenditures for RN, LPN, and HSW/CAN staffing at the facility? If a current contract exists, please identify where the award, incumbent vendor information, and contract rates may be obtained publicly.

**A43. Freedom of information act**

Q44. When the facility issues a staffing request to the two awarded vendors, how much time will vendors normally have to submit their quotations and confirm staffing availability?

**A44. They will have 24 hours to give us staff members for the month and the facility will schedule the staff where needed. Unless there is an agreed upon contract for staff members and then they will be scheduled by facility for the length of their contract with possibility of renewal.**

Q45. Section 4.35 permits the facility to cancel a shift with at least two hours' notice. If the facility provides less than two hours' notice, will the vendor receive a minimum payment or cancellation fee?

**A45. Yes, employee will be compensated**

Q46. Please confirm which orientation and training hours are billable. In particular, does the facility pay for PointClickCare training, facility orientation, initial Alzheimer's training, annual recertification, and mandatory meetings?

**A46. This is discussed in detail in the contract**

Q47. If an employee completes training but is not offered enough shifts to work 24 hours within the following 10 days, will the vendor still be paid for the training time?

**A47. This is discussed in detail in the contract. They are given 2 extra days so therefore they have no reason to not have those hours available, unless they do not schedule them in the required timeframe.**

Q48. Section 3.1 states that evidence of at least 12 months of direct-care experience "should" be furnished with the bid but "must" be provided before award. Please confirm whether this evidence is mandatory with the initial bid.

**A48. Yes**

Q49. In addition to the signed CRFQ form, three pricing pages, shift-coverage plan, recruiting plan, designated contact form, applicable addendum acknowledgements, are there any other documents that must be submitted with the initial bid?

**A49. No**

Q50.The insurance section checks commercial general liability and automobile liability but does not check professional liability/malpractice insurance. Please confirm whether professional liability or medical malpractice insurance is required for this contract.

**A50. Yes for the vendor**

Q51.Are the quoted hourly rates fixed only for the initial September 14, 2026-September 13, 2027 period, or must the same rates remain in effect during all renewal periods? If renewal period adjustments are permitted, what adjustment method will apply?

**A51. Fixed rate per the contract dates with no adjustment for the term of the contract including renewals**

Q52.Please clarify whether the Agency will accept documented experience providing RN, LPN, and CNA/HSW staffing through a healthcare staffing division, including experience outside West Virginia, to satisfy the required 12 months of Direct Care Staffing experience. Also, what documentation is required as proof of such experience?

**A52. Yes and documentation on file**

Q53.Please clarify the required proposal content for the recruiting and shift coverage plans, including whether currently local personnel are required or if proposed recruiting, scheduling, and replacement strategies are acceptable. Also, please confirm whether there is a specific format or template for pricing.

**A53. As stated in the specifications and pricing pages**

Q54.Section 3.6 requires a recruiting plan detailing how vendors will recruit nursing staff in the Clarksburg, WV area. Please clarify whether the Agency has a required format, or minimum content requirements for the recruiting plan and whether the plan is evaluated as part of bid responsiveness.

**A54. Vendor may recruit in any location in an effort to fill the positions. No format is specified. Yes.**

Q55. Section 4.5.3 requires a completed application or resume as proof of experience, with references, for Agency Staff. Please clarify whether these documents are required with the initial bid response for proposal personnel or only after the Agency requests and prior to placement of individual staff members.

**A55. No, these should be provided when submitting candidates for positions after the contract is awarded.**

Q56. Section 4.7.3 requires staff to meet the Agency's immunization requirements for PPD and Hepatitis B and provide copies of results. Please clarify whether the Facility accepts legally permitted Hepatitis B vaccination declinations or exemptions, and if so, what documentation will be required.

**A56. Yes, we accept Hep B declination, Hep B declination form signed by the employee**

Q57. Section 4.16 requires the vendor to provide the required number of staff at least two (2) hours prior to start of shift or assignment period. Please clarify whether the two-hour requirement applies to all staffing requests, including emergency and same-day requests, or only to requests communicated to the vendor at least two hours before the scheduled shift.

**A57. This does not include staff picking up to cover call off or open the same day or emergencies**

Q58. Please clarify whether the PRN requirement is one (1) or three (3) days of work every thirty (30) days.

**A58. 3 days per month**

Q59. Section 4.30 states that paid holidays are compensated at one-and one half (1.5) times the hourly rate for eight hours, while Section 4.31.2 states that hours worked on a paid holiday will be paid twice the regular rate for up to eight hours. Please clarify which rate applies to hours actually worked on a paid holiday.

**A59. off of base pay, see addendum**

Q60. Please clarify how overtime will be calculated when an employee works more than 40 hours in the defined work week and some of those hours also fall on a paid holiday or other important date. Specifically, should the applicable holiday/important-date premium be combined with the overtime premium, or will only one premium apply?

**A60. See section 4.3 through 4.35 in the specifications**

Q61. Since only two vendors will be awarded under this solicitation, please clarify whether vendors are required to be local, hold any specific certifications, or have any required registrations to be eligible for award.

**A61. Vendors must meet all requirements in the specifications, recruiting anywhere they wish in order to fill the positions.**

Q62. Please clarify whether the estimated annual hours are for bid evaluation only or represent anticipated annual staffing demand.

**A62. Bid evaluation only**

Q63. Section 5.3 states that awards will be made to responsible bidders with the lowest overall total cost, while vendors are required to submit pricing for all three disciplines. Please clarify whether "lowest overall total cost" will be calculated by combining the evaluated totals for RN, LPN, and HSW, or whether each discipline will be evaluated independently.

**A63. See sections 5.2 and 5.3 as stated in the specifications**



Q64.Are Davis Bacon wages required?

A64. **No**

Q65.What is the purpose of subcontracting? Can other vendors on this contract at this time subcontract with the vendors that are successful bidders at a later time in the bid?

A65. **No subcontracting**

Q66.May staff who are working for vendors at this time and their agency did not get the contract, transfer to successful bidders?

A66. **Yes**

Q67.May we contact other vendors that are on this contract to discuss subcontracting now, or do we wait until the contract is awarded?

A67. **No, Vendors must not be allowed subcontract**

Q68.Section 3.1 requires vendors to have at least twelve (12) months of experience operating a Direct Care Staffing organization. Please clarify whether this experience must specifically include staffing for a Veteran Nursing Facility or other long-term care/nursing facility setting, or whether comparable direct-care healthcare setting experience in other institutional settings, such as correctional facilities, satisfies this requirement. For example, would experience providing RNs, LPNs, CNAs, or other direct care health care personnel to correctional facilities qualify as acceptable evidence of the required experience?

A68. **Yes**

Q69.Section 4.30 appears to reference holiday pay at 1.5 times the hourly rate, while Section 4.31.2 and Exhibit A indicate holiday pay at 2.0 times the regular rate for up to eight hours. Please confirm the applicable holiday multiplier for pricing and invoicing purposes.

A69. **See addendum**

Q70.The solicitation references a standard twelve-hour shift consisting of eleven worked/billable hours along with paid lunch and rest breaks. Please confirm whether vendors should invoice eleven hours or the full twelve scheduled hours for a standard twelve-hour shift.

**A70. 12 hour shift**

Q71.Please confirm whether the “lowest overall total cost” used for award evaluation represents the combined evaluated pricing for RN, LPN, and HSW/CAN services, including both weekday and weekend rates.

**A71. Yes**

Q72. The solicitation provides an additional \$1.00 per hour for hours worked between 3:00 pm and 7:00 am. Please confirm whether the differential applies to both weekday and weekend rates and whether it also applies when holiday, important date, or overtime premiums are applicable.

**A72. Yes, and based on base pay**

Q73.Please clarify the minimum information expected in the required Clarksburg-area recruitment plan, including whether vendors need to demonstrate an existing local candidate pool, provide a minimum number of available RN, LPN, and HSW/CAN candidates, submit candidate resumes or profiles, maintain a local recruiting office/presence, or provide specific recruitment metrics and timelines.

**A73. Vendor may recruit in any location in an effort to fill the positions and no local existing candidate pool or office is required.**

Q74.Please confirm whether candidates need to currently reside in the Clarksburg, WV area or whether qualified healthcare professionals from other locations who are available and willing to work at the West Virginia Nursing Facility are acceptable.

**A74. No, they do not have to be local/reside in Clarksburg area**

Q75.Section 2.3 defines a standard twelve hour shift as consisting of eleven worked and billable hours plus a thirty minute paid lunch break and two paid fifteen minute

breaks. Please confirm that for a twelve hour shift the agency will be invoiced for eleven hours, and that the one hour if break time is compensated by the Vendor and is not billable to the agency. If the agency intends that all twelve hours be billable, please state so.

**A75. 12 hour shift**

Q76. For shifts of other lengths, including shifts of eight hours or more that are not twelve hours, please confirm how billable hours are calculated relative to break time.

**A76. If working 4 hour shift get ½ lunch break, if working 8 or more hours get 2 paid 15 minute breaks and ½ paid lunch break**

Q77. Section 5.1.4 provides that each request for bids will include a Pricing Page to be completed by the Vendor, while Section 13 of the General Terms and Conditions provides that pricing is firm for the life of the Contract. Please clarify whether the hourly rates bid on the Exhibit A Pricing Pages become the firm contract rates for the life of the Contract, or whether they are used solely to determine the two awarded Vendors, with actual rates re-bid at each request for bids. If rates are re-bid, may a vendor bid a rate higher than its Exhibit A rate?

**A77. For the life of the contract**

Q78. Sections 4.36.1 and 4.37.2 require Registered Nurses and Licensed Practical Nurses to hold a valid West Virginia license. West Virginia has been a Nurse Licensure Compact party state since January 19, 2018. Please confirm whether a nurse holding a valid multistate license issued by another Compact party state, and therefore holding a privilege to practice in West Virginia under W. Va. Code 30-7F, satisfies those sections, or whether a West Virginia single state license is required.

**A78.**

**If they have a multistate license then they can work in WV**

Q79. Section 5.3 provides for award to the responsible bidders with the lowest overall total cost. Please confirm whether “overall total cost” means the sum of the Grand Totals of all three Exhibit A Pricing Pages combined or whether each discipline is evaluated separately.

**A79. The total overall combined disciplines**

Q80. The solicitation contains a single wvOASIS commodity, Line 1, Direct Care Staffing Services, with no quantity or unit price stated, in addition to the three Exhibit A Pricing Pages, please confirm what a vendor should enter on that wvOASIS line, and how that entry relates to the Exhibit A Pricing Pages for evaluation purposes.

**A80. A total estimated cost will be applied to the commodity line in oasis, and all three exhibit A pricing pages must be completed as well**

Q81. Please confirm whether the estimated hours shown on the Exhibit A Pricing Page represent the Facility’s total anticipated staffing requirement for the period of September 14, 2026 through September 13, 2027, or whether they represent a portion of a larger requirement filled in part under the contracts or purchase orders.

**A81. The estimated hours are for the duration of the contract.**

Q82. Section 4.9 requires all Agency Staff to complete thirty hours of Alzheimer’s training provided by the facility, and eight hours thereafter as a recertification. Please confirm whether Agency Staff who have previously completed the Facility’s thirty hour Alzheimer’s training and remain continuously assigned to the Facility will be credited with that completed training and placed on the eight hour annual recertification cycle, or whether the thirty hour training must be repeated.

**A82. Yes, they will continue with their annual training**

Q83. Section 4.28 (PRN Eligibility): This section states “All vendor staff must work at a minimum one (3) days every thirty (30) days to remain eligible for PRN status.” Could you clarify whether the requirement is 1 day or 3 days per 30 day period?

**A83.0 3 days per month**

Q84.Award Methodology (Section 5.3): Pricing is submitted as three sperate exhibits, one each for RN, LPN, and HSW. Since the award is a progressive award based on lowest overall total cost, is that ranking calculated as a combined or blended total across all three disciplines, or is each discipline evaluated and ranked separately?

**A84. Yes**

Q85.Contract Value Cap (Section9, Payment): This section notes that “no release is permitted to exceed one million dollars (\$1,000,000.00).” Is this a cap on each individual release or purchase order, or a cap on total contract value over the full term?

**A85. To be determined.**

Q86.Historical utilization: The pricing pages list estimated annual hours for each discipline but note they are not guaranteed. Would the Facility be able to share actual hours utilized and/or spend by discipline over the prior 12 months, to help inform our pricing?

**A86. No**

Q87.Incumbent vendor: Is there an incumbent staffing vendor currently servicing this contract, and if so, would that information be available?

**A87. Yes must file for a freedom of information act.**

Q88.Subcontracting relationships are set up after the award of the contract because you do not want to talk to another vendor during the blackout period?

**A88. No subcontracting**

Q89. Is one total number the deciding factor?

**A89. No, it is dependant on the overall price of the three disciplines.**

Q90.How does being a SWAM agency affect the outcome of the successful bid?

A90. **As determined in the Central terms and conditions.**

Q91.Section 2.26 defines Weekend as “Saturday and Sunday for Dayshift, and Friday and Saturday for night shift. “The Exhibit A Pricing Pages direct Vendors to “Weekend – see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight),” which state different definition. The Exhibit A Pricing Pages require separate Weekday and Weekend hourly rates. A.) Please confirm which definition governs in determining whether an hour is billed at the Weekday rate or the Weekend rate. B.) Please confirm specifically whether hours worked on a Friday night shift are billed at the Weekend rate and whether hours on a Sunday night shift are billed at the Weekday or the Weekend rate.

A91. **See addendum**

Q92.Section 4.30 states that the six listed paid Holidays are paid “at (1/2) times the hourly rate for an 8-hour shift.” Section 4.31.2 states that “the pay rate for hours worked on a paid Holiday will be twice the regular rate (double time) for up to 8 hours worked,” and the worked example at Section 4.31.2.1 applies double time. The Exhibit A Pricing Pages state “Holiday Pay-See Section 4.30 (will be 2 times the regular rate for up to 8 hour).” A.) Please confirm whether hours worked on a paid Holiday are billed at one and one half times or at two times the rate. B.) Section 4.31 states that Christmas Eve and New Year’s Eve are paid at one and one half times the hourly rate for a 4-hour shift, while Section 4.32 lists both dates among the Other Important Dates, which Section 4.32.2 pays at one and one half times for up to eight hours. Please confirm which provision applies to those dates and whether the premium is capped at four hours or eight.

A92. **See Addendum.**

Q93.Section 4.28 states that “All vendor staff must work at a minimum one (3) days every thirty (30) days to remain eligible for PRN status with the facility. The written word and the numeral differ. Please confirm whether the minimum is one day or three days in every thirty-day period.

A93. **3 days per month**

Q94. Section 4.27 states that "Agency Staff will work two (2) full weekend shifts, one (1) Friday day shift, and one (1) Sunday Night shift per month." A.) Please confirm whether "two (2) full weekend shifts" means two night shift in total, or two complete weekends consisting of a Saturday shift and a Sunday shift each and therefore how many mandatory shifts per month each Agency Staff member is obligated to work. B.) The second sentence of Section 4.27 states that weekend shifts include "Night Shifts Friday, and Saturday," which does not include Sunday, while the first sentence requires a Sunday night shift each month. Please confirm how provisions are reconciled.

**A94. Dayshift staff need to work 2 full weekends consisting of Saturday and Sunday( and at least 1 Friday a month not considered a weekend shift).. Nightshift must work 2 full weekends consisting of Friday and Saturday (and 1 Sunday a month not considered a weekend shift).**

Q95. Section 4.10.2 states that "If Agency Staff does not work at least 24 hours in the 10 days following training/orientation, the vendor will not be paid for Agency Staff's hours." Please confirm that this provision applies only to the hours spent in training and does not affect payment for any other hours worked by that Agency Staff member.

**A5. Orientation consist of classroom and floor orientation, see addendum**

Q96. Does the Agency have a required fill-rate percentage of performance for awarded vendors?

**A96. Yes**

Q97.What is the typical lead time provided for staffing requests? (Examples: Same day, 24 hours, 72 hours, scheduled weeks in advance)

**A97. Will request staff for the month and will have 24 hours to provide us the staff working for the month and if they are only wanting less than 3 day a week or only 1-3 days a month**

Q98.Can the Agency provide the typical shift structure and distribution of requested assignments? (Examples: 7a-7p, 7p-7a, 8-hour shifts, 12-hour shifts)

**A98. No, the facility staffs for 12 hour shifts and depends on the time of shift per discipline. The facility will be completing the scheduling for staff.**

Q99.Does the Agency expect staffing demands to be distributed evenly between awarded vendors, or is utilization expected to follow the progressive award language whereby the lowest-priced vendor receives first opportunity for each request?

**A99. No, the lowest priced vendor is awarded first.**

Q100.Is there a minimum volume commitment to awarded vendors?

**A100. No**

Q101.Approximately how many orientation hours are required for each discipline?

**A101. CNA's 24 classroom and 60 floor orientation hours**

Q102.What does the orientation consist of?

**A102. Classroom which covers a variety of topics, policies, PCC, dementia.Floor orients staff to facility, residents and routines and how the facility does things/ operates**

Q103.Can you clarify if the Food Handlers card is from Harrison County Health Department or a state certification?



A103. **Both**

Q104. Is Food Handler card for all positions?

A104. **Yes**

Q105. Will the facility accept Food Handler card completion after award but prior to first shift, or must all personnel possess the credential before orientation?

A105. **Will be at the time of submission of candidates for positions**

Q106. Can the Agency provide historical holiday staffing utilization by discipline?

A106. **No**

Q107. Can the Agency provide the percentage of historical staffing hours that occurred on weekends versus weekdays?

A107. **No**

Q108. Is there a specific format the state prefers for vendor responses?

A108. **As stated in the specifications and contract requirements.**

Q109. Will vendor staff be required to drive on facility business? If yes, are they to drive facility vehicles or personal?

A109. **No**

Q110. Is automobile insurance a requirement?

A110. **Yes**

Q111.How will vendors be notified about needs from the facility?

**A111. The facility will email agencies**

Q112.Is staff expected to be provided on a week to week or day to day basis or will staff be utilized in more of an FTE/contracted capacity?

**A112. Staff will be scheduled on a month to month basis unless an agreed upon contract**

Q113.Is there a conversion fee if the state hires contracted employees permanently?

**A113. No**

Q114. Are future rate adjustments permitted during the term of the master agreement or during an option year?

**A114. No**

Q115.Is there a minimum amount of experience candidate needs for each labor category?

**A115. No, but would prefer them have experience, if no experience they may have an extended orientation period**

Q116.What would interview process look like, phone, virtual, or in person? If in person, would phone or virtual be sufficient for travel staff?

**A116. Prefer in person interviews, depending on circumstance could be by phone**

Q117.What are expectations from the agency if staff calls off?

**A117. Attempt to file that spot**

Q118. Will you please share the historical and/or incumbent rates for the requested services?

A118. **No, file a freedom of information act**

Q119. Will the award of each contract be based on the lowest price per service, or lowest price overall? For example, if Vendor 1 has the lowest price overall, but Vendor 2 has a lower price for RNs, specifically, would Vendor 2 be given preference?

A119. **Lowest price overall for the combined disciplines.**

Q120. Is there an incumbent vendor currently providing RN/LPN/HSW staffing services to WVVNF, and if so, can the incumbent's identity and current contract pricing be disclosed?

A120. **Yes and no.**

Q121. Is there an estimated annual contract value, historical spend, or budgeted amount for this staffing requirement that can be shared for proposal planning purposes?

A121. **No**

Q122. Since award is based on "lowest overall total cost", is that total by summing all six subtotals (weekday/weekend across the three Exhibit A Pricing Pages), or is each discipline (RN, LPN, HSW) evaluated and awarded independently?

A122. **Overall combined disciplines**

Q123. The two mandatory plans required with the bid (shift coverage plan and recruiting plan, Section 3.6) have no stated format or page limit-is there a preferred template, format, or page limit for these submissions?

A123. **No**

Q124. Should the Proof of Experience demonstrating 12+months operating a Direct Care Staffing organization (Section 3.1) be submitted with the bid, or can it be provided after bid opening but prior to award, per Instructions to Vendor 20?

**A124. Yes**

Q125. Since Shift differential, overtime, holiday pay, and Important Date pay are described as additives the Facility pays on top of the base hourly rate, should the Exhibit A rate reflect only the straight regular hourly rate, or an anticipated blended average?

**A125. To be determined on the vendor's anticipated hourly base rate.**

Q126. Will requests for bids (Section 5.1) be issued simultaneously to both awarded vendors for every staffing need, or will only the lowest-priced vendor receive first right of refusal on each request, per the progressive-award language in Section 5.3?

**A126. Lowest first**

Q127. Does WVCARES registration and 15-day eligibility requirement (Section 3.5) apply only to individual staff placed at the Facility, or must the Vendors business entity also complete a separate agency-level WVCARES registration?

**A127. Just the staff.**

Q128. Is there a required file format or naming convention for uploading the three completed Exhibit A Pricing Pages in wvOASIS, since they must be submitted together as a set?

**A128. Yes, per Central Purchasing Guidelines.**

Q129. Section: 4.1: This will be a multiple award contract. Contracts will be awarded to (2) Two Vendors. The Agency will request quotes from each Vendor as needed. The Agency shall then award the contract/purchase order to the lowest responsible bidders. The Agency shall reject any bid that fails to comply with the requirements contained in the agreement and request for bids.

**Question: In the above referenced section, it states 2 Vendors will be awarded a contract. It then states the Agency will request quotes from the vendors. This**

appears to be a prequalification bid so does that mean rates will not be requested until after the vendors are selected?

A129. **No, this is not a prequalification bid.**

Q130. Section 4.5: Vendors shall provide the Facility with information on each Agency Staff member prior to placement in the Facility and according to the state and federal standards. Any deviation from this requirement must be agreed to in writing by the Vendor and the Facility. These items will be provided at Vendor's cost and include but are not limited to: Additionally in Section 3.6 Vendors must provide the following documented plans with their bid response. 3.6.1 Plan for coverage of all shifts requested including weekends, holidays, call offs, and vacations. 3.6.2 Recruiting plan detailing how vendors plan to recruit nursing staff in the Clarksburg, WV area.

Question: Does the vendor attempting to staff the facility need to provide a list of staff to be prequalified?

A130. **NO**

Q131. Section 5.3: Award of Bids: The Facility shall award an Open-End contract/purchase order to the responsible bidders with the lowest overall total cost. This will be a progressive award contract with (2) Two vendors that respond to the bid request. Awards will be prioritized by lowest overall total cost. For example, if Vendor A (lowest bid) cannot meet the needs, the facility shall move to the next lowest bid (Vendor B) and so on.

Question: If the vendor is the lowest bidder but does not have the staff then how does this help staff the facility?

A. **None.**

Question: Are you looking for vendors who have staff or the lowest rate?

A. **Both**

Question: Are you going to pick the vendor with the most staff and then have them provide rates?

A. **No**

Question: If the agency does not plan on picking the vendor with the most staff and finds the facility struggling for staff at what point does and "so on and so on" take place?

A. **This is not a valid question.**

Question: Can you please describe how the "so on so on" will work?

A. **This is not a valid question**

Question: It states in this section "awards will be prioritized by lowest overall total cost." Will the lowest overall total cost be the total cost of all three disciplines combined or by lowest cost per discipline?

**A. Three disciplines combined**

Question: Are you selecting 2 vendors for the entire facility or 2 vendors per each discipline as currently in place?

**A. 2 vendors for the entire facility**

Q132. Section 5. Award and Requests for Bids: 5.1 Requests for Bids: All Vendors will be sent requests for bids when services are needed. The request for bids will contain the following: 5.1.1 Whether PRN or Term contract:

Question: Will the Vendor be able to have the option of both PRN staff and Term Contract Staff? Question: How long will the term contract be? Question: Does the term contract have an hour requirement?

**A. Can have both PRN and Term contract.**

**The contract length will be agreed upon by the agency and facility, but typically 13 week contract with option of renewal if facility wishes. Would be for at least 36 hours a week.**

Q133. 5.1.4 Pricing Page to be completed by the vendor:

Question: Is this after the vendor has been selected as a prequalified vendor?

**A. This is not a bid for prequalified vendors**

Q134. Exhibit A RN Pricing Page: Exhibit A LPN Pricing Page: Exhibit A HSWs Pricing Page: Dates state that pricing is good from September 14, 2026-September 13, 2027.

Question: Do the rates only last 1 year and then the 2 prequalified vendors will resubmit rates after the 1<sup>st</sup> year?

**A. Specifications and Terms and Conditions state, One year initial contract with three (3) renewals**

Q135. Section: 4.7.4: Complete an orientation packet or attend Facility orientation, PCC Training and Administration Training as part of orientation.

Question: Will staff have the option to do packets for orientation vs. in person?

**A. No, in person is required.**

Q136. 4.10.3 3 Call-offs during orientation are inexcusable except in the event of COVID or extreme emergency. Vendors must advise their staff NOT to call off during orientation.

Question: What happens if they call off during orientation what is the protocol?

A. **Depends on the reason because if they are sick we do not want them at the facility to cause others to be ill. So they can make up the day they missed or can return to the next orientation.**

Q137.4.14.4 All Staffing Agency's employees must attend mandatory meetings and in-services. If staff miss two (2) or more meetings per aggregate 12-month period, they may be told not to return to the Facility.

Question: Will these meetings be scheduled at least 30 days in advance? Will nightshift offered a reasonable option to attend? Will staff who are already scheduled off for vacation be accommodated? Will they receive at least 2 hours of pay?

A. **No they will not be scheduled 30 days in advance, the facility attempts to give as much notice as possible, although issues arise and meetings have to be held quickly at times. There will be time that nightshift can attend. Staff scheduled on vacations can contact administration upon return to address any meetings missed. They will be paid for the time in the meeting.**

Q138.4.15.5 Should Staffing Agency's employee(s) call off on or be unable to work a scheduled working weekend day or days, Staffing Agency's employee(s) will be scheduled to work an extra weekend day or days on the next schedule.

Question: How will this be tracked and what happens if they aren't available another weekend due to other factors?

A. **To be determined**

Q139.4.28 All vendor staff must work at a minimum one (3) days every thirty (30) days to remain eligible for PRN status with the facility.

Question: Are PRN staff required to work so many weekend shifts or just 3 shifts total? What about holidays?

A. **If staff work 2 or more days a week they are required to work weeks and holidays. Staff are PRN because they are not guaranteed hours, but most work full time hours.**

Q140. Can our company get WVCARES registration done after award?

A140. **WVCARES are done when submitting candidates for positions**

Q141. What licenses, permits, and certifications are required in the performance of this contract?

A141. **As stated in the specifications**

Q142. In experience what kind of proof do we need to provide?

A142. **As stated in the specifications**

Q143. Is there a required response time for emergency staffing requests outside normal business hours?

A143. **Do not typically contact agencies outside normal business hours, facility staff contact staff members to fill open spots, for call offs, NCNS, etc**

End of questions.



**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.

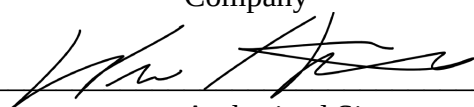
**Addendum Numbers Received:**

(Check the box next to each addendum received)

|                                         |                                          |
|-----------------------------------------|------------------------------------------|
| <input 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.

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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



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

|                                                       |                            |                         |                                 |
|-------------------------------------------------------|----------------------------|-------------------------|---------------------------------|
| <b>Proc Folder:</b> 2029895                           |                            |                         | <b>Reason for Modification:</b> |
| <b>Doc Description:</b> Direct Care Staffing Services |                            |                         |                                 |
| <b>Proc Type:</b> Central Master Agreement            |                            |                         |                                 |
| <b>Date Issued</b>                                    | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                  |
| 2026-08-05                                            |                            | CRFQ 0613 VNF2700000001 | 1                               |

|                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------|
| <b>BID RECEIVING LOCATION</b>                                                                                         |
| BID CLERK<br>DEPARTMENT OF ADMINISTRATION<br>PURCHASING DIVISION<br>2019 WASHINGTON ST E<br>CHARLESTON WV 25305<br>US |

|                              |
|------------------------------|
| <b>VENDOR</b>                |
| <b>Vendor Customer Code:</b> |
| <b>Vendor Name :</b>         |
| <b>Address :</b>             |
| <b>Street :</b>              |
| <b>City :</b>                |
| <b>State :</b>               |
| <b>Principal Contact :</b>   |
| <b>Vendor Contact Phone:</b> |

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| <b>FOR INFORMATION CONTACT THE BUYER</b><br>Jessica L Riley<br>304-558-0246<br>jessica.l.riley@wv.gov |
|-------------------------------------------------------------------------------------------------------|

|                                                                                                               |              |             |
|---------------------------------------------------------------------------------------------------------------|--------------|-------------|
| <b>Vendor Signature X</b>  | <b>FEIN#</b> | <b>DATE</b> |
|---------------------------------------------------------------------------------------------------------------|--------------|-------------|

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

**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division, is soliciting bids on behalf of the WV Veterans Nursing Facility, to establish an open-end contract for Direct Care Staffing Services to include RN's LPN's and HSW's per the attached specifications, pricing pages and documentation.

**INVOICE TO****SHIP TO**

DIVISION OF VETERANS  
AFFAIRS

1 FREEDOMS WAY

CLARKSBURG

WV

US

VETERAN'S NURSING  
FACILITY

1 FREEDOMS WAY

CLARKSBURG

WV

US

| Line | Comm Ln Desc                  | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------------|-----|------------|------------|-------------|
| 1    | Direct Care Staffing Services |     |            |            |             |

**Comm Code****Manufacturer****Specification****Model #**

85101601

**Extended Description:**

Open-end contract for Direct Care Staffing Services

**SCHEDULE OF EVENTS**

| <u>Line</u> | <u>Event</u>                                        | <u>Event Date</u> |
|-------------|-----------------------------------------------------|-------------------|
| 1           | Technical Questions Deadline: 08/12/2026 at 10:00AM | 2026-08-12        |

# REQUEST FOR QUOTATION

CRFQ VNF27\*01

## DIRECT CARE STAFFING SERVICES

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### 11. MISCELLANEOUS:

- 11.1. Manager:** Vendors must designate and maintain a primary manager responsible for overseeing Vendor's responsibilities under the Agreement. The manager must be available during normal business hours to address any customer service or other issues related to the agreement. Vendor shall supply its Manager contact information upon request.
- 11.2. Emergency Contact:** Vendors must designate and maintain an emergency contact responsible for any staffing issues that may arise outside of normal business hours. The emergency contact number must be answered or responded to within 2 hours on any given day or time, including weekends or holidays. Vendors shall supply its emergency contact information upon request.

**Contract Manager:** \_\_\_\_\_

**Office Manager:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Exhibit A - Pricing Page**  
**Direct Care Staffing Services**

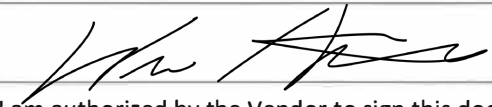
**Registered Nurse (RN)**

for the time period of:  
**September 14, 2026 through September 13, 2027**

| Item No. | Description Of Services | Estimated Hours* | Hourly Rate        | Subtotal    |
|----------|-------------------------|------------------|--------------------|-------------|
| 1        | Weekday Regular Rate    | 1,950            |                    | \$ -        |
| 2        | Weekend Regular Rate    | 750              |                    | \$ -        |
|          |                         |                  | <b>Grand Total</b> | <b>\$ -</b> |

\*Estimated number of hours is not guaranteed. There may be multiple awards and estimated hours may be dispersed amongst multiple vendors. See the Specifications for additional information.

- Actual number of hours needed will be sent separately, to lowest bidder first, then next lowest, etc.
- Vendor must complete, sign and return this Pricing Page.
- Pertinent Pricing information:
  - Shift Differential - see Section 2.22 (extra \$1 per hour worked between 3:00 p.m. and 7:00 a.m)
  - Weekend - see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight)
  - Work Week - see Section 2.27 (the 7 day period beginning Saturday at 12:01 a.m. and ending the following Friday at midnight)
  - Vendor Accessibility - see Section 3.2 (Vendor shall be accessible 24/7, including weekends and holidays)
  - Multiple Awards - see Section 4.1
  - Staff qualifications - see Section 4 (entire section)
  - Unpaid staff training - see Section 4.10.2 (if staff does not work after training, the time in training will not be paid)
  - Holiday Pay - see Section 4.30 (will be 2 times the regular rate for up to 8 hours)
  - Other Important Dates - see Section 4.32 (will be 1.5 times the regular rate for up to 8 hours)
  - Overtime - see Section 4.34 (paid at 1.5 times the regular rate only after 40 hours worked in a work week)

| Vendor Information |                                                                                                 |
|--------------------|-------------------------------------------------------------------------------------------------|
| Vendor: _____      | *Printed Name _____                                                                             |
| Address: _____     | Title _____                                                                                     |
| Office _____       | *Signature  |
| Phone: _____       | *I hereby certify I am authorized by the Vendor to sign this document.                          |
| Cell Phone _____   |                                                                                                 |
| Fax _____          | Email: _____                                                                                    |

**Exhibit A - Pricing Page**  
**Direct Care Staffing Services**  
**Licensed Practical Nurse (LPN)**

for the time period of:  
**September 14, 2026 through September 13, 2027**

| Item No. | Description Of Services | Estimated Hours* | Hourly Rate        | Subtotal    |
|----------|-------------------------|------------------|--------------------|-------------|
| 1        | Weekday Regular Rate    | 5,500            | \$                 | -           |
| 2        | Weekend Regular Rate    | 2,250            | \$                 | -           |
|          |                         |                  | <b>Grand Total</b> | <b>\$ -</b> |

\*Estimated number of hours is not guaranteed. There may be multiple awards and estimated hours may be dispersed amongst multiple vendors. See the Specifications for additional information.

● Actual number of hours needed will be sent separately, to lowest bidder first, then next lowest, etc.

● Vendor must complete, sign and return this Pricing Page.

● Pertinent Pricing Information:

- Shift Differential - see Section 2.22 (extra \$1 per hour worked between 3:00 p.m. and 7:00 a.m)
- Weekend - see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight)
- Work Week - see Section 2.27 (the 7 day period beginning Saturday at 12:01 a.m. and ending the following Friday at midnight)
- Vendor Accessibility - see Section 3.2 (Vendor shall be accessible 24/7, including weekends and holidays)
- Multiple Awards - see Section 4.1
- Staff qualifications - see Section 4 (entire section)
- Unpaid staff training - see Section 4.10.2 (if staff does not work after training, the time in training will not be paid)
- Holiday Pay - see Section 4.30 (will be 2 times the regular rate for up to 8 hours)
- Other Important Dates - see Section 4.32 (will be 1.5 times the regular rate for up to 8 hours)
- Overtime - see Section 4.34 (paid at 1.5 times the regular rate only after 40 hours worked in a work week)

**Vendor Information**

|               |  |                                                                         |                                                                                    |
|---------------|--|-------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Vendor:       |  | *Printed Name                                                           |                                                                                    |
| Address:      |  | Title                                                                   |                                                                                    |
|               |  | *Signature                                                              |  |
| Office Phone: |  | * I hereby certify I am authorized by the Vendor to sign this document. |                                                                                    |
| Cell Phone    |  |                                                                         |                                                                                    |
| Fax           |  | Email:                                                                  |                                                                                    |

**Exhibit A - Pricing Page**  
**Direct Care Staffing Services**  
**Health Service Worker (HSW)**

for the time period of:  
**September 14, 2026 through September 13, 2027**

| Item No.           | Description Of Services | Estimated Hours* | Hourly Rate | Subtotal    |
|--------------------|-------------------------|------------------|-------------|-------------|
| 1                  | Weekday Regular Rate    | 6,250            |             | \$ -        |
| 2                  | Weekend Regular Rate    | 2,500            |             | \$ -        |
| <b>Grand Total</b> |                         |                  |             | <b>\$ -</b> |

\*Estimated number of hours is not guaranteed. There may be multiple awards and estimated hours may be dispersed amongst multiple vendors. See the Specifications for additional information.

- Actual number of hours needed will be sent separately, to lowest bidder first, then next lowest, etc.
- Vendor must complete, sign and return this Pricing Page.
- Pertinent Pricing information:
  - Shift Differential - see Section 2.22 (extra \$1 per hour worked between 3:00 p.m. and 7:00 a.m.)
  - Weekend - see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight)
  - Work Week - see Section 2.27 (the 7 day period beginning Saturday at 12:01 a.m. and ending the following Friday at midnight)
  - Vendor Accessibility - see Section 3.2 (Vendor shall be accessible 24/7, including weekends and holidays)
  - Multiple Awards - see Section 4.1
  - Staff qualifications - see Section 4 (entire section)
  - Unpaid staff training - see Section 4.10.2 (if staff does not work after training, the time in training will not be paid)
  - Holiday Pay - see Section 4.30 (will be 2 times the regular rate for up to 8 hours)
  - Other Important Dates - see Section 4.32 (will be 1.5 times the regular rate for up to 8 hours)
  - Overtime - see Section 4.34 (paid at 1.5 times the regular rate only after 40 hours worked in a work week)

| Vendor Information |                                                                                                 |
|--------------------|-------------------------------------------------------------------------------------------------|
| Vendor: _____      | *Printed Name _____                                                                             |
| Address: _____     | Title _____                                                                                     |
| Office _____       | *Signature  |
| Phone: _____       | *I hereby certify I am authorized by the Vendor to sign this document.                          |
| Cell Phone _____   |                                                                                                 |
| Fax _____          | Email: _____                                                                                    |