



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

Header 1

 List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 2029895

Procurement Type: Central Master Agreement

Vendor ID: VS0000046774 

Legal Name: HealthForce of Virginia

Alias/DBA: HealthForce

Total Bid: \$933,000.00

Response Date: 08/21/2026 

Response Time: 12:52

Responded By User ID: HealthForce 

First Name: Sam

Last Name: Kindle

Email: sam@healthforceva.com

Phone: 804-278-9999

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: Direct Care Staffing Services

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

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

Solicitation Closes	Solicitation Response	Version
2026-08-26 13:30	SR 0613 ESR08212600000001207	1

VENDOR
VS0000046774
HealthForce of Virginia

Solicitation Number: CRFQ 0613 VNF2700000001
Total Bid: 933000
Response Date: 2026-08-21
Response Time: 12:52:29
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				933000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

Open-end contract for Direct Care Staffing Services



HealthForce of Virginia
2102 East Main St.
Richmond, VA 23223
(804) 278-9999

State of West Virginia
Purchasing Division
CRFQ-0613-VNF2700000001
Direct Care Staffing Services

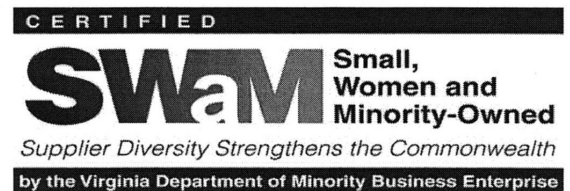


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	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Centralized Request for Quote Service - Prof

Proc Folder: 2029895 Doc Description: Direct Care Staffing Services Proc Type: Central Master Agreement			Reason for Modification: Addendum No. 1 To Extend Bid Opening To Publish TQ&A
Date Issued	Solicitation Closes	Solicitation No	Version
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: VS0000046774 Vendor Name :HealthForce of Virginia Address : Street : 2102 East Main Street City : Richmond State : Virginia Country : USA Zip : 23223 Principal Contact :Robert Kindle Vendor Contact Phone: (804) 278-9999 Extension:
--

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

Vendor Signature X 	FEIN# 38-3646262	DATE 08/20/2026
---	------------------	-----------------

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 AFFAIRS 1 FREEDOMS WAY				VETERAN'S NURSING FACILITY 1 FREEDOMS WAY			
CLARKSBURG		WV		CLARKSBURG		WV	
US				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

Staffing Plan

The following schedules are proposed for nursing staff working through HealthForce at Clarksburg Veterans Nursing Facility. As HealthForce's #1 goal is to adapt to the needs of the facility, these proposed schedules will likely be adapted upon award to best service the facility's specific needs.

RN Schedule

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat
7:00a-3:00p	WKND RN	FT RN	FT RN	FT RN	FT RN	FT RN	WKND RN

LPN Schedule

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat
7:00a-7:30p	Day FT LPN 1 (rotating wknd)	Day FT LPN 1	Day FT LPN 1	Day FT LPN 2	Day FT LPN 2	Day FT LPN 2	Day FT LPN 2 (rotating wknd)
7:00p-7:30a	Night FT LPN 1 (rotating wknd)	Night FT LPN 1	Night FT LPN 1	Night FT LPN 1	Night FT LPN 2	Night FT LPN 2	Night FT LPN 2 (rotating wknd)

HSW Schedule

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat
7:00a-7:30p	Day FT HSW 1 (rotating wknd)	Day FT HSW 1	Day FT HSW 1	Day FT HSW 2	Day FT HSW 2	Day FT HSW 2	Day FT HSW 2 (rotating wknd)
7:00p-7:30a	Night FT HSW 1 (rotating wknd)	Night FT HSW 1	Night FT HSW 1	Night FT HSW 1	Night FT HSW 2	Night FT HSW 2	Night FT HSW 2 (rotating wknd)

PRN

Establishing a strong PRN pool in a staffing area is central to HealthForce's staffing model. PRN nurses help ensure that HealthForce covers all the necessary shifts, while minimizing the overtime billed to the facility.

- 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.

HealthForce agrees to enforce SPECIFICATIONS Paragraph 4.28. All PRN staff will be required to work a minimum of 3 days every thirty days to maintain eligibility for work.

Weekends

All proposed schedules (aside from RN) use a rotating weekend model for full-time staff to ensure weekends are filled. For RN, a part-time weekend RN is proposed.

Holidays

Holidays are paid to the employees by HealthForce at time and a half (1 ½) for all hours worked within that 24 hour period (0:00 - 23:59). HealthForce recognizes Holidays as the following: New Years Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Christmas Day.

- 4.30 Holidays paid include New Year's Day, Memorial Day, Independence Day, Veterans day, Thanksgiving Day and Christmas Day at (1 ½) times the hourly rate for an (8) hour shift.
- 4.31 Christmas eve and New Years Eve at (1 ½) times the hourly rate for a (4) hour shift.
- 4.31.1 Vendor employees cannot call off the day before or the day after Holiday paid time. Vendor employees calling off the day before or the day after a paid Holiday may be required to forfeit their Holiday Pay.
- 4.31.2 The pay rate for hours worked on a paid Holiday will be twice the regular rate (double time) for up to 8 hours worked on the paid holiday, beginning at 12:01 A.M. on the paid holiday.
- 4.31.2.1 For clarification and example, staff working from 7 a.m. to 7 p.m. on a Holiday with a regular rate of \$25 per hour will be paid 8 hours at \$50 per hour plus 4 hours at \$25 per hour.
- 4.31.3 Agency Staff will be provided a Holiday rotation schedule provided by the Facility at the time of hire.
- 4.32 Other important dates will include Easter Sunday, Mother's Day, Father's Day, Christmas Eve, New Year's Eve, Halloween, Labor Day, and Black Friday.

4.32.2.1 For clarification and example, staff working from 7 a.m. to 7 p.m. on Other Important Date with a regular rate of \$25 per hour will be paid 8 hours at \$37.50 per hour plus 4 hours at \$25 per hour.

4.32.3 Agency Staff must be provided on Other Important Dates with a rotation schedule to be provided by the Vendor at least one month prior to the date.

Per SPECIFICATIONS Paragraph 4.30, HealthForce will only bill the facility for 8 hours of time and a half (1 ½) for the holidays listed.

Per SPECIFICATIONS Paragraph 4.31.3, full-time nurses and staff are expected to work Holidays unless permission is asked well in advance (one month).

Call-offs

HealthForce's hours of operation are from 9:00am to 5:00pm, Monday through Friday. However during non-office hours, HealthForce employees "On Call" services. These On Call technicians are trained to assist in staffing matters while the office is closed. Should an employee need to Call-off for any reason, they are instructed to contact the office or On-Call supervisor immediately so that HealthForce can begin work to find a replacement. A No Call/No Show is grounds for immediate termination with HealthForce.

Vacation

HealthForce employees who work 1,800 hours within the calendar year (January 1 to December 31) will be able to use 40 hours of PTO the following year. The days in which nurses use their PTO must be approved by their staffing coordinator and the facility in advance. If they do not wish to take physical time off, they can request a payout for those 40 hours at their regular day shift rate.

Should a hole in the schedule be caused by a vacation, whether that be by HealthForce staff, facility staff, etc. HealthForce will immediately begin work on filling the hole using our local PRN pool.

Recruiting Plan

HealthForce is no stranger to recruiting in small, and rural locations. The following strategies have proven to be very successful in our efforts to supply the highest quality services to our country-mouse customers.

Indeed

HealthForce uses Indeed for a majority of its recruiting efforts. Through this site, HealthForce can search for resumes of potential employees in the area that would best fit the facility. HealthForce also runs continuous ads for unfilled or pool positions to continue building potential replacement staff and PRN staff.

Online Search Engines

HealthForce has identified the positions most frequently used by our customers and developed profiles of each. HealthForce proactively searches for these profiles with manual and automatic searches. Each day we receive resumes of individuals that match our profiles from the automatic searches. These resumes are reviewed and promising candidates are contacted. We also run online searches for specific openings as required.

Advertising

HealthForce maintains an online presence with a job board website as well as running position or location specific ads as required. We also maintain an online presence with our website and social media. When we are unable to generate candidates online we will run classified advertising in local newspapers. In some areas, this is still effective.

Word of Mouth

HealthForce's employees are its best recruiting tools. As a group, they interact with hundreds of friends and co-workers every day. Many of our candidates for employment are referred to us by existing employees and we offer bonuses to encourage referrals.

Hiring Process

Pre-Employment Testing

For nurses (LPN, RN, and NP), the application process begins with pre-employment testing. Nurses are required to pass a Med/Surg Test and a Pharmacology Test to be eligible for consideration. Nurse Assistants must pass a Nursing Assistant/Orderly Relief Test and a Personal Care Aid Test. A score of 75% correct is required to pass all of the tests. The topics addressed in each test are listed below.

- **Med/Surg Test (LPN, RN, NP):**

- Patient Assessment

- Nursing Skills

- Patient Care

- Medication Knowledge

- **Pharmacology Test (LPN, RN, NP):**

- Pharmaceutical Terminology and Abbreviations

- Calculating Dosages

- Pain Management

- Proper Administration Techniques for Medications

- Drug Effects, Side Effects, and Interactions

- Patient Assessment

Screening:

The following represents the standard screening process for RN and LPN candidates. Other checks or screening processes may be added at the request of our customers.

- Application
- Skills Checklist
- Summary of In-Person Interview
- 2 Written Skills Assessment (75% Minimum Score to Pass)
- LPN and RN: Med/Surg Test & Pharmacology Test
- Original License Viewed, Verified to be current, and without restriction

- Other Certifications of Training Viewed (Including CPR)
- Two Employment or Personal References
- Verify Driver's License when required for assignment
- Credit History Investigation when required for assignment
- Criminal History Affirmation
- Child Protective Services (CPS) Background Check when required
- Verification that Candidate does not appear on GSA List Excluded Parties, Government Terrorist Suspect list, Office of Inspector General List of Excluded Parties, and List of Known Sexual Offenders (State & Federal)
- Verification Identity, Social Security Number, and eligibility to work in the USA
- Completion of Tax Withholding forms
- Verification of Health and Fitness to perform assigned duties
- Verification of Screening for Tuberculosis
- Drug Screening (When required for assignment)
- Statement of Acceptance or Declination of Hepatitis B Vaccine
- OSHA

After a candidate has successfully completed the screening process, HealthForce reviews his/her/their qualifications and determines whether or not the candidate should receive an offer of employment.

In order to receive an offer the candidate shall possess the following qualities:

- Satisfy the minimum work experience requirement for their position.
- Show a minimum level of stability/longevity in previous employment.
- Receive neutral or positive employment references.
- Display adequate knowledge for required position.
- Receive satisfactory results on all background, medical, and drug screenings
- Able to read, write, speak, and comprehend the English language in accordance with the minimum requirements of the position description (unless otherwise requested).
- Possess any required qualification of licensure, registration, credentials or other academic, vocational, or technical certification. Any required Professional License shall be unencumbered.
- Have previous experience with the level of training as acceptable to customers.
- Satisfy additional requirements for their assignment as required by customers.
- Pass any additional required tests.

Orientation

After a candidate completes the application process and is determined to be qualified for employment, he/she/they receive an orientation on HealthForce policies and procedures and, when applicable, an additional site-specific orientation for his/her/their assignment.

General Policies: At the time of hire, all new employees receive an orientation on company policies. Some of the policies require the employee to sign acknowledgements that they understand and agree to abide by the policies. These policy acknowledgements include a job description, HIPAA/confidentiality policies, and conditions of employment.

A staff member reviews and gives each employee a copy of HealthForce's Personnel Policies. These policies include company contact information, instructions on receiving assignments, causes for dismissal, appropriate conduct, transportation policy, documentation requirements, understanding contract employment, employee benefits, payroll processes, customer service, dos & don'ts while on assignment, and correctional facility policies.

Site-Specific Orientation: Many HealthForce employees receive site-specific training or orientation for their assignments. These fall into two general categories: review of site-specific policies with HealthForce staff and on-site training/orientation provided by the customer at the customer's site. HealthForce's employees shall conform in all respects with regard to physical, fire, and security/safety regulations while on our customer's site.

Review of Site Specific Policies: When working with a new customer site HealthForce obtains all rules, regulations, policies, etc. from the customer and provides the information to its workers. If the worker is required to sign an acknowledgement, a copy of the acknowledgement is forwarded to the customer.

On-Site Orientation/Training: Our customers often offer site-specific orientation or training on their site that is taught by the customer's representative. Because this type of training often requires the worker to be on-site, it may take place at the beginning of his/her/their assignment. For example, a review of medications and equipment used for one-on-one assignments with special needs school children may take place at the student's school or residence prior to the start of the assignment.

Keeping assignments safe for our employees, customers, and the people they serve may be HealthForce's most important responsibility. Properly training and orienting the workers for each assignment ensures this.

Successfully Matching Workers with Opportunities

The first step to finding a good match for any position is building a pool of qualified candidates. In support of an outsourcing contract, a large pool of workers is important for three reasons:

- To allow the best choice of candidates for the original assignment.
- To offer enough potential substitutes when regularly-scheduled nurses are unable to work.
- To offer a pool of potential replacements if a regularly-scheduled nurse leaves the position.

Having a large number of candidates to review for the original assignment allows the recruiter to select workers with the most relevant experience, best fit for the customer's culture, and strongest interpersonal skills. HealthForce places many nurses in similar environments, and learns from direct experience how the nurses perform while on the job. Additionally, when HealthForce interviews new nurses, it has the advantage of placing them on a variety of shorter assignments prior to a long-term assignment like those described in this RFP. HealthForce may evaluate that nurse's performance on short assignments to determine reliability and suitability for the facility.

Qualitative Measurements

In addition to tracking quantitative aspects of Workers performance, HealthForce welcomes feedback from customers to evaluate the qualitative performance of its employees. Without an on-site representative, HealthForce must rely on input from customers on the quality of its workers. Once the customer has provided the information to HealthForce, all counseling and/or disciplinary procedures should be performed by HealthForce staff.

HealthForce greatly appreciates positive feedback on its workers. When positive feedback is received, the worker often receives a letter of appreciation and "Fat Bob Bucks" with his/her/their next paycheck. Fat Bob Bucks are certificates which may be exchanged them for gift certificates from the retail merchant of their choice. Customers utilizing a substantial number of HealthForce Workers are often provided with Fat Bob Bucks to give to HealthForce employees as rewards for exceptional performance.

Negative feedback is evaluated primarily to determine if the assignment may continue. If the customer does not wish for the assignment to continue it is terminated immediately. HealthForce and the customer may set conditions for the assignment to continue, and HealthForce will present a corrective action plan to the worker during an employee counseling session. The worker must sign an acknowledgement that he/she/they accept(s) the conditions of the corrective action plan in order to continue on the assignment. The customer will continue to provide feedback on the worker's performance to HealthForce.

Even the best nurses will sometimes miss work. It is crucial to have an adequate supply of nurses on hand to serve as temporary or permanent replacements. HealthForce maintains over a hundred nurses as active employees and constantly recruits new nurses. New nurses are given opportunities to demonstrate their reliability and the quality of their work. The nurses who prove to be most reliable with the highest quality of work are offered more assignments. We try to orient our best nurses at several facilities and eventually, they may have their pick of assignments at a variety of customer sites. This process allows HealthForce to employ and keep available a good nurse, who interviewed for but was not offered a position at the facility, as the nurse may eventually serve as a substitute or replacement for the facility in the future.

Having a large number of nurses and a large number of temporary staffing opportunities across a variety of geographical regions allows HealthForce to maintain a pool of proven nurses ready for assignments. The best nurses from this pool may be offered long-term assignments like those described in this RFP, or they may serve as temporary or permanent replacements when regularly scheduled School Nurses are absent.

Quantitative Measurements

Upon hire, HealthForce Employees are tracked by two different software systems: Scheduling and Payroll/Billing. If data for an employee or group of employees is required, it may be found in one of these two systems. Hard copy records including timecards, printed schedules, and invoices are also retained when additional data is required.

Other

Scheduling: The Scheduling System, Microstaffer, tracks all aspects of scheduling. This information may be used to determine performance metrics including the following:

- Dates and times that requests for services are received, booked, changed, or cancelled.
- Number of orders filled or unfilled by Customer.
- Record of cancelled orders and information on cancellation.
- Record of Individual Worker's attendance and cancellation.
- Types of Employees and their Credentials.

Experience

2002-2005

Established as an S Corporation in 2002, HealthForce of Virginia, Inc. has been in continuous operation under the same ownership for more than 20 years. Robert S Kindle is the sole stockholder. Kelly E. Kindle, Vice President, and Samuel T Kindle, Vice President, are officers authorized to act on behalf of the corporation. In 2025, HealthForce generated over \$3.8 million in revenue and employed approximately 132 W-2 employees.

HealthForce's earliest customers were primarily nursing homes and rehabilitation centers located in and around Richmond, Virginia. It gained a loyal employee and customer base by providing CNA's and LPN's in the highly transactional realm of per diem staffing. HealthForce increased its reliability by providing or arranging transportation for its employees to and from assignments. A high priority was placed on having an after-hours on-call process in place that effectively backfilled last-minute openings caused by call outs. With an ever-growing pool of available workers, HealthForce has vastly increased its capacity to fill last-minute needs right before, or even after, the shift has started.

2005-2017

In 2005, HealthForce was awarded its first government contract, the Commonwealth of Virginia's Department of General Services Statewide ("DGS") Contract to provide Temporary Medical Personnel to all State Agencies including City and County Municipal Agencies. Under this contract, HealthForce began supplying to state facilities.

In 2010, the Department of General Services chose HealthForce as the only incumbent vendor to be awarded the subsequent bid for Temporary Medical Personnel which replaced the previous contract. HealthForce became one of the primary providers of services to state agencies using this contract.

Although HealthForce was not awarded the DGS Contract in 2017, HealthForce continued to supply State Agencies as a subcontractor through Gateway Healthcare Professionals, LLC ("Gateway") until the contract was rebid in 2023, when HealthForce was once again awarded a direct Statewide Contract with the DGS. HealthForce continues to supply VDH facilities, Community Service Boards, County School Systems, and Juvenile and Adult Detention Centers throughout Virginia and neighboring states.

Virginia Department of General Services

HealthForce has supplied medical professionals the following facilities through the DGS contract:

Alexandria Health District	Arlington County Public Health Division
Beaumont Juvenile Correctional Center	Bon Air Juvenile Correctional Center
Blue Ridge Juvenile Detention Center	Blue Ridge Regional Jail Authority
Chesapeake Health Department	Chesterfield County Jail
Chesterfield Health Department	City of VA Beach: Human Services
Culpeper Juvenile Correctional Center	Crater Health District
District 19 Community Service Board	Fairfax Adult Detention Center
Fairfax Community Service Board	Hampton Sheriff's Office
Hanover Community Service Board	Henrico County Health Department
Henrico Juvenile Detention Center	James River Juvenile Detention Center
Meherrin River Regional Jail	Mt. Rogers Health District
Northwestern Regional Adult Detention Center	Northern Neck Regional Jail
Pamunkey Regional Jail	Peninsula Health District
Piedmont Juvenile Detention Center	Pittsylvania/Danville Health District
Portsmouth Health District	Prince William Adult Detention Center
Prince William Health Department	Rappahannock Regional Jail
Rappahannock Juvenile Detention Center	Richmond Behavioral Health Authority
Richmond Jail Detention	Richmond Juvenile Detention
Richmond City Health District	Sitter & Barfoot Veterans Center
Southside Health District	Southside Regional Jail
Stafford Diversion Center	Virginia Peninsula Regional Jail
Virginia Department of Corrections *	Western Tidewater Health District
Western Tidewater Regional Jail	White Post Men's Diversion Center

*Virginia Department of Corrections included approximately 30 different sites in Virginia.

Virginia Department of Corrections

Prior to 2018, the Virginia Department of Corrections (“VADOC”) utilized the DGS contract for Temporary medical Services. In 2018, the VADOC awarded its own contract for Temporary Medical Personnel. HealthForce was awarded and serviced this contract through September 2022. From 2022 to 2023, HealthForce continued to provide workers as a subcontractor to NCVA Medical Staffing, Inc. (“NCVA”). Through said contract, HealthForce primarily staffed correctional facilities in central Virginia as a subcontractor. In 2023, HealthForce was awarded this contract once again and continues to provide workers to the VADOC to this day.

HealthForce has supplied medical professionals the following DOC facilities in the state of Virginia under the DGS Contract, the VADOC Contract, or as a subcontractor:

Augusta Correctional Center	Baskerville Correctional Center
Beaumont Correctional Center	Bland Correctional Center
Brunswick Work Center	Buckingham Correctional Center
Chesterfield CCAP	Coffeewood Correctional Center
Cold Springs Correctional Unit	Central Virginia Correctional Unit 13
Deerfield Correctional Center	Dillwyn Correctional Center
Fluvanna Women’s Correctional Center	Greensville Correctional Center
Halifax Correctional Unit	Haynesville Correctional Center
Indian Creek Correctional Center	Lawrenceville Correctional Center
Lunenburg Correctional Center	Marion Correctional Center
Nottoway Correctional Center	Pocahontas State Correctional Center
Red Onion State Prison	River North Correctional Center
State Farm Correctional Center	State Farm Infirmary
State Farm Work Center	Sussex I State Prison
Sussex II State Prison	Virginia Correctional Center for Women

Other Contracts

North Carolina Department of Public Safety (Cabarrus Campus)

HealthForce was awarded a contract to handle all medical staffing for North Carolina DPS's Cabarrus Campus in 2025. The agreement is still very new, but HealthForce has worked tirelessly with the North Carolina Department of Public Safety to maintain quality healthcare services within the budget.

Department of Behavioral Health and Developmental Services Contract

HealthForce was awarded a contract with the Commonwealth of Virginia's Department of Behavioral Health and Developmental Services (DBHDS) in July 2017. HealthForce was awarded this contract again when it was bid in September 2022. Under this contract, HealthForce primarily staffs mental health facilities in Central Virginia and plans to expand to the DBHDS facilities statewide.

School Contracts

Since September 2010, HealthForce has supplied over 144,000 hours of nursing services to special needs students across 60 schools. These services have been supplied through various contracts over the years.

Private Entities

In addition to government agencies, HealthForce continues to provide Temporary Medical Personnel to a variety of nonprofit, and for-profit private entities.

References

1. Company:	Virginia Department of Corrections	Contact:	Lakercia McCargo
Address:	6900 Atmore Drive Richmond, VA 23225		
Phone:	(804) 674-3000	Email:	lakercia.mccargo@vadoc.virginia.gov
Dates of Service:	10/25/2010 - Current	\$ Value:	\$30,925,442.00
2. Company:	Cabarrus Youth Development Center	Contact:	Mandy Triplett
Address:	Southern Railway #1157 Concord, NC 28027		
Phone:	(919) 630-0710	Email:	amanda.k.triplett@ncdps.gov
Dates of Service:	05/27/2025 - Current	\$ Value:	\$1,005,555.00
3. Company:	Fairfax-Falls Church CSB	Contact:	Sam Wagner
Address:	12011 Government Center Parkway #836 Fairfax, VA 22035		
Phone:	(571) 595-7532	Email:	sam.wagner@fairfaxcounty.gov
Dates of Service:	04/23/2024 - Current	\$ Value:	\$1,017,917.00
4. Company:	Henrico County Public Schools	Contact:	Margaret Nuckols
Address:	3820 Nine Mile Road Henrico, VA 23223		
Phone:	(804) 226-5470	Email:	mcnuckols@henrico.k12.va.us
Dates of Service:	11/07/2011 - Current	\$ Value:	\$1,891,370.00



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 09/23/2025

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 Affinity Insurance Services, Inc 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034	CONTACT NAME: PHONE (A/C, No. Ext.): 877-738-3714 FAX (A/C, No.): 847-953-2700 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Columbia Casualty Company NAIC # 31127
INSURED Health Force of Virginia Inc. 2102 E Main St Richmond, VA 23223	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

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	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR General Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			658724279	09/24/2025	09/24/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ OTHER: \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER: \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			658724279	09/24/2025	09/24/2026	Each Claim \$2,750,000 Aggregate \$4,500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance	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 Aon / Affinity Insurance Services, Inc
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/20/2026

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 State Farm Woolwine Ins Agency Inc 1200 Courthouse Rd N Chesterfield, Va 23236	CONTACT NAME: Greg Woolwine PHONE (A/C, No, Ext): 804-553-1302 E-MAIL ADDRESS: greg@gregwoolwine.com		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A : State Farm Mutual Automobile Insurance Company		NAIC # 25178
INSURED	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			044 7416-C16-560	03/16/2026	09/16/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	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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1001486 132849.14 04-13-2022

- 3. VENDOR QUALIFICATIONS:** VENDOR(s) must have the following minimum qualifications. Copies of licenses and/or certifications must be submitted to the Director of Nursing prior to Vendor's staff being placed in the facility for work.

- 3.1 Vendor shall have at least twelve (12) months' experience in operating a Direct Care Staffing organization. Proof of this experience should be furnished with each bid but must be provided prior to award.

HealthForce has been in operation for 24 years. (See 'Experience)

- 3.2 Vendor shall conduct business during normal working hours and be accessible twenty-four (24) hours a day, seven (7) days a week, including Holidays and Weekends to respond to staffing issues, emergency requests and/or complaints.

The HealthForce office is open Monday through Friday 9:00am—5:00pm with On-Call services to assist customers when the office is closed.

- 3.3 Vendor must have knowledge of and comply with Federal and West Virginia laws, regulations, and rules for the provisions of Direct Care staff in Long-Term Care Facilities.

HealthForce agrees to comply with all Federal and West Virginia laws, regulations, and rules.

- 3.4 Vendor must possess all licenses, permits and certifications that are required in the performance of this contract prior to the start date of service.

HealthForce agrees to possess all required licenses, permits and certifications prior to the start of service.

- 3.5 All vendors are required to be registered with WVCARES (WV Clearance for Access: Registry & Employment Screening) through the WVDHHR (WV Department of Health and Human Resources to complete the eligibility requirements for employment in Long Term Care. Each vendor must be set up to complete the eligibility process within 15 days of being awarded the contract.

HealthForce agrees to be registered with WVCARES through the WVDHHR within 15 days of being awarded the contract.

REQUEST FOR QUOTATION**CRFQ VNF27*01****DIRECT CARE STAFFING SERVICES**

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: Robert Kindle

Office Manager: Abby Robinson

Cell Number: (804) 278-9999

Fax Number: (804) 278-8943

Email Address: abby@healthforceva.com

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) Robert Kindle President

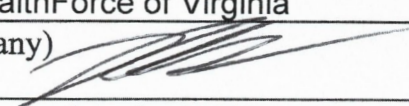
(Address) 2102 East Main St. Richmond, VA 23223

(Phone Number) / (Fax Number) (804) 278-9999 / (804) 278-8943

(email address) robert@healthforceva.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, 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.

HealthForce of Virginia
(Company) 

(Signature of Authorized Representative) _____

Robert Kindle President 08/20/2026

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

(804) 278-9999 / (804) 278-8943

(Phone Number) (Fax Number) _____

robert@healthforceva.com

(Email Address) _____

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:

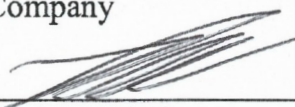
(Check the box next to each addendum received)

- | | |
|--|--|
| ☒ Addendum No. 1 | ☐ Addendum No. 6 |
| ☐ Addendum No. 2 | ☐ Addendum No. 7 |
| ☐ Addendum No. 3 | ☐ Addendum No. 8 |
| ☐ Addendum No. 4 | ☐ Addendum No. 9 |
| ☐ Addendum No. 5 | ☐ 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.

HealthForce of Virginia

Company


Authorized Signature

08/20/2026

Date

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

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	\$70.00	\$ 136,500.00 -
2	Weekend Regular Rate	750	\$73.50	\$ 55,125.00 -
			Grand Total	\$ 191,625.00 -

*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:	HealthForce of Virginia	*Printed Name	Robert Kindle
Address:	2102 East Main St.	Title	President
	Richmond VA 23223	*Signature	
Office Phone:	(804) 278-9999	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	(804) 852-2142		
Fax	(804) 278-8943	Email:	robert@healthforceva.com

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	\$54.00	\$ 297,000.00 -
2	Weekend Regular Rate	2,250	\$57.50	\$ 129,375.00 -
			Grand Total	\$ 426,375.00 -

*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:	HealthForce of Virginia	*Printed Name	Robert Kindle
Address:	2102 East Main St.	Title	President
	Richmond VA 23223	*Signature	
Office Phone:	(804) 278-9999	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	(804) 852-2142		
Fax	(804) 278-8943	Email:	robert@healthforceva.com

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	\$35.00	\$ 218,750.00 -
2	Weekend Regular Rate	2,500	\$38.50	\$ 96,250.00 -
			Grand Total	\$ 315,000.00 -

*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:	HealthForce of Virginia	*Printed Name	Robert Kindel
Address:	2102 East Main St.	Title	President
	Richmond VA 23223	*Signature	
Office Phone:	(804) 278-9999	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	(804) 852-2142		
Fax	(804) 278-8943	Email:	robert@healthforceva.com