



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

Solicitation

NUMBER
BVH410

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
TARA LYLE 304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Management Registry, Inc.
 1868 Campus Place
 Louisville, Kentucky 40299

SHIP TO

WEST VIRGINIA VETERANS HOME
 512 WATER STREET
 BARBOURSVILLE, WV
 25504 736-1027

DATE PRINTED
12/17/2012

BID OPENING DATE:

01/15/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		964-64		
NURSE STAFFING SERVICES						
OPEN-END CONTRACT						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV VETERANS HOME, IS SOLICITING BIDS TO PROVIDE TEMPORARY NURSE STAFFING SERVICES FOR LICENSED PRACTICAL NURSES AND REGISTERED NURSES FOR WV VETERANS HOME LOCATED IN BARBOURSVILLE, WV, PER THE ATTACHED SPECIFICATIONS.						
ATTACHMENTS INCLUDE:						
1. INSTRUCTIONS TO VENDORS SUBMITTING BIDS						
2. GENERAL TERMS AND CONDITIONS						
3. BVH410 SPECIFICATIONS						
4. CERTIFICATION AND SIGNATURE PAGE						
5. PURCHASING AFFIDAVIT						
6. RESIDENT VENDOR PREFERENCE (RVP) FORM						
***** THIS IS THE END OF RFQ BVH410 ***** TOTAL:						\$76,397.42
01/15/13 08:05:25 AM West Virginia Purchasing Division						

SIGNATURE	TELEPHONE (888) 851-3588	DATE 10 Jan. 2013
TITLE Vice President	FEIN 61-0863236	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Management Registry, Inc.

(Company)



(Authorized Signature)

Scot A. Goldfarb, Vice President

(Representative Name, Title)

888-851-3578 866-288-3775

(Phone Number) (Fax Number)

5 January 2013

(Date)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

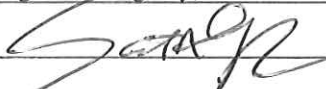
"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Management Registry, Inc.

Authorized Signature:  Date: 1/9/13

State of Kentucky

County of Jefferson, to-wit:

Taken, subscribed, and sworn to before me this 4th day of January, 2013.

My Commission expires 11/10, 2013.

AFFIX SEAL HERE

NOTARY PUBLIC 

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.


Bidder: Management Registry, Inc.

Signed: 

Date: 5 January 2013

Title: Vice President

BVH410 – Temporary Nursing Services – PRICING PAGE

WV Veterans Home – Barboursville, WV				
Item #	Description	Estimated Annual Usage Hours	Unit Price Per Hour	Extended Price
REGISTERED NURSE SHIFTS				
1	8 a.m. – 4 p.m. Weekdays Monday-Friday	500	\$34.05	\$17,023.91
2	2:45p.m. – 11 p.m. Weekdays Monday - Friday	300	\$34.96	\$10,488.55
3	10:45 p.m. – 7 a.m. Weekdays Monday – Friday	200	\$36.35	\$7,270.13
4	10:45 p.m. – 7 a.m. Monday (Weekend Shifts)	150	\$37.74	\$5,660.92
5	Holiday Shifts starting the night before at 11 p.m.*	72	\$72.44	\$5,215.60
LICENSED PRACTICAL NURSE SHIFTS				
6	6:45 a.m. – 3 p.m. Weekdays Monday – Friday	200	\$22.89	\$4,577.17
7	2:45 p.m. – 11 p.m. Weekdays Monday – Friday	500	\$22.23	\$11,112.53
8	10:45 p.m. – 7 a.m. Weekdays Monday – Friday	500	\$22.88	\$11,440.94
9	Holiday Shifts starting the night before at 11 p.m.*	72	\$50.11	\$3,607.70
Failure to use this form may result in disqualification			Total Cost	\$76,397.42
<u>Bidder/Vendor Information</u>				
Name: Management Registry, Inc. Address: 1868 Campus Place Louisville, KY 40299 Phone #: (888) 851-3588 Email Address: sdlouhy@managementregistry.com				
Contact Coordinator Information				
Name: Stacey Dlouhy, Business Development Manager, MRI Address: 1868 Campus Place Louisville, Kentucky 40299 Phone: (888) 851-3588 Email Address: sdlouhy@managementregistry.com Authorized Signature 				
This form is for bidding evaluation purposes only. Usage hours are only an estimation				
*Holiday Shifts include only: Christmas, Thanksgiving and New Year's only – the shift starts at 11:00 p.m. the night before and ends the next day at 11:00 p.m.				



INTRODUCTION

Management Registry, Inc. (MRI) appreciates the opportunity to respond to West Virginia's Department of Administration, Purchasing Division's Request for Quote to provide Nurse Staffing Services for the WV Veterans Home located in Barboursville, WV. We are interested in this endeavor because it focuses on our expertise and experience – **providing qualified and highly skilled healthcare providers for our residential and hospital clients.** MRI's has been providing long term, temporary, and emergency (PRN) nurse staffing support to our clients for over 35 years. We are eager to provide these services for WV's Barboursville Veterans Home. MRI's Recruiting and Staffing Specialists provide qualified, screened healthcare providers when you need nurse staffing support. Our 24/7 Toll Free Hotline Scheduling Support ensures our clients have healthcare personnel at all times to provide quality nursing care to their patients.

MRI's nursing support candidates for the Barboursville facility possess extensive experience working with this patient population, and MRI's streamlined reporting, billing, and scheduling process provides the Barboursville Veterans Home's stakeholders superior management services. MRI will provide the Barboursville Veterans Home nursing support using local candidates and healthcare industry best practices for recruiting, credentialing, and scheduling.

MRI's Unique Barboursville, WV Veterans Home Capabilities

EXPERIENCED PERSONNEL – For over 35 years MRI has provided our customers with quality healthcare professional staffing assistance. Our experience providing skilled staff extends from hospital to clinical settings. We excel in meeting the specialized needs of our customers.

LOW-RISK SERVICES – Our past and current customers attest to our ability to place fully credentialed and experienced healthcare professionals to meet their staffing needs. MRI conducts thorough background checks to ensure our clients receive stable, skilled, and experienced support to maintain quality and continuity of care for their patients.

PRN EXPERTISE – MRI excels at providing temporary emergency staffing for our clients. Our system tracks our pool of credentialed and experienced healthcare providers, and we give our clients 24/7 access to our staffing managers. When you call, we have your needed nursing support ready to provide patient care.

COMPANY INFORMATION

Management Registry, Inc.

	1868 Campus Place Louisville, KY 40299	Over 40 years providing medical staffing solutions	Experienced Per Diem Healthcare Staffing
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Management Registry, Inc. (MRI) is a premier provider of Healthcare Staffing Services, Professional Services, and Temporary Services. We use our depth of domain knowledge to ensure the success of our customers' missions. With over three decades of experience in healthcare recruitment and placement, MRI has been improving the quality and efficiency of performance through continual growth in comprehensive Healthcare Staffing Services. MRI's commercial clients include healthcare facilities, clinics, homecare, and select commercial markets across the nation. MRI provides comprehensive medical staffing support services to the government sector to include DoD medical treatment facilities and State Government detention facilities. Our team works as a cohesive unit and strives to exceed customer expectations and requests. MRI stands committed to the long-term success of extensive national recruiting and placement of healthcare professionals, and we are dedicated to maintaining our reputation for excellence.

Cage Code: 34GR4

DUNS: 074055369



MRI'S NURSE STAFFING SERVICES SOLUTION FOR BARBOURSVILLE VETERANS HOME

MRI stands prepared to offer fully licensed and qualified healthcare professionals to the Barboursville Veterans Home and accommodate the facility's nurse staffing needs. As a well-established healthcare staffing company, MRI has a deep pool of pre-qualified and pre-screened candidates prepared to provide the requested services to the Barboursville Veterans Home.

- MRI's candidates all reside within 30 miles of the facility location and have undergone MRI's initial credentialing process. We are ready upon award to provide complete candidate packets to include the candidate's WV license, current CPR card, application and skills checklist, current HIPPA training, immunization and physical screenings, background screening, and 10 panel drug screening results to the Barboursville Veterans Home Point of Contact.
- Additionally, our credentialing system tracks license, Continuing Education Requirements, and additional certification renewal expiration dates. MRI's Credentialing Specialists are alerted 45 days prior to a healthcare provider's expiration date, and they contact (both email and telephone follow-ups) to remind our providers of what needs to be renewed and the time period. Our Specialists also assist our healthcare providers with ensuring their credentials and certifications remain current for the life of this contract.
- Barboursville Veterans Home will have the services of an experienced PRN healthcare staffing company. MRI has been providing dependable PRN staffing support for clients for over 40 years. Our PRN Scheduling Process allows us to provide qualified healthcare providers within five (5) hours of notification prior to the start of the shift or assignment. Barboursville Veterans Home will be able to contact a MRI Scheduling Specialist 27/4 via our toll free Hotline to ensure emergency call off coverage.
- Barboursville Veterans Home will be assured that MRI uses a streamlined invoicing and billing system designed to lessen the burden on the Agency Nursing Supervisor's or designee's time. We will ensure that our provided timesheets for our staff are presented in a timely manner for sign-off. MRI's Field Payroll Specialist will include copies of the signed timesheets with submitted invoices. Additionally, Barboursville Veterans Home will have a MRI Project Manager (PM) overseeing the success of this contract.

PROVEN NURSE STAFFING SUPPORT SOLUTIONS

MRI provides Registered Nurses and Licensed Practical Nurses to the Kentucky Department of Juvenile Justice (DJJ) Group Homes, Regional Detention Facilities, and Youth Detention Facilities all over the state. Our nursing support staff provides PRN, short and long term support. When we were awarded the contract, we had 15 calendar days to transition the incumbent's nurses, find replacement RNs and LPNs for those who could/would not transition. We have successfully transitioned the former vendor's RNs and LPNs to include credentialing, skills testing, background checks, drug tests and onboarding them to our payroll so the RNs and LPNs could provide nursing support to the DJJ facilities on 1 July 2012. By working closely with the COR and each facility's stakeholders, we have successfully replaced RNs and LPNs to meet the DJJ's and each specific facility's requirements. Our extensive transitioning experience has resulted in a seamless continuation of services for each DJJ facility and employment for the transitioned nurses. Currently, our proven recruiting and credentialing process has resulted in a 98% fill rate for all the 29 facilities.



MRI has been the **sole provider for all nursing support for Baptist Hospital East for over 20 years** and recently was chosen in November 2011 as the sole provider for all nursing and managed service provider services for Baptist Hospital Northeast. Our team often finds itself called upon to provide RN nursing support with less than 24 hour notice. Due to our thorough credentialing process and our scheduling systems, we are able to meet their requests with qualified RNs. Through our on-going communication and frequent follow ups with the Director of Nursing, we recruit proactively to ensure we have the RN specialty when our client may need nursing support. Due to our success with their main facility, MRI was chosen as the preferred vendor to provide nursing support for the client's new facility.

MRI RNS AND LPNS FOR BARBOURSVILLE VETERANS HOME

MRI has identified and pre-screened a deep pool of Registered Nurse (RN) and Licensed Practical Nurse (LPN) candidates who are prepared to provide the requested services to Barboursville Veterans Home. All of our candidates possess current and unrestricted West Virginia licenses and current CPR certification. Before being presented to the facility POC, all MRI candidates meet the following criteria as demonstrated in Table 1.

MRI's Credentialing Criteria
<ul style="list-style-type: none"> • Experience: One to five years of work experience in the specialty for which the healthcare provider is applying.
<ul style="list-style-type: none"> • Licensure: A current professional state license for all licensed healthcare providers.
<ul style="list-style-type: none"> • Certification: A current certification on all non-licensed healthcare providers.
<ul style="list-style-type: none"> • Verification: Verification of licensure and certification is conducted initially and annually.
<ul style="list-style-type: none"> • Education: Nurses must provide documentation from School of Nursing attended, documentation of licensure, and date state licensure was obtained. Non-Licensed providers must provide documentation of education and proof of certification or registration, if applicable.
<ul style="list-style-type: none"> • Healthcare Provider Certification Cards: Cards must be provided for specialty to include CPR/BLS/ALS/NPR according to application.
<ul style="list-style-type: none"> • References: Two (2) references covering employment from the past year in current specialty are obtained from a manager of the unit, house supervisor, or someone in a leadership role
<ul style="list-style-type: none"> • OIG Exclusion Search: Conducted initially and annually
<ul style="list-style-type: none"> • EPLS: Conducted initially and annually
<ul style="list-style-type: none"> • E-Verify: Conducted initially upon hire
<ul style="list-style-type: none"> • Physical: A physical form must be completed and signed by a licensed physician, physician's assistant, or nurse practitioner initially and annually. Form must indicate that the healthcare provider is in good health without restrictions.
<ul style="list-style-type: none"> • Hepatitis B: HCP must complete a Hepatitis B Consent/Declination Form and/or provide Hepatitis Titer.
<ul style="list-style-type: none"> • Titers: Rubella, Rubeola, Varicella--HCP must provide official lab report documentation for titers, or MMR.
<ul style="list-style-type: none"> • Skills Check List: HCP must complete a skills check list, initially and annually, that is specific to the healthcare professional's area of practice; only scores above 80% are acceptable. MRI utilizes an outside web-based source that is completely confidential for each individual user, and MRI credentialing specialists are emailed the results.
<ul style="list-style-type: none"> • Competency Testing: HCP must complete competency testing with a score of 80% or higher in the specialty for which she/he is applying (Our competency system also enables our HCP to use a one-time remediation process, utilizing an outside web-based source that is completely confidential by each individual user. MRI recruiters are emailed the results).



<ul style="list-style-type: none"> • Medication Test: All licensed HCPs to include RNs and LPNs must take a medication test, with a score of 80% or higher (We utilize an outside web- based source which is completely confidential by each individual user and MRI recruiters are emailed the results).
<ul style="list-style-type: none"> • Core Mandatory's: HCP must complete the caregiver safety series, initially and annually, which meets the mandatory standards set by state boards and accrediting and regulatory agencies such as JCAHO, CDC, and OSHA.
<ul style="list-style-type: none"> • Drug Screening: MRI requires all applicants to pass a 10 Panel Drug Screening Test.
<ul style="list-style-type: none"> • Criminal Records/Background Screening: MRI has a non-felony position for any applicant to be considered for employment by our company. Our standard policy prior to submission of credentials to our clients is screening for evidence of criminal records in all states for the last seven (7) years. MRI also uses the National Sex Offender Registry for all applicants working with minors. Our background screenings are conducted without regard to race, creed, sexual orientation, age, or handicap in accordance with state and Federal Regulations.

Table 2: MRI's Credentialing Criteria for all our healthcare providers

SCHEDULING: MRI THE PRN EXPERTS!

With over 20 years of experience with PRN staffing and contract staffing, MRI has developed an extremely effective approach to filling positions within a five (5) hour window of notification. MRI has a toll free 24/7 Hotline so Barboursville Veterans Home or a healthcare provider will be able to reach a scheduling coordinator at any given time.

After all healthcare providers have satisfied Barboursville Veterans Home's orientation, our staffing coordinators will call healthcare providers for their availability two weeks in advance. Then the availability of the healthcare provider is placed in our staffing software. If an emergency call comes in requesting an unexpected vacancy be filled, our Scheduling Specialists will at that time place a call to book an available healthcare provider who meets the position requirements.

"Through our successful joint venture, Management Registry Inc. has been providing exceptional supplemental staffing for over 25 years. We have been able to depend on MRI to provide top-notch management services and nursing professionals to fulfill our staffing needs as they arise either through per diem or contract assignments."

MRI will continue to send new nurses through orientation to guarantee a large pool of healthcare providers to choose from at any given time. Currently, MRI is the prime contractor providing management services for Baptist East and Baptist North, and our clients have experienced no problems filling 13-week contracts and PRN shifts including call offs. Our pool of healthcare providers who are orientated at both facilities gives us a larger pool of people to fill our client's needs.

BILLING, INVOICING, AND INSURANCE

MRI is ready to meet and comply with all requirements covered in RFQ BVH1410 to include submission of timesheets, billing, credentialing, reporting, and facilities access. We have read and are ready to abide by the RFQ's definition of Vendor Default.

MRI pays our employees by Direct Deposit. We apply all local, state, federal, and FICA taxes to an employee's pay and W-2 statements. Pay day is every Friday. Employees can access their paystub online 24/7 using the Employee eConnect portal. If an employee does not have access to the internet, our branch office will print the paystub for pickup at the employee's convenience.



MRI carries professional liability insurance, general liability insurance, and worker's compensation for all our Contract Employees. Copies of our insurance coverage can viewed in Appendix A.

SUMMARY

MRI stands ready to provide Barboursville Veterans Home with nursing assistance for its PRN and long-term staffing needs. We possess the administrative capabilities to both administer payroll, track completion of orientation for each nursing staff personnel for the facility and complete monthly and quarterly reporting. MRI will present only qualified personnel to the facilities. Our past performance speaks to our ability to provide the Barboursville Veterans Homes with the nursing staff assistance needed when they are needed. By choosing us for this effort, Barboursville Veterans Home will receive experienced, trained healthcare providers dedicated to providing high-quality nursing assistance to the patients of their facility. We look forward to the opportunity to provide our services.



Appendix A – Insurance Certificates



MALOJC1 OP ID: TL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/07/13

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 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 Brown & Brown of KY Inc. P.O. Box 23410 Louisville, KY 40223-0410 James D. Weltorfer, CPCU, CIC	502-241-7072	CONTACT NAME:	
	502-241-7843	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Federal Insurance Company	20281
		INSURER B: Cincinnati Specialty	13037
		INSURER C: Scottsdale Insurance Company	41297
		INSURER D: Princeton Excess & Surplus	10786
		INSURER E: Cincinnati Insurance	10677
		INSURER F:	

INSURED: Management Registry Inc. dba
Malone Staffing; JC Malone Associates; Malonecore LLC; Malone Staffing GA LLC; See Note
1941 Bishop Lane, Ste 100
Louisville, KY 40218

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	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CSU0029174 - OCCURRENCE	08/16/12	08/16/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> Professional: \$3,000,000 agg GENL AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> FRO-LEFT <input type="checkbox"/> LOC		CSU0029177-CLAIMS MADE \$1,000,000 OCC/PROF.	06/16/12	08/16/13	
C	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		EBA0072210	03/25/12	03/25/13	COVERED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000		66A3UB0001115-00	06/16/12	06/16/13	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			INC STAFF-TORY (LIMITS) OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Employee Theft		8223-9646	06/15/12	06/15/13	50000 ded 1,500,000
A	Depositors Forgery		8223-9646	06/15/12	06/15/13	2500 ded 100,000

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

CERTIFICATE HOLDER	CANCELLATION
NORTAT1	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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ACORD 25 (2010/05)

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NOTEPAD	INSURED'S NAME Management Registry Inc. dba	MALOJC1 OP ID: TL	PAGE 2 DATE 01/07/13
<p>Insured (Cont) Management Registry Inc. dba Spaid Nursing Service; dba Malone Staffing; dba JC Malone Associates; dba Malone Medical Staffing; JC Malone & Trinity LLC; Affiliated Nursing Service, Inc. dba Malone Staffing Solutions; dba Malone Professional Solutions; dba Malone Government Solutions; dba Malone Training Solutions; dba Malone Technology Solutions; Malonecore LLC; dba Malone Staffing Solutions; MRI Holdings, LLC; Malone Staffing Georgia dba Malone Staffing</p> <p>HOME HEALTHCARE PROFESSIONAL \$1,000,000/\$3,000,000 CSU0029178 6/11/12-6/11/13 Retention \$2,500.00</p>			



1868 Campus Place
Louisville, Kentucky 40299
Phone: (888) 851-3588 Fax: (866) 326-6442

January 12, 2013

Dear Ms. Tara Lyle:

Management Registry, Inc. (MRI) is pleased to respond to the Department of Administration's Request for Quote BVH410, Nursing Staff Services for Veterans Home in Barboursville, WV. MRI is interested in this potential effort because it focuses on our area of expertise and experience in staffing general and specialized healthcare providers for our client's needs to include Registered Nurses and Licensed Practical Nurses.

To meet the Barboursville Veterans Home facility's needs, we have identified and prescreened a pool of local qualified candidates based on the RFQ's Job Descriptions, Scope of Work, and proposed shifts. Our candidates are all licensed and certified in the State of West Virginia. MRI has matched these nursing professionals based on requested service of work descriptions and geographic locations. MRI can provide dependable and timely per diem, short term, and long term nursing support when Barboursville Veterans Home needs nurse staffing support. We excel at nurse staffing support and per diem healthcare staffing and management of such programs.

MRI's Point of Contact regarding this RFP response and regarding day-to-day operations is:

Ms. Stacey Dlouhy, Business Development Manager
Management Registry, Inc.
1868 Campus Place
Louisville, KY 40299
Office: (888) 851-3588/Cell: (402) 415-8378
Email: sdlouhy@managementregistry.com

Thank you for the opportunity to submit to this response.

Sincerely,


Stacey Dlouhy, Business Development Manager
Management Registry, Inc.

Enclosures: Solicitation Page
 Certification and Signature Page
 Purchasing Affidavit
 Vendor Preference Certificate
 BVH410 – Temporary Nursing Services - Pricing Page
 RFQ Technical Response