



Presentation to Provide

**Locum Tenen Coverage for
Psychiatric RN's and LPN's for the
Mildred Mitchell-Bateman Hospital**

Presented by

**ATC Healthcare Services, Inc
1430 South High Street
Columbus, OH 43207**

And

**ATC Healthcare Services, Inc
Government Healthcare Division
1983 Marcus Avenue
Lake Success, NY 11042**



02/14/13 09:03:31 AM
West Virginia Purchasing Division

REQUEST FOR QUOTATION
MMB13100 Local Nurses

Pricing Page

Item #	Estimated # of Hours	Level of Psychiatric Nursing	Unit Cost	Total Cost
#1		Registered Nurse (RN)	\$ _____	\$ _____
	20,000	A. Regular Hours	\$ 39.94	\$ 798,800
	3,000	B. Overtime Hours	\$ 59.91	\$ 179,730
	104	C. Holiday Hours	\$ 59.91	\$ 6,230.64
#2		Licensed Practical Nurse (LPN)	\$ _____	\$ _____
	20,000	A. Regular Hours	\$ 29.94	\$ 598,800
	3,000	B. Overtime Hours	\$ 44.91	\$ 134,730
	104	C. Holiday Hours	\$ 44.91	\$ 4,670.64
GRAND TOTAL OF "A"				\$ 1,397,600
GRAND TOTAL OF "B"				\$ 314,460
GRAND TOTAL OF "C"				\$ 10,901.28
GRAND TOTAL				\$ 1,722,961.20
#3		Permanent Placement Fee*		
		Registered Nurse	\$ 4000.00	
		Licensed Practical Nurse	\$ 2500.00	

*One time placement fee for each permanently placed employee by the vendor.

Rates are all inclusive

This is a progressive award contract and the award will be made from the lowest to the highest Grand Total for "RN's" and "LPN's" meeting the required mandatory specifications. Lowest will be vendor "A", second lowest will be "B" and so on.

Use of this contract will work the same. Agency must contact the lowest bid first and if they cannot provide the agency needs within the time frame allowed in the attached specifications, Agency will then contact the next lowest bidder and so on, until one of the vendors awarded the contract, can cover the immediate needs.

The number of hours is only an estimation to be used for bid, we may require more or less hours than stated above.

Please Print Information Below:

Company Name: ATC Healthcare Services

Sales Representative: AARON ZIRAKS

Vendor Address: 1430 South High Street
Columbus, OH 43207

Vendor Phone: 614-465-2897 Fax: 614-340-7944

Email Address: aaron.ziraks@atchealthcare.com

Remit to Address: 25393 Network Place
Chicago, IL 60673-1253

[Signature]
Signature

2-13-13
Date



Experience

ATC Healthcare Services, Inc. (ATC) was established in 1982 in Riverdale, Georgia to provide 24-hour staff relief to healthcare facilities and is directed by staff members whose personal commitment to quality allows them to offer distinctive and superior situational staffing services. ATC's focus is developing a partnership with clients to enhance quality care and cost effectiveness based on identification, understanding, and commitment to mutual goals. We want to be your partner in providing quality healthcare and supplemental staffing to your patients and customers.

ATC is not just another staffing agency. We are pioneers in the strategic sourcing and management of medical and supplemental temporary personnel. We have established an outstanding reputation in the industry by identifying the specific staffing requirements of the healthcare providers we serve and matching these requirements with the personnel (licensed and unlicensed employees), who have the appropriate training, credentials, and experience. We will never lose sight of the fact that we are here to provide a flexible, customized service and to help our clients utilize ATC as a positive and beneficial means for cost containment.

With over 5,000 credentialed and experienced personnel, ATC provides short- and long-term staffing solutions in specialty areas that include Nursing, Therapists, Technicians, Medical Administrative.

Our clients include: hospitals, clinics, nursing homes, insurance companies, physicians, school systems, mental health, government, and correctional facilities. We help provide all of our clients with cost-effective solutions to staffing challenges on a national basis.

ATC Mission Statement

ATC Healthcare Services, Inc. is a diversified service organization comprised of a cohesive team of innovative people dedicated to providing the highest quality situational staffing services with the greatest value. Our goals are to improve current services and develop new services tailored to the needs of the clients, Healthcare Associates, and markets we serve in order to maximize our contribution to the achievement of each individual's or organization's objectives.

ATC Operating Principles

ATC's corporate values reflect our attitude toward our clients and our employees. We strive to:

- Conduct and manage our business ethically
- Commit to continuous improvement

- Foster an environment conducive to maintaining open communication
- Recruit, develop, reward, and support achievement-oriented people who demonstrate high levels of performance
- Encourage initiative, creativity, responsibility, and a sense of urgency in each staff member
- Empower every staff member to take immediate corrective action should client problems occur
- Provide an acceptable rate of return to our shareholders

ATC Commitment to Quality

ATC commits to maintaining its dedication to quality service. AIG Consultants, Inc., one of the largest underwriters for professional liability insurance, found our credentialing and screening process "to be more comprehensive than that which is in place at many healthcare facilities."

The ATC Staffing Process

ATC's primary goal is to build client confidence and ATC credibility by fulfilling the needs of the clients. The staffing process provides continuous checks and balances through:

◆ *Computer Applicant Tracking and Screening*

The ATC computer system, STAFFMED[®], monitors the recruitment process and prompts the appropriate action at each phase of the application and hiring process.

◆ *Client Profile*

A client profile is developed through information gathered from the client and on-site visits. This profile contains the client's requirement expectation with regard to experience level, test scores, credentials, physical/health screening, orientation, and any other pertinent information specific to the facility and occupation.

◆ *Healthcare Associate Profile*

A profile for each Healthcare Associate hired by ATC contains the occupation, resume, test scores, credentials, experience, and areas of specialty (as designated by testing). STAFFMED[®] constantly monitors for compliance of credentials, ATC Policies & Procedures, OSHA and Joint Commission requirements. STAFFMED[®] automatically places Healthcare Associates on inactive status when their credentials expire.

◆ *Healthcare Associates Availability*

Healthcare Associates availability for work is tracked by STAFFMED[®], allowing us to meet client needs quickly and efficiently.

◆ *Client Work Order*

The work order includes such information as: date(s), shift(s), work area/department and occupation to match client's needs with Healthcare Associate skills.

◆ *Healthcare Associate and Client Work Order*

STAFFMED® will screen and retrieve the files of Healthcare Associates who meet the qualifications and experience requested by the client and who are available.

◆ *Flexibility*

STAFFMED® allows ATC to identify geographical locations of our Healthcare Associates and match them to clients in the same area.

Government Contracts Division



ATC's Government Healthcare Division is poised to provide medical and supplemental staffing solutions to government healthcare facilities through traditional contracting methods or via our Federal Supply Schedule contract. Governmental agencies currently staffed by ATC include:

- Municipal Entities
- Federal Institutional Agencies
- State Healthcare Institutions
- State University Medical Centers
- Various State Departments of Health
- Veterans Affairs Medical Centers
- U.S. Military Medical Facilities
- State and Local Correctional Facilities

Credentialing Advantage



ATC's Corporate Clinical and Quality Improvement Department and each individual ATC office are jointly responsible for the administration of ATC's Quality Assurance Program. The Clinical Department develops and maintains the quality improvement policies whose function is to support client patient care standards and to improve processes or outcomes through adherence to quality assurance standards. When an incident is reported or discovered, processes are aimed at analyzing the situation to determine how to maintain or improve quality standards. A plan of corrective action may be developed if indicated by the situation. The Clinical Department is also responsible for maintaining compliance with all applicable JCAHO, OSHA, and governmental regulations. As

required, and on an as-needed basis, the Clinical Department also develops programs to address internal and external findings in the healthcare clinical and regulatory arenas.

As evidence of ATC's continuing commitment to providing quality personnel, ATC received Healthcare Staffing Agency certification, entitled *Credentialing Advantage™*. Credentialing Advantage™ is an innovative certification program administered by Risk Control Services (RCS). The program vigorously analyzes agency's operations, hiring procedures, credentialing and various other operational procedures.

ATC Healthcare Services values its relationship with its client and employees. As such, ATC has received a certification entitled *Worker's Compensation Risk Certification* that promotes employee safety on the job site or client assignment. This certification is renewed on an annual basis and is provided by the American Staffing Association (ASA) in conjunction with RCS. This prestigious certification is awarded based upon an agency's proven commitment to sound risk management procedures and policies.

Project Approach

Recruiting personnel can be a difficult and time-consuming process. Today's health care organizations compete aggressively to attract the best personnel. The identification, recruitment, and retention of these nurses are keys to providing staff for the Mildred Mitchell-Bateman Hospital.

ATC Healthcare Services works with many practice specialties from general nursing to general labor to the most specialized of disciplines, and in all types of practice settings. Our consultants are especially adept at making the best match possible between the personnel, the practice, and the community.

Our success will depend on us establishing and developing a relationship between the candidate and the Mildred Mitchell-Bateman Hospital. ATC Healthcare consultants assigned to this project that will serve as points of contact to Mr. Ed Humeidan manager of the ATC Ohio offices.

In order to ensure that the Mildred Mitchell-Bateman Hospital does not have to make but one call for staffing Mr. Humeidan will be the primary point of contract. He will be project manager and he or one of the members of his staff will take the call from the facility and ensure the need is filled.

ATC Healthcare Services use of computerized management reports minimize paperwork and headaches while maximizing the Mildred Mitchell-Bateman Hospital ability to analyze and capitalize on the services they have purchased. Our management reports provide a detailed picture of services used in a concise format. *If our current reports do not adequately address your needs, the ATC Healthcare IT department can design ones that meet your needs more specifically.*

As stated above, ATC Healthcare Services is completely automated. ATC Healthcare Services has computer systems that are used to automate and monitor applicant tracking, screening, activation, credentialing, staffing, billing processes, and Quality Incident management. The computer system monitors the recruiting process and prompts us to initiate the appropriate action at each phase. This allows us to target recruitment efforts to fill specific needs. One of the largest benefits of our computer systems is to ensure that ATC Healthcare Services present personnel that are qualified and uniquely suited to meet the needs of the Mildred Mitchell-Bateman Hospital.

Other benefits of our computer system are allows us to:

- Create a computerized client profile. An ATC Healthcare Services team member will obtain information from the Mildred Mitchell-Bateman Hospital, determining specific requirements for the personnel for the requested services. This information is entered into our computer systems and a profile for that facility is created. This profile contains experience level requirements, test score requirements, credential requirements, physical/health screening requirements, orientation requirements, and any other pertinent information specific to the facility and occupation. In addition, the profile also identifies the appropriate contact person(s) and any special requests made at each facility requiring staffing services.
- Ensure that all personnel have completed the requirements that are required by the Mildred Mitchell-Bateman Hospital. These requirements are listed in the ATC Healthcare Services policy and procedures for enrollment. These requirements follow Joint Commission standards and other regulatory requirements. Once the employee has completed the credentialing process, he or she is activated in their computer system and the credentials are presented to the Mildred Mitchell-Bateman Hospital.
- Monitors critical credential dates, and should a credential expire; the nurse is inactivated in the system and may not be scheduled for work until the credential is updated.

Back Fill/Back Up Procedures. ATC Healthcare Services will provide qualified staffing at Mildred Mitchell-Bateman Hospital whenever needed so that no facility is without the requisite staff. Each ATC employee selected for an assignment is made aware of the facility, the requirements for providing services to that facility. The employee commits to the assignment and signs an agreement to fulfill his or her assignment until completion. However, ATC Healthcare knows from experience there are times when this cannot be accomplished due to unforeseen complications such as illness, family emergencies, etc.

This has happened to ATC Healthcare on rare occasions in the past and we have instituted a plan that will allow ATC Healthcare to provide replacement services with little or no interruption to the Mildred Mitchell-Bateman Hospital. We will use our database to maintain a comprehensive roster of pre-screened and pre-qualified candidates who will be available in advance of staffing needs. Any candidates identified during our ongoing recruitment procedures who were not selected to fill a current position, but have suitable qualifications, will be catalogued in our database for possible future or replacement use. Candidates who express the desire to serve as backup personnel, and who meet our requirements, will also be catalogued in our database. Their names will be made available to Mr. Humeidan and his staff.

Candidates selected as backup and replacement personnel will be oriented to the ATC Healthcare Services policy and procedures exactly like our primary personnel. Back-up personnel who do not work on a regular basis will come in for refresher training on a recurring basis to ensure that they remain current with ATC Healthcare Services policies and procedures. The same credentials files/procedures that are used for full time nurses will be maintained on back-up personnel.

Should the needs increase to a level that ATC is not able to handle (such as a Strike situation), we have already been in contact with medical and supplemental staffing companies in the area to ensure that we can secure a subcontract if need be. This will only be done after clearing the agreement with Mildred Mitchell-Bateman Hospital.

Using this two pronged approach ensures we have adequate nursing staff to ensure there will be no interruption in services to the Mildred Mitchell-Bateman Hospital.

Retention of Healthcare Providers. Retention of trained staff knowledgeable of the Mildred Mitchell-Bateman Hospital environment is critical to the success of a contract with the Mildred Mitchell-Bateman Hospital. ATC Healthcare Services depends on our employees to perform the high quality services the Mildred Mitchell-Bateman Hospital deserve and expect. Employee retention ensures customer satisfaction through continuity of care, familiarity with the Mildred Mitchell-Bateman Hospital environment, and our employees building a partnership team with the Mildred Mitchell-Bateman Hospital. Employee retention also is important to ATC Healthcare because it helps build our reputation as a quality service provider.

The ATC Healthcare Services staff retention rate is high. Our average retention rate is a strong indication that we are succeeding; for the last three years, our retention rate is 94 percent.

ATC Healthcare Services programs, policies, and strategies for maintaining high employee retention rates will be reinforced by its experience in matching

candidates to the specific tasks of the needs relayed by Mildred Mitchell-Bateman Hospital. Our program will not only make it possible for ATC Healthcare Services to recruit outstanding personnel for the Mildred Mitchell-Bateman Hospital facilities, it will allow us to retain superior staff in the face of intense competition.

ATC Healthcare Services knows that continuity of high-quality professional services are key, particularly in health care contracts, in which quality of services delivered are directly related to quality of personnel.

Customer Service What distinguishes one staffing firm from another? Among the dozens of staffing agencies bidding for government business, there is great similarity in bid rates and overall qualifications of the staff. What is truly distinctive among competing firms is the level of customer service shown to clients throughout the recruitment process.

ATC Healthcare Services is fully committed to offering an exceptional level of customer service to the Mildred Mitchell-Bateman Hospital. This commitment is demonstrated in numerous ways:

- The Mildred Mitchell-Bateman Hospital contracts with healthcare staffing agencies for one reason. The State believes that the agency can do something that they cannot do as easily: Identify suitably qualified candidates--in the shortest possible time--who can meet their staffing requirements. ATC Healthcare Services is focused on meeting such requirements diligently and enthusiastically. We are aware of the particular stipulations associated with managing a government contract, and are prepared to meet those stipulations with certitude and exactitude.
- Our job is not complete after we place staff in the Mildred Mitchell-Bateman Hospital. Providing timely follow-up is essential. Our concern is that all parties are completely satisfied with the work arrangement.

No matter how carefully healthcare recruiters match providers with practice opportunities, occasionally minor problems arise. Our philosophy is to address small problems or concerns before they escalate into bigger ones. Finding an acceptable solution to the concerns of all parties is our objective in seeking a timely resolution to the issue at hand.

In the highly competitive field of healthcare recruitment, offering "good service" is not good enough. With more staffing firms springing up all the time, it behooves conscientious recruiters to seek ways to improve their service. ATC Healthcare Services believes that one way of accomplishing this is to provide the opportunity for Mildred Mitchell-Bateman Hospital and our staff to suggest ways for improving our service. Suggestions that have merit and are cost-effective are seriously considered and, as much as possible, implemented into our daily operations.

Promoting customer satisfaction is not just the job of our recruiters and sales associates. Our entire workforce is committed to ensuring customer satisfaction in every possible way. This commitment is demonstrated in the promptness of handling client or provider concerns, meticulous attention to every detail of a placement, careful monitoring of contract performance, creative means of cost reduction, and openness to suggestions for improving customer service.

Staffing and Start Up. ATC Healthcare Services has learned, through our many years of government contracting that one of the most crucial times in any contract is the transition and start up. The start up period can determine the "tone" of how a contract will proceed over the entire life of that contract. As stated above, the Ohio office recruiting department has already started identifying potential candidates for the Mildred Mitchell-Bateman Hospital to try and get a head start so that we will be able to proceed as soon as possible after contract award.

ATC Healthcare has also learned that one of the most seamless, cost effective ways to ensure quality care, reduce orientation costs, and provide for *continuity of care* is to retain incumbent staff that may be currently providing services under another contract. After contract award Mr. Humeidan will contact the Mildred Mitchell-Bateman Hospital and get a list of employees that are providing services under any other incumbent contractor. Mr. Humeidan, in coordination with the Mildred Mitchell-Bateman Hospital, will contact these employees and make them a part of the ATC Healthcare Services team. This approach to incumbent employees is a win-win for both ATC Healthcare Services and the Mildred Mitchell-Bateman Hospital.

Training

*ATC
QUALITY
ASSURANCE
ADVANTAGE*

ATC Healthcare Services is committed to total client satisfaction and commits to maintaining its dedication to quality service. Relentless and uncompromising attention to the needs of the Mildred Mitchell-Bateman Hospital and the dedication to a creative, supportive work environment for our nurses is the foundation of ATC's quality philosophy. We feel that quality is achieved through continuous review and improvement of all our business operations. This ensures that we are positioned to satisfy the Mildred Mitchell-Bateman Hospital expectations, meet the needs of our internal customers, develop and support our staff and provide superior service to the Mildred Mitchell-Bateman Hospital.

ATC participates in and provides qualified in-service training to clinic supervisory, QC, administrative, technical, and clerical personnel to accomplish all work and services required within specified time frames. Our training methods include subjects directly relevant to nursing and medical care. Further, we understand that the County will not be able to provide initial skills training to contractor

employees. All of our employees will be trained, qualified, certified, or licensed prior to starting work, and all training certifications will be maintained in a valid/current state. Our employees fully understand training and conferences may be required at the Mildred Mitchell-Bateman Hospital's request. During the phase-in period, in partnership with the Mildred Mitchell-Bateman Hospital leadership, ATC will finalize and implement a comprehensive Training Plan to be submitted for approval by the State. This report will be updated every year and resubmitted for approval by the State. Within five days of the contract start date, ATC will provide orientation training for all employees, both new hires and incumbents. To ensure no disruption of work, we will use staggered training schedules to make certain all work areas are adequately covered during training sessions.

ATC will continuously ensure employees complete any mandatory annual Mildred Mitchell-Bateman Hospital unique training requirements in accordance with jail procedures. As a practice on similar contracts, ATC supports hospital leadership in meeting continuing education (CE) requirements and provides these services in-house – we understand the State does not reimburse for these costs.

ATC's Corporate Clinical and Quality Improvement Department and each individual ATC division are jointly responsible for the administration of ATC's Quality Assurance Program. The Clinical Department develops and maintains the quality improvement policies whose function is to support the Mildred Mitchell-Bateman Hospital patient care standards and to improve processes or outcomes through adherence to quality assurance standards. When an incident is reported or discovered, processes are aimed at analyzing the situation to determine how to maintain or improve quality standards. A plan of corrective action may be developed if indicated by the situation. The Clinical Department is also responsible for maintaining compliance with all applicable Joint Commission, OSHA, and governmental regulations. As required, and on an as-needed basis, the Clinical Department also develops programs to address internal and external findings in the healthcare clinical and regulatory arenas.

The focus of ATC's quality assurance standards center upon established screening, hiring, and performance monitoring procedures whose goals are to provide the Mildred Mitchell-Bateman Hospital with competent nurses that further the quality of the care provided to patients.

As evidence of ATC's continuing commitment to providing quality personnel, ATC received Healthcare Staffing Agency certification, titled Credentialing Advantage. Credentialing Advantage is an innovative certification program administered by Risk Control Services (RCS). The program vigorously analyzes agency's operations, hiring procedures, credentialing and various other business operation procedures.

ATC Healthcare Services values its relationship with its clients and employees. As such, ATC has received a certification called Worker's Compensation Risk Certification that promotes employee safety on the job site or client assignment. This certification is renewed on an annual basis and is provided by the American Staffing Association (ASA) in conjunction with RCS. This prestigious certification is awarded based upon an agency's proven commitment to sound risk management procedures and policies.

ATC's sophisticated Quality Assurance Program incorporates the following:

- ATC Healthcare will constantly seeks ways to add value to the service we provide the Mildred Mitchell-Bateman Hospital
- ATC Healthcare will encourages each Mildred Mitchell-Bateman Hospital to advise ATC as to how they define quality
- ATC Healthcare will provide a staffing coordinator 24 hours a day to Mildred Mitchell-Bateman
- ATC Healthcare will provide the Mildred Mitchell-Bateman Hospital with administrative staff knowledgeable of staffing needs and credentialing requirements
- ATC Healthcare will commit to providing immediate response to any issues or concerns that are reported
- ATC Healthcare has comprehensive hiring standards
- ATC Healthcare will provide our staff with a company orientation that includes information on company policies, infection control, patient care and ethics, and general safety subjects (as mandated by Joint Commission, OSHA, and other regulatory agencies)
- ATC Healthcare will coordinate with the Mildred Mitchell-Bateman Hospital for specific orientation and specific needs
- ATC Healthcare assesses competency upon hire and annually by verifying with the issuing body any applicable licensure and by administering skill checklists and written evaluations appropriate to profession and specialty areas

- ATC Healthcare will continuously assess nurse performance by initiating internal and external performance evaluations at set periodic intervals, annually and as needed to assess performance level
- ATC Healthcare will encourage the Mildred Mitchell-Bateman Hospital to notify Mr. Humeidan or this staff of any incident involving ATC nurses so that incidents can be promptly investigated and resolved in a coordinated and efficient manner. ATC Healthcare has Registered Nurses at the Corporate level that direct and coordinate efforts between all parties to assist and resolve reported incidents
- The ATC Healthcare Corporate Clinical and Quality Improvement Department monitors and analyzes all incidents reported by teach ATC Office
- ATC Healthcare will encourage all the Mildred Mitchell-Bateman Hospital to communicate policy and procedure changes affecting nursing services

Credentialing

Each nurse presented for assignment is interviewed, completes an application for employment, Workers Compensation Form, Internal Revenue and state tax forms, U.S. Department of Justice (I-9) Form, and any facility specific required forms. An Activation Checklist is completed on each applicant prior to hire and presentation for assignment. ATC Healthcare Services will submit to the Mildred Mitchell-Bateman Hospital the profiles and required information of nurse(s) who meet the Medical Treatment Facilities specific request at least seven days prior to assignment start date.

ATC Healthcare Services has an extensive credentialing and quality assurance program that operates on multiple tiers.

Staff presented for assignment will have at least two years of recent work experience in the area to be staffed.

Our routine credentialing procedures include verification with the applicable state license issuing body or bodies that the licensee holds a current, active, good standing license free of restrictions. Copies of applicable licenses are maintained in the personnel file and updated upon renewal. Re-verification of licenses is performed periodically. Primary educational source verification is performed and required national organization memberships and licenses are also verified.

Each applicant must have three satisfactory current/prior work references. All references and other work history information are obtained by primary-sourced telephone or written contact.

Each applicant that will provide direct patient care must provide a current American Heart Association CPR card (BLS, ALS, PALS, and NALS depending on specialty) and renewals of the same. The card is copied and placed in the personnel file along with subsequent renewals.

Each applicant completes an area specific self-appraisal skill checklist upon hire and annually. Further, each applicant must achieve a passing grade of 85% on a written area specific knowledge assessment test.

ATC Healthcare Services complies with Joint Commission on the Accreditation of Health Care Organizations initial and mandatory employee training, covering topics such as age specific competency and patient rights.

ATC complies with OSHA initial and annual mandatory training, such as blood borne pathogens, fire, and electrical safety.

Each nurse must have a current physical examination, renewed annually; including a current tuberculosis skin test (previously positive applicants must provide medical proof of freedom from active communicable disease). TB skin tests are also renewed annually.

Criminal background checks and drugs screens are obtained as per the State of WV and/or federal/state requirements and maintained in the personnel file.

Our credentials staff will work hand in hand with the Mildred Mitchell-Bateman Hospital to ensure all needed credentialing actions are completed in a timely manner. Additionally, ATC Healthcare Staffing Services performs "preventative maintenance" on all the files through the use of a proprietary computer program to audit credential expirations and renewal. Each record will be monitored for licensure and certification expiration.

Experienced Registered Nurses are present at both the Clinical Department and senior vice president levels to provide state of the art quality assurance direction and innovation to the services. Clinical quality assurance matters reported are individually analyzed and resolved at the different tiers to optimize not only ATC's commitment to patient care, but also that of the Mildred Mitchell-Bateman Hospital patient populations.

ATC Healthcare Services works to keep the same staff in our system and in long-term assignments in many ways. First and foremost is our level of service. We develop a personal relationship with each employee, and then carefully match him or her to appropriate assignments. We maintain continual contact throughout the duration of each job and, if necessary, immediately troubleshoot any problems or concerns that come up.

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Mrs. Rita Franklin RN, BSN, JD, ATC Director of Quality Improvement and Training will be responsible for oversight of the Quality Improvement program and oversee any Quality Improvement/Quality Assurance issues as well as all training aspects related to this contract. Her resume is attached

Additional Information

Contact Information As previously stated the ATC Healthcare Services offices in Ohio will be responsible for the day-to-day operation and oversight of the contract with the Mildred Mitchell-Bateman Hospital. Mr. Ed Humeidan is the licensee and manager of those offices and would serve as Project Manager for the contract. His office address is 1430 South High Street, Columbus, OH 43207 and he can be reached at (614) 586-1234.

Mrs. Rita Franklin RN, BSN, JD, ATC Director of Quality Improvement will be responsible for oversight of the Quality Improvement program and oversee any Quality Improvement/Quality Assurance issues. Mrs. Franklin's telephone number is (770) 434-6066.

Mr. Aaron Ziraks, ATC's Director of Government Operations will be responsible for any contractual questions that may arise. He is responsible for proposal preparation and will serve as a consultant to Mr. Humeidan for contract administration. His telephone number is (614)465-2897.

One of the ATC Consultants will be available during regular business hours via the ATC Healthcare office phone numbers listed above, and by cell phone during non-business hours. ATC Healthcare provides coverage 24 hours a day, 365 days a year. The ATC Healthcare Night Call Coordinator will take over after routine duty hours and will return calls usually within 5 minutes but in no more than 15 minutes. Night Call Coordinators can perform exactly the same staffing functions after business hours that are performed during regular business hours. In addition, at least one of the ATC Healthcare management staff is on-call at all times to support the night call coordinator.

Specific Information

When the Mildred Mitchell-Bateman Hospital has a need for a nurse, the facility will contact Mr. Humeidan or one of his designated staffing coordinators who will take the need for Mildred Mitchell-Bateman Hospital. Once the need is received Mr. Humeidan will give it to a member of his recruitment team for target recruiting. Each member of the recruitment team will have a specific time frame to find the qualified nurse candidate, depending on the response time given by the Mildred Mitchell-Bateman

Hospital. During that time frame the recruiter, will follow the steps outlined in the Recruiting Plan Section of this presentation which include finding the primary nurse candidate(s) and arranging for back up nurses. Once all this is accomplished the recruiter will give Mr. Humeidan the candidates file and they will perform a quality review of the credentials package to ensure all the information is correct. If there are errors or omissions they will be corrected before submission to the Mildred Mitchell-Bateman Hospital.

Once in place the nurse would be under the direct supervision of the charge nurse/unit manager of the Mildred Mitchell-Bateman Hospital. He/she would conform to all regulations and policies of that facility. He/she would be placed on the schedule and would work the hours and shifts as directed by the supervisor. The nurse will turn a time sheet into ATC Healthcare Services on Monday of each week that has been approved and signed by the unit manager. These time sheets will accompany the invoice to the Mildred Mitchell-Bateman Hospital.

We realize that for any nurse to be an effective staff member he/she must conform to and abide by the same regulations as the rest of the medical staff. For that reason any nurse(s) provided will attend any and all required orientation, training, and briefings before starting work. Once in place, our nurses will participate in any other training programs deemed necessary, and as previously stated, will meet all qualifications as required by the medical facility by-laws and regulations.

Each nurse submitted to the Mildred Mitchell-Bateman Hospital will have a valid, current State of West Virginia License or Certification in the professions for which he/she will be providing services.

All nursing staff assigned to a Mildred Mitchell-Bateman Hospital will have the minimum prior professional employment experience in their specialty area, and will have all the required annual training or refresher training as required by ATC Healthcare Services and the Medical Treatment Facility.

Security As stated above, any nurse supplied to the Mildred Mitchell-Bateman Hospital by ATC Healthcare will be an integral part of the medical facility staff and as such will comply with all the regulations, including privacy and security requirements pertaining to releasing the names of patients, releasing the names of physicians and nurses or other staff, and the type or content of dictated reports. Our nurses will observe the requirements imposed on sensitive data by law, applicable Federal statutes, and regulations, and associated requirements to ensure appropriate screening of all personnel. We will carefully screen all candidates presented to the Mildred Mitchell-Bateman Hospital to ensure they meet the requirements of the medical facility. In the event that any additional staff is needed, we will work with the Mildred Mitchell-Bateman Hospital to obtain the necessary clearances for these nurses prior to submitting them for approval. The nurses supplied will also conform to all policies and procedures concerning patient's rights and privacy issues. Each nurse will wear a photo identification badge.

Back ground Checks and Drug Screens All nurses presented to the Mildred Mitchell-Bateman Hospital will have had all the necessary security and/or required back ground investigations and drug screening prior to starting work.

Monitoring Procedures For any contract to work efficiently, constant contract monitoring is a must. The staff at ATC Healthcare Services is dedicated to providing the highest quality services possible. The staff in our Ohio Offices will constantly monitor the performance of all nurses assigned under any supplemental staffing agreement. We will be partners with the Mildred Mitchell-Bateman Hospital in this regard.

Dress and Appearance ATC Healthcare recognizes that patient and staff perceptions of quality are associated with cleanliness and the appearance of the personnel working in the Mildred Mitchell-Bateman Hospital. Therefore our nurses will be required to abide by the dress and appearance code of the Mildred Mitchell-Bateman Hospital

Attendance The orderly operation of any hospital department requires punctual attendance by all staff members. Our nurses will be expected to adhere to any and all attendance policies as described by the Mildred Mitchell-Bateman Hospital. This will not only include duty attendance but unit meetings and mandatory training and in-services as well

Interpersonal Skills Good personal and public relations are extremely important. The nurses presented by ATC will be expected to work in cooperation with the Mildred Mitchell-Bateman Hospital staff in the interest of maintaining high quality interpersonal relationships. Not only will we present nurses who have superior clinical skills, they will possess the initiative and interpersonal skills that will enable him to relate positively to all members of the staff.

Personnel Policy ATC Healthcare will assume sole and exclusive responsibility for the payment of wages to the staff we provide to the Mildred Mitchell-Bateman Hospital, including FICA, unemployment insurance, workman's compensation coverage's in amounts and under such terms as required by the federal and WV state statues.

Quality of References

ATC Healthcare Services staffs over 800 different healthcare facilities nationwide on a daily basis and we have only included a representative list of some of those contracts. Other contracts from across the country can be forwarded to you if requested.

Nationwide:

Name: State of Ohio, Department of Administrative Services/Department of Corrections

Address: Central Office – 4200 Surface Road, Columbus, OH 43228

Contact Person: Ms. Sandy Herrel

Contact Information: Tel: (614) 466-4768, Fax: (614) 485-1056

Services Provided: Exclusive Nursing and Allied Healthcare services to all 30 Department of Corrections and Department of Youth Service facilities Medical and Mental Health units. Over 400 employees work in any given week on this contract in the disciplines of: RN, LPN, STNA, Rad Tech, Phlebotomist, Medical Admin, and Pharmacy Tech.

Name: FMC Devens, Federal Bureau of Prisons

Address: 42 Patton Road

Devens, MA 01432

Telephone: (978) 796-1147

Contact Person: Jason Bullen, Director of Nursing

Contract Dates – 2005 – 2012

Contract Value - \$700,000 per year

Services Provided: LPN Services

Name: North Carolina Department of Corrections

Address: 1300 Western Blvd, Raleigh, NC 27606

Contact Person: Ms. Juanita Edwards, Nursing Administration

Contact Information: Tel: (919) 733-0800

Contract Number: 42010608 Healthcare Services

Contract Dates: April 2011 – Present

Contract Value: \$15,000,000

Services Provided: Travel and Per-Diem Nursing Services at all Department of Corrections Facilities in Medical and Mental Health units



Around the Clock
Healthcare Services
"Staffing...wherever healthcare is provided"

Contracting and Government Healthcare Division

2/13/13

Roberta Wagner
Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130
Charleston, WV 25305-0130

RE: General Terms and Conditions

ATC Healthcare Services agrees with all of the States Terms and Conditions as it relates to RFP MMB13100.

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Ziraks'.

Aaron Ziraks
Director of Government Operations



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/17/2012

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 The Odell Studner Group, LLC 100 Matsonford Road Building 3 Radnor PA 19087	CONTACT NAME: Ryan Morris	
	PHONE (A/C, No, Ext):	FAX (A/C, No): 484-586-3975
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Zurich American Insurance Co		16535
INSURER B: American Guarantee & Liab Ins.		26247
INSURER C: Zurich American Insurance Co		16535
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES	CERTIFICATE NUMBER: 1339365503	REVISION NUMBER:
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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'L INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			5853743-00	8/1/2012	9/1/2013	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	\$3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC							\$
C	AUTOMOBILE LIABILITY <input 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			5853743-00	8/1/2012	9/1/2013	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			5498704-00	8/1/2012	9/1/2013	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
								\$
A	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 <input checked="" type="checkbox"/> Y N/A			WC343479810	1/1/2013	1/1/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000
C	3rd Party Crime Coverage Professional Liability			5853743-00 5853743-00	8/1/2012 8/1/2012	9/1/2013 9/1/2013	Crime Occ \$1,000,000 Per Occ \$1,000,000 \$25k Deductible	Ded. 25,000 Agg \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Alternate Employer Endorsement is included for Workers' Compensation when required by written contract. Umbrella follows form to underlying Commercial General Liability, Professional Liability/E&O, Hired & Non-Owned Automobile Liability, and Employers' Liability policies.

CERTIFICATE HOLDER

CANCELLATION

ATC Healthcare Services, Inc. 1983 Marcus Avenue, Ste E-122 Lake Success NY 11042	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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State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
MMB13100

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE
ATC Healthcare Services
 1430 South High St
 Columbus, OH 43207

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 MILDRED MITCHELL-BATEMAN
 HOSPITAL
 1530 NORWAY AVENUE
 HUNTINGTON, WV
 25705 304-525-7801

DATE PRINTED
01/15/2013

BID OPENING DATE: 02/14/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	HR		964-65		
THE STATE OF WEST VIRGINIA AND ITS AGENCY THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), MILDRED MITCHELL-BATEMAN HOSPITAL LOCATED IN HUNTINGTON, WV REQUEST A QUOTE FOR AN OPEN-END CONTRACT TO PROVIDE LOCUM TENENS FOR PSYCHIATRIC REGISTERED NURSES (RN) AND LICENSED PRACTICAL NURSES (LPN) TO MEET THE STAFFING REQUIREMENTS OF AN ACUTE ADULT PSYCHIATRIC HOSPITAL. HOSPITAL IS LOCATED AT 1530 NORWAY AVE., HUNTINGTON, WV 25705 BID OPENING: FEBRUARY 14, 2013 AT 1:30 PM REFERENCE ATTACHED INSTRUCTIONS TO BIDDERS, TERMS & CONDITIONS AND SPECIFICATIONS ATTACHED.						
					HOURLY RATE: - RN ALL INCLUSIVE FEE.	\$39.94
TO PROVIDE AN OPEN END CONTRACT FOR "LOCUM TENENS" FOR PSYCHIATRIC REGISTERED NURSES (RN) OR LICENSED PRACTICAL NURSE(S) (LPN) WITH PSYCHIATRIC EXPERIENCE (MINIMUM 1 YEAR) TO MEET THE STAFFING REQUIREMENTS OF AN ADULT PSYCHIATRIC HOSPITAL, MILDRED MITCHELL-BATEMAN HOSPITAL LOCATED AT 1530 NORWAY AVENUE, HUNTINGTON, WV.						

SIGNATURE <i>[Signature]</i>	TELEPHONE 614-465-2897	DATE 2-13-13
TITLE Dir. of Cost. Operations	FEIN 58-1642356	ADDRESS CHANGES TO BE NOTED ABOVE

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



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 Department of Administration
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1430 South High St
Columbus, OH 43207

SHIP TO

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 MILDRED MITCHELL-BATEMAN
 HOSPITAL
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 HUNTINGTON, WV
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0002	1	HR		964-65		
				OVERTIME RATE: - RN ALL INCLUSIVE FEE.	\$59.91	
0003	1	HR		964-65		
				HOLIDAY RATE: - RN ALL INCLUSIVE FEE.	\$ 59.91	
0004	1	HR		964-65		
				HOURLY RATE: - LPN ALL INCLUSIVE FEE.	\$ 29.94	
0005	1	HR		964-65		
				OVERTIME RATE: - LPN ALL INCLUSIVE FEE.	\$44.91	
0006	1	HR		964-65		
				HOLIDAY RATE: LPN ALL INCLUSIVE FEE.	\$ 44.91	

SIGNATURE <i>[Signature]</i>	TELEPHONE 614-465-2897	DATE 2-13-13
TITLE Dir. of Govt Operations	FEIN 58-1642356	ADDRESS CHANGES TO BE NOTED ABOVE

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 25705 304-525-7801

DATE PRINTED
01/15/2013

BID OPENING DATE: 02/14/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ MMB13100 ***** TOTAL:						\$279.52

SIGNATURE <i>[Signature]</i>	TELEPHONE 614-465-2897	DATE 2-13-13
TITLE Dir. of Govt Operations	FEIN 58-1642356	ADDRESS CHANGES TO BE NOTED ABOVE

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MMB13100	1
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 Columbus, OH 43207

S.H.P.O.

HEALTH AND HUMAN RESOURCES
 MILDRED MITCHELL-BATEMAN
 HOSPITAL
 1530 NORWAY AVENUE
 HUNTINGTON, WV
 25705 304-525-7801

DATE PRINTED
 02/01/2013

BID OPENING DATE: 02/14/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1. ADDENDUM ISSUED TO RESPONSE TO VENDOR'S QUESTIONS REGARDING THE ORIGINAL RFQ SUBMITTED. QUESTIONS AND ANSWERS ARE ATTACHED,						
2. TO PROVIDE REVISED PRICING PAGE. REVISED PRICING PAGE IS ALSO ATTACHED.						
3. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID,						
----- END OF ADDENDUM NO. 01 -----						
0001	1	HR		964-65		
		HOURLY RATE: - RN		ALL INCLUSIVE FEE.	\$39.94	

SIGNATURE <i>[Signature]</i>	TELEPHONE 614-465-2897	DATE 2-13-13
TITLE Dir. of Cont Operations	FEIN SB-1642356	ADDRESS CHANGES TO BE NOTED ABOVE

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STATE OF WEST VIRGINIA

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DATE PRINTED
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BID OPENING DATE: 02/14/2013

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				TO PROVIDE AN OPEN END CONTRACT FOR "LOCUM TENENS" FOR PSYCHIATRIC REGISTERED NURSES (RN) OR LICENSED PRACTICAL NURSE(S) (LPN) WITH PSYCHIATRIC EXPERIENCE (MINIMUM 1 YEAR) TO MEET THE STAFFING REQUIREMENTS OF AN ADULT PSYCHIATRIC HOSPITAL, MILDRED MITCHELL-BATEMAN HOSPITAL LOCATED AT 1530 NORWAY AVENUE, HUNTINGTON, WV.		
0002	1	HR		964-65		
				OVERTIME RATE: - RN ALL INCLUSIVE FEE.	\$59.91	
0003	1	HR		964-65		
				HOLIDAY RATE: - RN ALL INCLUSIVE FEE.	\$59.91	
0004	1	HR		964-65		
				HOURLY RATE: - LPN ALL INCLUSIVE FEE.	\$29.94	

SIGNATURE *[Signature]*

TELEPHONE 614-465-2897

DATE 2-13-13

TITLE Dir. of Cost Operations FEIN 58-1642356

ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE:

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BID OPENING TIME

1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0005	1	HR		964-65		
OVERTIME RATE: - LPN ALL INCLUSIVE FEE,					\$44.91	
0006	1	HR		964-65		
HOLIDAY RATE: LPN ALL INCLUSIVE FEE,					\$44.91	
***** THIS IS THE END OF RFQ MMB13100 ***** TOTAL:						<u>\$279.52</u>

SIGNATURE

[Signature]

TELEPHONE

614-465-2897

DATE

2-13-13

TITLE

Dir of Cost Operations

FEN

58-1642356

ADDRESS CHANGES TO BE NOTED ABOVE

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

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of Mildred Mitchell-Bateman Hospital to establish an open-end contract for full time "locum-tenens" Registered Psychiatric Nurse(s) and Licensed Practical Nurse(s) services to comply with staffing needs of Mildred Mitchell-Bateman Hospital. Mildred Mitchell-Bateman Hospital is located in Huntington West Virginia and is a 110-bed acute adult care psychiatric hospital. It is accredited by the Joint Commission on Accreditation of Health Care Organization (JCAHO) and Center for Medicare and Medicaid Services (CMS).
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 "Contract Services" means the list of services identified in Section IV, Subsection 1 below.
 - 2.2 "Pricing Page" means the pages upon which Vendor should list its proposed price for the Contract Services. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.
 - 2.3 "RFQ" means the official request for quotation published by the Purchasing Division and identified as MMB13100.
 - 2.4 "RN" means Registered Nurse
 - 2.5 "LPN" means Licensed Practical Nurse
 - 2.6 "Agency" means Mildred Mitchell-Bateman Hospital.
3. **QUALIFICATIONS:** Vendor(s) should have the following minimum qualifications
 - 3.1 Must hold a Professional State of WV Nursing License in West Virginia.
 - 3.2 Must have minimum of at least one (1) year experience as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) in Psychiatric Nursing.
 - 3.3 Current Cardiopulmonary Resuscitation (CPR) Card; if not we can provide training to obtain CPR Card.
 - 3.4 Current Non-Violent Crisis Prevention Intervention (NVCPI) Card; if not we can provide training to obtain NVCPI Card.
4. **GENERAL REQUIREMENTS:**
 - 4.1 **Mandatory Contract Services Requirements:** Vendor shall provide Contract Services with the desired services listed below on an open-end contract. Desired services must meet or exceed the mandatory requirements listed below.

4.1.1 Registered Nurse(s) Services

Vendor agrees to assure and document the competency of the staff being engaged and to provide documentation of the services to Mildred Mitchell-Bateman Hospital when requested. The competency assessment must include age-specific and cultural competencies for services provided to patients.

- 4.1.1.1 RN(s) must be Licensed by the West Virginia Board of Nurses
- 4.1.1.2 RN(s) must have a minimum of one (1) year experience in Psychiatric Nursing.
- 4.1.1.3 RN(s) must oversee the work of inexperienced (RN)Registered Nurse(s), (LPN)Licensed Practical Nurse(s), (HST)Health Service Trainee, (HSW) Health Service Worker, (HSA) Health Service Assistants.
- 4.1.1.4 RN(s) must participate in Treatment Team Meetings to develop individualized Treatment Plans, direct consultations, receive and give recommendations to and from other disciplines to maximize positive behavioral results.
- 4.1.1.5 RN(s) must administer medications as prescribed by treating Psychiatric Physician.
- 4.1.1.6 RN(s) must ensure timely documentation into patient's electronic medical records, per Mildred Mitchell-Bateman Hospital policies, procedures and common practice that will be discussed in great detail during the hospital orientation.
- 4.1.1.7 RN(s) must oversee medical and psychiatric emergencies.
- 4.1.1.8 RN(s) may testify in court and commitment hearing when found appropriate and deemed necessary. The psychiatric physician must be present however nurse(s) must be available if needed to testify.
- 4.1.1.9 RN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the Confidentiality laws, and the HIPPA Regulations.

4.1.2 Licensed Practical Nurse(s) Services

- 4.1.2.1 LPN(s) must be licensed by the West Virginia Board of Nurses.
- 4.1.2.2 LPN(s) must assist professional nursing & medical staff in providing direct nursing care to patients, including medical treatments,

administering medications, giving injections, and assisting in care planning and recording.

- 4.1.2.3 LPN(s) must take and record temperatures, blood pressure, pulse and respirations; collect specimens for testing; administer medications according to the Physician Order.
- 4.1.2.4 LPN(s) must ensure timely documentation into patients' electronic medical records, per Mildred Mitchell-Bateman Hospital policies, procedures and common practices that will be discussed in great detail during the hospital orientation.
- 4.1.2.5 LPN(s) must screen patients and record medical information; assist physician and registered nurse in examinations and treatments; set up and clean examination area; give injections and immunizations; instruct patients in the use of medications and possible side effects.
- 4.1.2.6 LPN(s) will provide for the emotional and physical comfort and safety of the patients.
- 4.1.2.7 LPN(s) must assist in response to medical and psychiatric emergencies.
- 4.1.2.8 LPN(s) must assist patients with activities of daily living such as grooming and personal hygiene.
- 4.1.2.9 LPN(s) may testify in court and commitment hearing when found appropriate and deemed necessary. The psychiatric physician must be present however nurse(s) must be available if needed to testify.
- 4.1.2.10 LPN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the Confidentiality laws, and the HIPPA Regulations.

4.2.1 VENDOR RESPONSIBILITIES:

- 4.2.1.1. Successful vendor must be a fully licensed and qualified healthcare professional to accommodate Agency Needs.
- 4.2.1.2 Successful vendor must provide healthcare staffing as requested by the Agency to be compatible with week-to-week needs. Assignments also may be for specified period of time as agreed upon in writing.
- 4.2.1.3 Successful vendor must provide hourly rates that are inclusive of all federal, state, and local withholding taxes, social security & Medicare taxes, as well as all unemployment compensation, workers compensation, general and professional liability premiums.
- 4.2.1.4 Successful vendor shall provide Agency with information on each healthcare staff member according to the state and federal standards,

including application and checklist. These must be sent to agency along with the listing of possible candidates to interview:
Non-Violent Crisis Prevention Intervention (NVCPI) Certification; Cardiopulmonary Resuscitation (CPR) Certification; references; confidentiality agreement and other requested documents such as current physical examination, immunization records, negative 9-panel drug screening and licensure confirmation. No nurse providing services to the Agency under this agreement will have been investigated and substantiated by a Board of Nursing or currently subject to discharge resulting from an investigation by a Board of Nursing.

Successful vendor and healthcare staff must comply with all Agency policies and procedures.

4.2.1.5 Successful vendor shall ensure the following regarding the staff to be provided:

- A. Has completed the required training and education,
- B. Possess a current valid professional license with the State of West Virginia, and
- C. Have proof of recent acute psychiatric experience in a psychiatric setting, and
- D. Meet current Agency immunization requirements for purified protein derivative (PPD) and Hepatitis B Series .

4.2.1.6 Successful vendor must incorporated into the vendor's all inclusive fee, and any anticipated costs, traveling expenses, administrative and overhead cost.

4.2.1.7 Successful vendor will not hire any nurse who is currently or has been an employee of WVDHHR/Mildred Mitchell-Bateman Hospital within six (6) months of nurse's release date from Mildred Mitchell-Bateman Hospital.

Successful vendor will not allow any nurse who was dismissed to return to work through the staffing agency at Mildred Mitchell-Bateman Hospital.

Successful vendor will be responsible for a replacement fee of \$50,000 for being in violation of attempting to recruits or hire current or former employees of Mildred Mitchell-Bateman Hospital.

4.2.1.8 Successful vendor will have 48 hours (2 days) to respond to our initial contact requesting staffing, vendor must provide the agency a list of potential candidates for staffing needed at the Agency within 72 hours (3 days) of the initial notification of need.

After the 3-day period, we would conduct interviews, review their certifications, and that time we will determine which applicants we would offer an emergency staffing position.

4.3.1 DUTIES AND RESPONSIBILITIES OF THE AGENCY:

- 4.3.1.1 Agency will notify the successful vendor of the number and specialty of the nursing staff needed for an assignment and the, estimated length of the assignment.
- 4.3.1.2 Successful vendor staff shall work under Agency Supervision. Agency shall be solely responsible to provide each staff with day-to-day guidance in the execution of staff's professional responsibilities at the Agency.
- 4.3.1.3 Agency will reserves the right to terminate a nurse providing services to the Agency whether it is that the emergency need for staffing ends or it is determined that their performance is not in the best interest and well being of the patient care.
- 4.3.1.4 If Agency requests an LPN but the successful vendor provides a RN to cover the request, the agency will pay the LPN rate.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contracted Services. The Contract will be a progressive award with multiple vendors. Award will be made from low bid to high and usage will be in the same manner. If the low bid cannot provide the needs of the Agency at the requested time, the second low bid will be contacted and then the next low bid, etc. We will allow 48 hours for vendor to determine if they will be able to meet our needs.

5.2 Pricing Pages: Vendor should complete the Pricing Page by providing the hourly rate for LPN and RN Nursing Staff. Vendor should complete the Pricing Page in its entirety as failure to complete the Pricing Page in its entirety may result in the Vendor's bid being disqualified.

The Pricing Pages contain a list of Desired Services and estimated purchase volume. The estimated purchase volume for each service represents the approximate volume of anticipated services.

Notwithstanding the foregoing, the Purchasing Division may correct errors as its discretion. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. The Pricing Pages were created in Microsoft Excel document and Vendor can request and electronic copy for bid purposes by sending an email request to the following address: Roberta.A.Wagner@wv.gov.

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay an hourly rate for all Contract Services performed under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with the performance of this Contract. Such costs will not be paid by the Agency.

9. **HOLIDAYS:** All nursing staff will be eligible for paid time off for holidays. Generally, the following official holidays are observed:

New Year's Day	January 1
Martin Luther King Day	January 21
President's Day	February 18
Memorial Day	May 27
West Virginia Day	June 20
Independence Day	July 4
Labor Day	September 2
Columbus Day	October 14
Veteran's Day	November 11
Thanksgiving	November 28 – 29
Christmas Eve (1/2 Day)	December 24
Christmas Day	December 25
New Year's Eve (1/2 Day)	December 31

10. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

- 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

11. **VENDOR DEFAULT:**

- 10.1. The following shall be considered a vendor default under this Contract.
 - 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
 - 10.1.2. Failure to comply with other specifications and requirements contained herein.
 - 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 10.1.4. Failure to remedy deficient performance upon request
- 10.2. The following remedies shall be available to Agency upon default.
 - 10.2.1. Cancellation of the Contract.

10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

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

Contract Manager:

AARON ZIRAKS

Telephone Number:

614-465-2897

Fax Number:

614-340-7944

Email Address:

aaron.ziraks@atchealthcare.com

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: ATC Healthcare Services

Signed: [Signature]

Date: 2-13-13

Title: Director of Government Services

RFQ No. MMB13100

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: ATC Healthcare Services

Authorized Signature: [Signature] Date: 2-13-13

State of OHIO

County of Franklin, to-wit:

Taken, subscribed, and sworn to before me this 13 day of February, 2013.

My Commission expires None, 20



RONNIE A. RASUL
Attorney At Law
Notary Public, State of Ohio
My Commission Has No Expiration Date
Section 147.03 R.C.

NOTARY PUBLIC [Signature]

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.

ATC Healthcare Services
(Company)


(Authorized Signature)

AARON ZIBAKS, Director of Government Operations
(Representative Name, Title)

614-465-2897 614-340-7944
(Phone Number) (Fax Number)

2-13-13
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: MMB13100

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

ATC Healthcare Services
Company

[Signature]
Authorized Signature

2-13-13
Date

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