



State of West Virginia
Solicitation #: BHS14022

Submitted to:
Roberta Wagner
State of West Virginia
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charlestown, West Virginia 25305-0130

ORIGINAL



Submitted by:

Stacey K. Dlouhy

Stacey Dlouhy, Business Development Manager
Management Registry, Inc.
1868 Campus Place
Louisville, KY 40299
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Email: sdlouhy@managementregistry.com

08/13/13 08:33:26 AM
West Virginia Purchasing Division

August 13, 2013

This proposal includes data that shall not be disclosed outside the Commonwealth of Kentucky and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of – or in connection with – the submission of this data, the Commonwealth of Kentucky shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Commonwealth of Kentucky's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on all sheets of this proposal.



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

Solicitation

NUMBER
BHS14022

PAGE
1

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

VENDOR

*206105501 502-637-5477
 MANAGEMENT REGISTRY INC
 1866 CAMPUS PL
 LOUISVILLE KY 40299

SHIP TO

HEALTH AND HUMAN RESOURCES
 VARIOUS LOCALES AS
 INDICATED BY ORDER

DATE PRINTED
07/26/2013

BID OPENING DATE: 08/13/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1 1) TO ANSWER QUESTIONS SUBMITTED. 2) TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. END OF ADDENDUM NO. 1		
0001	20,000	HR	964-65	1A. REGISTERED NURSE (RN) LOCUM-TENENS, REGULAR HRS.	\$55.20	\$1,104,000
0002	3,000	HR	964-65	1B. REGISTERED NURSE (RN) LOCUM-TENENS, OVERTIME HRS.	\$74.52	\$223,560
0003	104	HR	964-65	1C. REGISTERED NURSE (RN) LOCUM-TENENS, HOLIDAY HRS.	\$74.52	\$7,750.08

SIGNATURE <i>S. Wagner</i>	TELEPHONE 502-637-5477	DATE August 13, 2013
TITLE Vice President, MRI	FEIN 61-0863236	ADDRESS CHANGES TO BE NOTED ABOVE

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



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0004	20,000	HR		964-65	\$38.64	\$772,800
	2A. LICENSED PRACTICAL NURSE (LPN) LOCUM-TENENS, REGULAR HOURS.					
0005	3,000	HR		964-65	\$52.16	\$156,480
	2B. LICENSED PRACTICAL NURSE (LPN) LOCUM-TENENS, OVERTIME HOURS.					
0006	104	HR		964-65	\$52.16	\$5424.64
	2C. LICENSED PRACTICAL NURSE (LPN) LOCUM-TENENS, HOLIDAY HOURS.					
0007	20,000	HR		948-55	\$22.25	\$445,000
	3A. CERTIFIED NURSING ASSISTANT (CNA) LOCUM-TENENS, REGULAR HOURS.					

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0008	3,000	HR		948-55	\$30.04	\$90,120
				3B. CERTIFIED NURSING ASSISTANT (CNA) LOCUM-TENENS, OVERTIME HOURS.		
0009	104	HR		948-55	\$30.04	\$3,124.16
				3C. CERTIFIED NURSING ASSISTANT (CNA) LOCUM-TENENS, HOLIDAY HOURS.		
0010	20,000	HR		948-55	\$23.75	\$475,000
				4A. HEALTH SERVICES WORKER (HSW) LOCUM-TENENS, REGULAR HOURS.		
0011	3,000	HR		948-55	\$32.06	\$96,180
				4B. HEALTH SERVICES WORKER (HSW) LOCUM-TENENS, OVERTIME HOURS.		

SIGNATURE <i>SATA</i>	TELEPHONE 502-637-5477	DATE August 13, 2013
TITLE Vice President, MRI	FEIN 61-0863236	ADDRESS CHANGES TO BE NOTED ABOVE

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VENDOR FOR

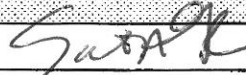
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0012	104	HR		948-55	\$32.06	\$3,334.24
4C. HEALTH SERVICES WORKER (HSW) LOCUM-TENENS, HOLIDAY HOURS.						
0013	1	EA		964-65	\$6,000	\$6,000
5. REGISTERED NURSE - PERMANENT PLACEMENT FEE						
0014	1	EA		964-65	\$4,500	\$4,500
5. LICENSED PRACTICAL NURSE - PERMANENT PLACEMENT FEE. (THIS IS A ONE TIME PLACEMENT FEE FOR EACH PERMANENTLY PLACED RN OR LPN PLACED BY THE VENDOR.) THIS WILL BE A PROGRESSIVE AWARD CONTRACT. AWARD WILL BE MADE FROM THE LOWEST TO THE HIGHEST GRAND TOTAL FOR RN'S, LPN'S, CNA'S, AND HSW'S MEETING SPECIFICATION.						

SIGNATURE 	TELEPHONE 502-637-5477	DATE August 13, 2013
TITLE Vice President, MRI	FEIN 61-0863236	ADDRESS CHANGES TO BE NOTED ABOVE

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

11. VENDOR DEFAULT:

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

11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

11.1.2. Failure to comply with other specifications and requirements contained herein.

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

11.1.4. Failure to remedy deficient performance upon request

11.2. The following remedies shall be available to the Agency upon default.

11.2.1. Cancellation of the Contract.

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

11.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

12.1. **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: Stacey Dlouhy

Telephone Number: 402-415-8378

Fax Number: 866-851-3588

Email Address: sdlouhy@managementregistry.com



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INTRODUCTION

MANAGEMENT REGISTRY, INC.

Management Registry, Inc. (MRI) appreciates the opportunity to respond to the State of West Virginia Request Behavioral Health & Health Facilities (hereinafter referred to BHHF) for Locum-Tenens Nursing Services Support. We are interested in this endeavor to provide nursing personnel to support the State of West Virginia because it focuses on our expertise and experience – ***providing qualified and highly skilled nurses and nursing services for our residential and hospital clients.*** MRI has been providing long-term, temporary, and emergency (PRN) Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistants to clinics and hospital settings and have been supporting the healthcare staffing needs of our clients for over 35 years. Our Recruiting and Staffing Specialists provide qualified, screened Health Technologists when you need them. Our 24/7 Toll Free Hotline Scheduling Support ensures our clients have healthcare personnel at all times to provide quality care to their patients. To further ensure the needs and expectations of the BHHF are met, MRI has thoroughly analyzed the Request for Quotation and can confidently offer our services. We will provide the State of West Virginia's BHHF local coverage, proven experience, and healthcare industry best practices for recruiting and credentialing. Additionally, MRI brings over 35 years of healthcare managed care provider experience to the Department of Health and Human Resources. We will provide the nursing support staff the BHHF requires, when you require it, and fully oversee our reporting, compliance, and services.

MRI's Locum Tenens nursing candidates for BHHF possess extensive experience working with the patient population in West Virginia, and MRI's streamlined reporting, billing, and scheduling process provide BHHF stakeholders superior management services. Currently, MRI has a pool of local (WV) nursing personnel (RNs, LPNs, CNAs and HSWs) who are fully qualified for presentation to BHHF.

Our pool of nursing staff for the BHHF have been credentialed to ensure they meet the states services for a RN, LPN, C.N.A., and HSW at these facilities to include required training and education, experience in a similar setting, valid, unrestricted licenses, current CPR certification, and upon award of this contract, we will dedicate an account manager and recruiter to further build our pool of qualified, local candidates to provide the nursing services requested by BHHF.

MRI's Capabilities For the State of West Virginia

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 and laboratories. We excel in meeting the specialized needs of our customers to include providing quality care to developmentally disabled clients.

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.

LOCUM-TENENS EXPERTISE –


MRI excels at providing contract and temporary 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.



MANAGEMENT REGISTRY, INC.

COMPANY INFORMATION

MRI is fully licensed and qualified to provide healthcare staffing to facilities in the State of West Virginia. As a staffing agency for local, state, and Department of Defense facilities, MRI prepares thorough credentialing packets for presentation to facility Points of Contact. The State of West Virginia will be confident they will receive a selection of viable potential candidates within the 72 hour (3 days) of initial notification of need. Currently, we provide specialized Nurse Practitioner, RN, and LPN staffing support to 29 facilities for the Commonwealth of Kentucky's Department of Juvenile Justice Group Homes, Youth Detention and Regional Treatment Facilities, and our 99% fill rates speaks to our ability to present qualified candidates. MRI also provides Locum Tenens for Psychiatric RNs and LPNs to the Mildred Mitchell Bateman Hospital on a 13-week base with the ability to extend thereafter. In addition, MRI provides Temporary Nursing Services to include RNs and LPNs on a Per Diem bases for 1st, 2nd, and 3rd shifts including weekends and Holidays to the Barboursville, West Virginia Hospital. We have filled 90% of all PRN shifts given within 2 hours' notice.

 <small>MANAGEMENT REGISTRY INC</small> MRI	1868 Campus Place Louisville, KY 40299	Over 35 years providing medical staffing solutions	Experienced Per Diem Healthcare Staffing
<p>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</p>			

Cage Code: 34GR4

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MRI's Nurse Staffing Services Solution for the State of West Virginia

MRI already possesses a pool of qualified candidates to provide contract Nursing Services support to the State of West Virginia. All of our candidates must meet our rigorous screening and credentialing criteria, which are based on JCAHO standards. Please see Table 1 below for our basic criteria: MRI knows that the State of West Virginia needs supplemental nursing services to assist their daily operations at the center.

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. • Healthcare Provider Certification Cards: Cards must be provided for by 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. • OIG Exclusion Search: Conducted initially and annually. • EPLS: Conducted initially and annually. • E-Verify: Conducted initially upon hire. • 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. • Hepatitis B: HCP must complete a Hepatitis B Consent/Declination Form and/or provide Hepatitis Titer. • Titers: Rubella, Rubeola, Varicella – HCP must provide official lab report documentation for titers, or MMR
<ul style="list-style-type: none"> • Influenza Vaccination (seasonal October – March): HCP will meet a facility's requirements for influenza vaccination and present medical provider's documentation of vaccination. If a HCP chooses not to have an influenza vaccination, then the HCP will not be considered for placement in facilities which require said vaccination.
<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 a 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 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 that is completely confidential by each individual user. 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. • 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 1: MRI's Credentialing Criteria for all our healthcare providers

MRI possesses extensive experience providing specialized nursing support to our clients. Additionally, we excel at finding, credentialing, and scheduling specific nursing specialties to meet our clients' needs. For the State of West Virginia, MRI's candidates meet all the General Requirements for the modality as listed in the Request for Quotation. Table 2 below illustrates a



Locum Tenens RNs, LPNs, C.N.A.'s, and HSWs

sampling of our Psychiatric/Behavioral RNs, LPNs, and C.N.A.s, and how they meet BHHF's requirements. Appendix B contains the resumes these potential candidates.

CANDIDATE	WV LICENSE	PYSHIATRIC/BEHAVIORAL NURSING EXPERIENCE	CPR
S.P., LPN	X	13+ years	X
A.B., LPN	X	2 years	X
T.L., LPN	X	2 years	X
C.C., LPN	X	19+ years	X
A.C., LPN	X	17+ years	X
M.M., LPN	X	8+ years	X
K.R., C.N.A.	X	5+ years	X
S.M., C.N.A.	X	3+ years	X
L.R., RN	X	21+ years	X
T.T., RN	X	4+ years	X

Table 2: Sampling of MRI Psychiatric RNs, LPNs, and C.N.A.s

- **MRI's Psychiatric and Behavioral RNs** have supervisory experience, have participated in Treatment Team Meetings to provide input on individualized Treatment Plans, direct consultations, and received and given recommendations to and from other disciplines to maximize positive behavioral results. They are familiar with electronic patient medical records documentation and are able to learn MMBH's electronic system. MRI's RNs possess extensive experience in medication administration and able e to oversee medical and psychiatric emergencies when required. Our RNs are able to testify in court and in commitment hearings when required. All our healthcare providers to include our RNs adhere to Confidentiality laws and HIPPA Regulations. MRI's RNs are able to provide coherent and thorough responses to the inquiries of family members, advocates, and other interested parties while upholding a patient's Confidentiality rights.
- **MRI's Psychiatric and Behavioral LPNs and C.N.A.s** are fully experienced in providing direct nursing care to patients in accordance with JCAHO standards of care to include administrating medications, giving injections, assisting in care and planning and recording, and conducting medical treatments as prescribed by professional nursing and medical staff. Our LPNs and C.N.A.s are familiar with electronic patient medical records documentation and can learn the BHHF system. MRI's LPNs and C.N.A.s are experienced in screening patients and recording medical information, assisting physicians and registered nurses in examinations and treatments, setting up and cleaning examination areas, giving injections and immunizations, and in instructing patients in the use of medications and possible side effects. Our LPNs and C.N.A.s are experienced in providing emotional and physical comfort and safety of the patients and our Psychiatric and Behavioral LPNs and C.N.A.s are able to assist in response to medical and psychiatric emergencies.
- 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



Locum Tenens RNs, LPNs, C.N.A.'s, and HSWs 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.

- BHHF will have the services of an experienced Locum Tenens healthcare staffing company. MRI has been providing dependable healthcare staffing support for clients for over 35 years. BHHF will be able to contact a MRI Scheduling Specialist 27/4 via our toll free Hotline to ensure emergency call off coverage.
- BHHF 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, BHHF will have a MRI Project Manager (PM) overseeing the success of this contract.



SCHEDULING: MRI THE LOCUM TENENS EXPERTS

With over 35 years of experience with Locum Tenens staffing and contract staffing, MRI has developed an extremely effective approach to filling positions and building out our database for client needs. Upon award of the contract, MRI will dedicate a recruiter to build out our WV RN, LPN, C.N.A, and HSW database to meet the specific position criteria for BHHF. During weekly meetings, our Recruiters will compare our pool of candidates against historical and anticipated staffing demands. If an anticipated surge is foreseen, MRI will expand our recruiting efforts to further supplement our BHHF candidates in anticipation for your needs.

After all healthcare providers have satisfied BHHF'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."

- Nursing Director at a Louisville, Kentucky Hospital

MRI will continue to send new nurses, assistants, and health services workers 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 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](#).



Locum Tenens RNs, LPNs, C.N.A.'s, and HSWs

SUMMARY

MRI stands ready to provide BHHF with the requested Locum Tenens RNs, LPNs, C.N.A.'s, and HSWs nursing assistance. 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 BHHF with the nursing staff assistance needed when they are needed. By choosing us for this effort, the State of West Virginia BHHF will receive experienced, trained RNs, LPNs, C.N.A.'s, and HSWs dedicated to providing high-quality nursing assistance to the patients of their facility. We look forward to the opportunity to provide our services.

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Item #	Level of Psychiatric Nursing	Estimated # of Hours	Unit Price	Extended Price
#1	Registered Nurse (RN)			
	A. Regular Hours	20,000	\$ 55.20	\$ 1,104,000
	B. Overtime Hours	3,000	\$ 74.52	\$ 223,560
	C. Holiday Hours	104	\$ 74.52	\$ 7,750.08
#2	Licensed Practical Nurse (LPN)			
	A. Regular Hours	20,000	\$ 38.64	\$ 772,800
	B. Overtime Hours	3,000	\$ 52.16	\$ 156,480
	C. Holiday Hours	104	\$ 52.16	\$ 5,424.64
#3	Certified Nursing Assistant (CNA)			
	A. Regular Hours	20,000	\$ 22.25	\$ 445,000
	B. Overtime Hours	3,000	\$ 30.04	\$ 90,120
	C. Holiday Hours	104	\$ 30.04	\$ 3,124.16
#4	Health Services Worker (HSW)			
	A. Regular hours	20,000	\$ 23.75	\$ 475,000
	B. Overtime Hours	3,000	\$ 32.06	\$ 96,180
	C. Holiday Hours	104	\$ 32.06	\$ 3,334.24
GRAND TOTAL				\$ 3,382,773.12
#5	Permanent Placement Fee:*			
	Registered Nurse		\$ 6,000	\$ 6,000
	Licensed Practical Nurse		\$ 4,500	\$ 4,500

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

NOTE: This one time placement fee is not included in the evaluation for award.

Rates are all inclusive

This is a progressive award contract and the award will be made to the Vendors with the lowest GRAND TOTAL to the highest GRAND TOTAL (respectively) meeting the required mandatory specifications. EXAMPLE: Lowest will be Vendor "A", second lowest will be Vendor "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: Management Registry, Inc.
Sales Representative: Scot A. Goldfarb
Vendor Address: 1868 Campus Place, Louisville, KY 40299

Vendor Phone: 502-637-5477
Email Address: sdlouhy@managementregistry.com
Remit to Address: P.O. Box 890802, Charlotte, NC 28289-0802


SIGNATURE

August 13, 2013

DATE

APPENDIX A: INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

MALOJC1 OP ID: TL

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 2341D Louisville, KY 40223-0410 James D. Wetterer, CPCU, CIC	502-241-7072 502-241-7843	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #
INSURED Management Registry Inc. dba Malone Staffing; JC Malone Associates; Maloncore LLC; Malone Staffing GA LLC; See Note 1941 Bishop Lane, Ste 100 Louisville, KY 40218		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:

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 INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CSU0028174 - OCCURRENCE	06/16/12	06/16/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ excluded
B	<input checked="" type="checkbox"/> Professional: \$3,000,000 agg GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> FLD <input type="checkbox"/> LOC		CSU0029177-CLAIMS MADE \$1,000,000 OCC/PROF.	06/16/12	06/16/13	PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP ADG \$ 2,000,000
	AUTOMOBILE LIABILITY					
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	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB 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	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			WC STATUTORY LIMITS OFF-ER 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 NORTAT1	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:
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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

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

HOME HEALTHCARE PROFESSIONAL \$1,000,000/\$3,000,000 CSU0029178 6/11/12-
6/11/13 Retention \$2,500.00

Client#: 809548 64JCMAL
ACORD.. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 04/10/13

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.

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PRODUCER BB&T Insurance Services, Inc. 2600 Eastpoint Parkway (40223) P O Box 436869 Louisville, KY 40253	CONTACT NAME: PHONE (A/C, No, Ext): 502 489-5900	FAX (A/C, No): 8668812184
	E-MAIL ADDRESS: ADDRESS:	
INSURED JC Malone Associates Tim Malone 1868 Campus Place Louisville, KY 40299	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Zurich American Insurance Compa	
	NAIC # 16535	
	INSURER B:	
	INSURER C:	
	INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
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 Y N/A	WC343474412	01/01/2013	01/01/2014	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
**** Workers Comp Information ****
 Other States Coverage
 Proprietors/Partners/Executive Officers/Members Excluded:
 Joseph C. Malone
 Timothy P. Malone
 (See Attached Descriptions)

CERTIFICATE HOLDER Management Registry, Inc. 1868 Campus Pl. Louisville, KY 40299	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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DESCRIPTIONS (Continued from Page 1)

Terrence F. Malone

**** Supplemental Name ****

- First Supplemental Name applies to all policies - JC Malone Associates
- First Supplemental Name applies to all policies - Management Registry Incorporated
- First Supplemental Name applies to all policies - MRI Holdings, LLC
- First Supplemental Name applies to all policies - J C Malone & Trinity, LLC
- First Supplemental Name applies to all policies - Malonecore, LLC
- First Supplemental Name applies to all policies - Malone Staffing of Georgia
- First Supplemental Name applies to all policies - DBA Spaid Nursing
- First Supplemental Name applies to all policies - Affiliated Nursing
- First Supplemental Name applies to all policies - DBA Malone Medical Staffing
- First Supplemental Name applies to all policies - DBA Malone Staffing Solutions
- First Supplemental Name applies to all policies - DBA Malone Professional Solutions
- First Supplemental Name applies to all policies - DBA Malone Government Solutions
- First Supplemental Name applies to all policies - DBA Malone Training Solutions
- First Supplemental Name applies to all policies - DBA Malone Technology Solutions
- First Supplemental Name applies to all policies - DBA Malone Healthcare Solutions
- First Supplemental Name applies to all policies - Professional Selection Services LLC DBA MSI
- First Supplemental Name applies to all policies - DBA Malone Staffing

APPENDIX B: STAFF RESUMES

LPN RESUMES

Stephanie Pannell, LPN

Title	Years of Relevant Experience
LPN	13+

OBJECTIVE

To obtain a position as an LPN where I can utilize my skills and experience in the medical field.

ACADEMIC BACKGROUND

Mountain State University, Beckley, WV
1 year in Respiratory Care

Academy of Careers and Technology
Vocational Degree in Practical Nursing

Woodrow Wilson High School
High School Graduate

WORK EXPERIENCE

Genesis Hidden Valley Center June 2013 – Present
LPN

- LPN duties in nursing home setting.

Indigo Healthcare August 2012 – March 2013
LPN

- School nurse in various different schools in Raleigh County.

Sunbridge Pine Lodge 2005 – 2006
C.N.A.

- Assisted residents with activities of daily living.

Heartland of Beckley 1999 – 2004
C.N.A.

- Assisted residents with activities of daily living.

LICENSES & CERTIFICATES

- West Virginia Licensed Practical Nurse Certification #31415 (expires 06/30/2014)
- CPR certified

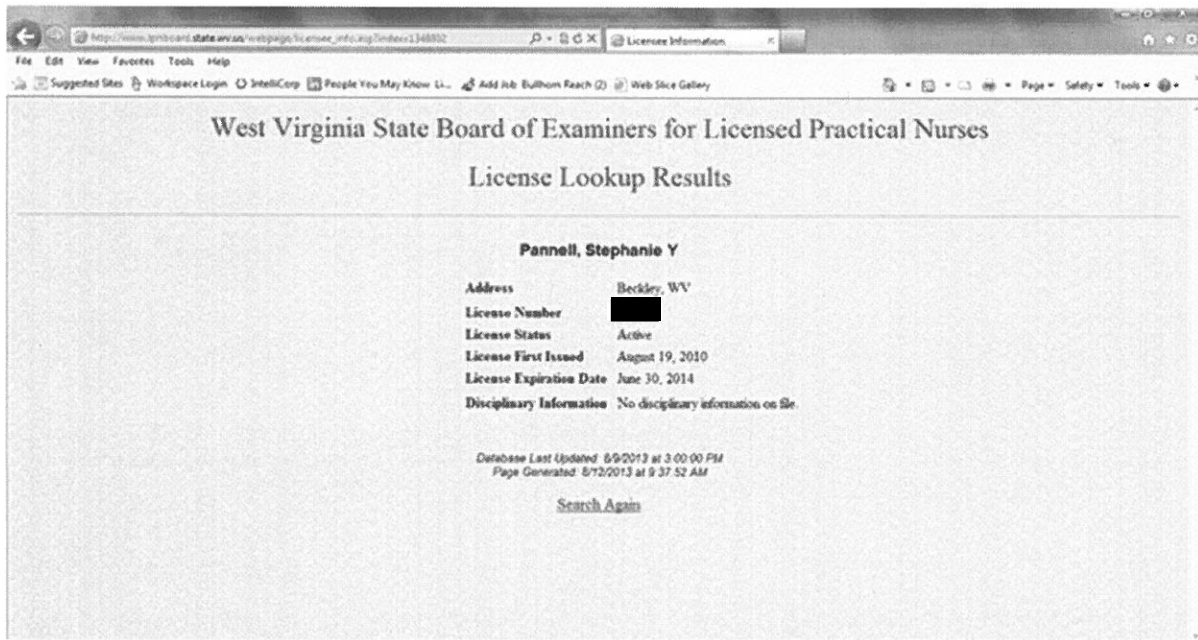
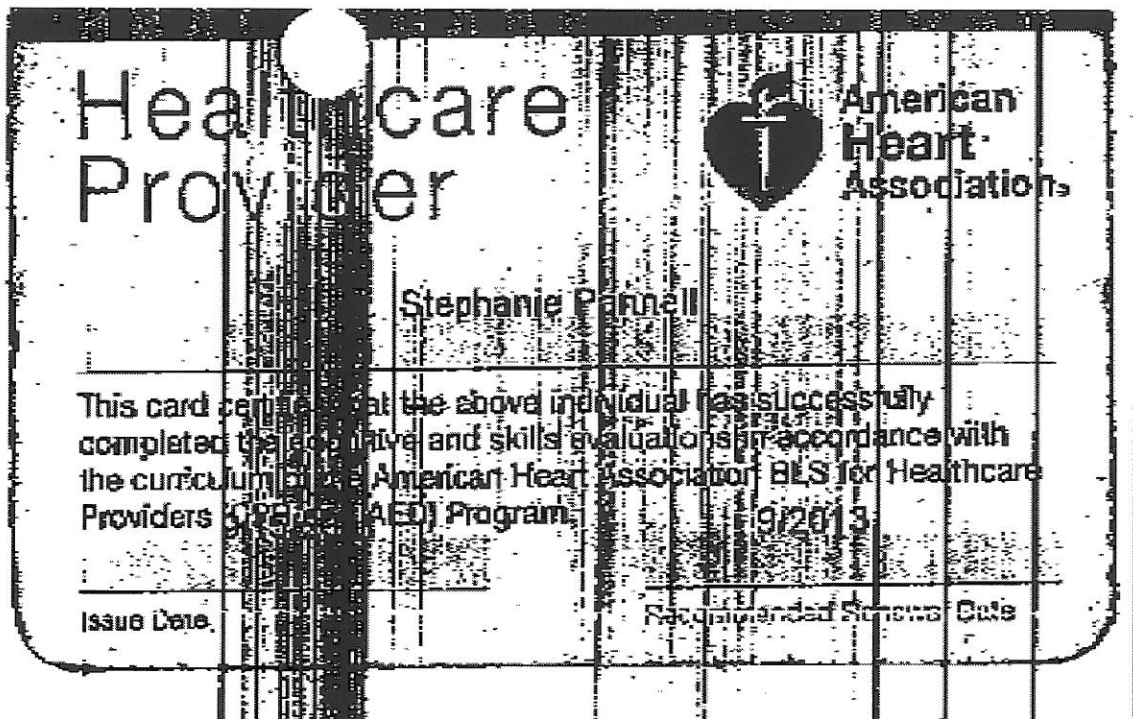
REFERENCES

Michelle Staker RN, BSN
Head School Nurse
304-673-6635

Pamela Hughes RN
Home Health Nurse
30-719-3128

Tiffany Hurte LPN
Private MD Office
304-860-1743

Stephanie Pannell CPR Certification & WV License



Angelia D. Boehm, LPN

Title	Years of Relevant Experience
LPN	2+

OBJECTIVE

To obtain a position as an LPN where I can execute my expertise in the medical field.

ACADEMIC BACKGROUND

Collins Career Center – 2012-2013
Certified LPN/IV and CPR Certified

Ohio University – 1996-1998
Elementary Education

Wheelersburg High School – 1992-1996
Top 10% of the class; Graduated with Honors Diploma

WORK EXPERIENCE

SOMC Urgent Care Jan. 2013 – Feb. 2013

- Completed 64 hours of precepting at the Portsmouth, OH Urgent Care.
- Started IVs, took vitals, IM injection, patient teaching, splints, and assisted the doctors.

CLINICAL HOURS 2011 – 2013

- Large amount of clinical experience in the mental health field.
- Completed 48 hours of class room on mental health.
- Completed over 90 hours of clinical at the West Virginia VA Hospital, Kings Daughters, Best Care Nursing Home, and the new addition of mental health at SOMC.

H&R Block Premium, Portsmouth, Ohio 2008 – Present

Client Service Professional

- Customer Services
- Duties Performed: Make appointments, print refund checks, prepare returns, prepare agendas, bookkeeping, copying confidential items to prepare returns, keeping track of statuses of clients' returns

Victoria's Secret Catalog Limited Inc., Columbus, Ohio 1996 – 2001

Assistant Manager of Sales

- Sales and Customer Service
- Duties Performed: Sales, customer service, catalog orders, overall employee supervision, train new employees, filing, interviewing, supervised a team of 15 on sales calls, prepared weekly progress reports.

ADDITIONAL EXPERIENCE

- Clinical hours in mental health, maternity, med surg, pediatrics, respiratory, geriatric care, surgery, as well as the following completed hours:
 - Anatomy, 56 hours
 - Medical Terminology, 24 hours
 - Mental Health, 38 hours
 - Pharmacology, 63 hours
 - Maternity, 48 hours
 - Peds, 48 hours
 - Med Surg, 721 Hours

LICENSES & CERTIFICATES

- Licensed Practical Nurse
- CPR certified


REFERENCES

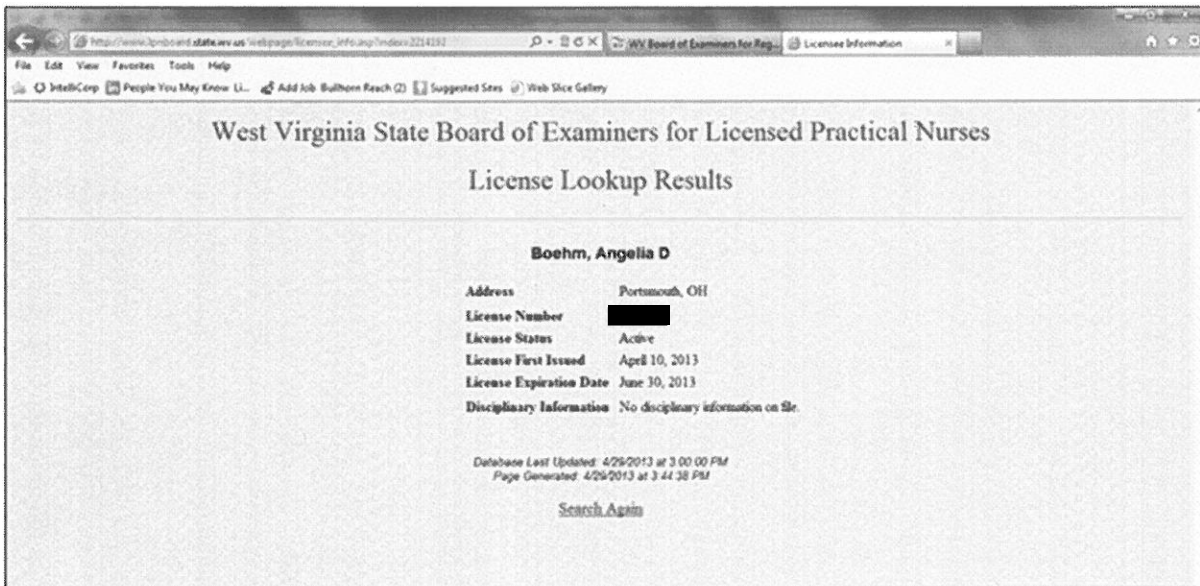
Williard E. Knight
(740) 574-2884

Patricia Cox
Premium Director, H&R Block
(740) 259-6171

Jane Whaley
Clinical Instructor
(740) 646-2223

Angela D. Boehm CPR Certification & WV License

Training Center Name: Mountwest CTC TC Info: Huntington, WV 25701 Course Location: Collins Career Center Instructor Name: Kay Swartzwelder Holder's Signature: _____ <small>© 2011 American Heart Association. Temporarily using this card will allow all appointments. 00-1001</small>	TC ID # [REDACTED] 304.696.4870 Inst. ID # 06101882501 Healthcare Provider  Angela Boehm This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program. Issue Date: 03/2012 Recommended Renewal Date: 03/2014
--	--



West Virginia State Board of Examiners for Licensed Practical Nurses
 License Lookup Results

Boehm, Angela D

Address: Portsmouth, OH
 License Number: [REDACTED]
 License Status: Active
 License First Issued: April 10, 2013
 License Expiration Date: June 30, 2013
 Disciplinary Information: No disciplinary information on file.

Database Last Updated: 4/29/2013 at 3:00:00 PM
 Page Generated: 4/29/2013 at 3:44:38 PM

[Search Again](#)

Teresa A. Lepore, LPN

Title	Years of Relevant Experience
LPN	2+

OBJECTIVE

To obtain a challenging position that will allow me to utilize my skills in the medical field.

ACADEMIC BACKGROUND

Collins Career Center, Coal Grove, Ohio
Licensed Practical Nurse

Scioto County Career Technical Center, Lucasville, Ohio
Medical Office Technologies

Scioto County Career Technical Center, Lucasville, Ohio
Phlebotomy

WORK EXPERIENCE

Life Ambulance
File Clerk, Collections Department

Bealls Outlet
Cashier

Kroger
Cake Decorator.

West Side IGA
Cake Decorator

KEY SKILLS

- Patient Care
- Medication administration oral and injections
- Phlebotomy
- Office Skills
- Medical coding
- Billing
- Transcription
- Filing
- Computer (Excel, Word, PowerPoint, Access, Internet, Keyboarding)
- Bookkeeping
- Answering multi-line phones

CERTIFICATIONS/LICENSURE

- Licensed Practical Nurse
- CPR
- Phlebotomy
- National Certified Insurance & Coding Special
- National Certified Medical Office Assistant


REFERENCES

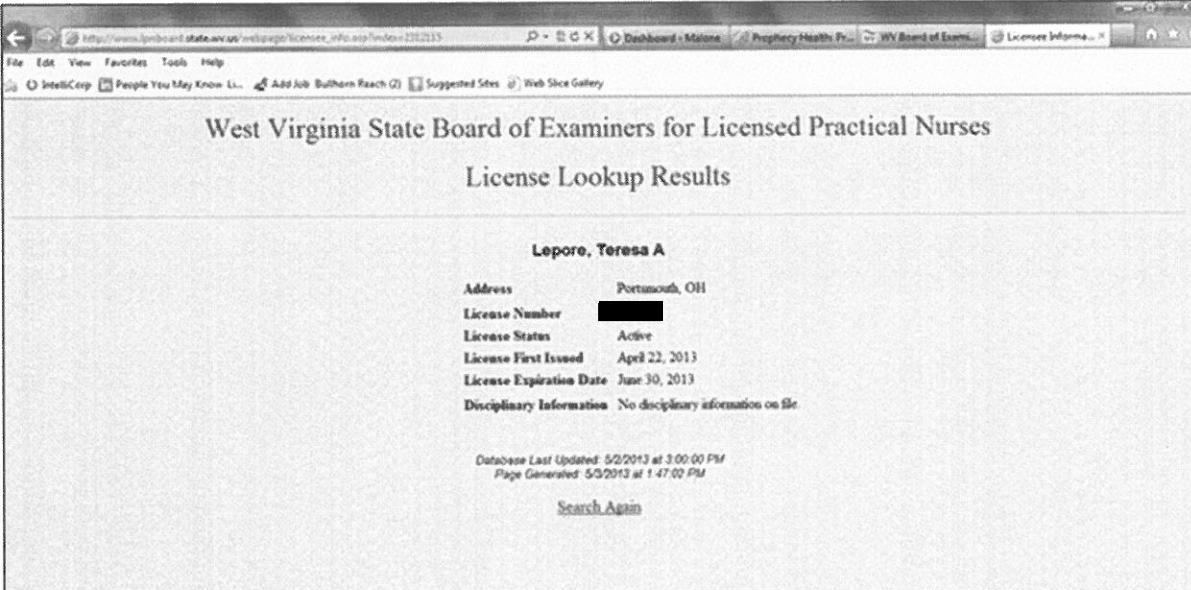
Debbie Stone
Legal Department
Life Ambulance
(740) 753-2273

Tammie Hall
Instructor
Scioto County Technical Career Center
(740) 259-5526 ext 1111

Leslie Johnson
Instructor
Scioto County Technical Career Center
(740) 259-5526 ext 1115

Teresa A. Lepore CPR Certification & WV License

<p>Healthcare Provider</p>  <p>American Heart Association</p> <p>Teresa Lypore</p> <p>This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.</p> <p>09/2011 Issue Date</p> <p>09/2013 Recommended Renewal Date</p>	<p>Training Center Name Mounlwest CTC</p> <p>TC Info Huntington, WV 25701 Z.P. 304.696.4870</p> <p>Course Location Collins Career Center</p> <p>Instructor Name Alyson Meredith</p> <p>Holder's Signature <i>Teresa Lepore</i></p> <p><small>© 2011 American Heart Association. Reproduction with this card is not authorized. 20-1637</small></p>
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West Virginia State Board of Examiners for Licensed Practical Nurses

License Lookup Results

Lepore, Teresa A

Address: Portsmouth, OH

License Number: [REDACTED]

License Status: Active

License First Issued: April 22, 2013

License Expiration Date: June 30, 2013

Disciplinary Information: No disciplinary information on file.

Database Last Updated: 5/2/2013 at 3:00:00 PM
Page Generated: 5/3/2013 at 1:47:00 PM

[Search Again](#)

Carolyn J. Chernutan, LPN

Title	Years of Relevant Experience
LPN	19+

OBJECTIVE

Seeking a position where I am happy and my skills and knowledge are a match for both me and my employer.

ACADEMIC BACKGROUND

Currently enrolled in online RN courses through **College Network**. (2010 – present)

ACT in Beckley, WV; 1994 – 1995
LPN

Mountain State University; 1994 – 1995
Prerequisites for RN Program

WORK EXPERIENCE

Princeton Health Care Center LPN	March 2013 – June 2013
Raleigh General Hospital LPN	July 2012 – December 2012
Private Duty Nursing (Jessie Shrewsbury) LPN	September 2010 – November 2011
Access Health LPN	August 2010 – November 2010
Private Duty Nursing (Patrick Estes) LPN	January 2009 – August 2010
Heartland of Beckley LPN	August 2008 – January 2009
Beckley Dermatology LPN	January 2007 – June 2008
PAIS LPN	March 2006 – June 2006
Carolyn's Greenhouse	2006 – Present

HealthSouth Rehabilitation Hospital
LPN

November 2001 – April 2004

Critical Care Nursing
LPN

May 1998 – September 2005

Veterans Administration Hospital
LPN

February 1999 – April 2001

KEY SKILLS

- Patient/Family Teaching
- Administering Medications (po, IM, SQ, and IV)
- Assisting Physicians with Procedures
- Administration of Oxygen
- Collecting Specimens
- Gathering Assessment Information
- Accu Checks
- Neb Treatments
- Charting
- Phlebotomy
- EKG's
- Decub Staging.

CERTIFICATION/LICENSURE

- Licensed Practical Nurse
- CPR Certified

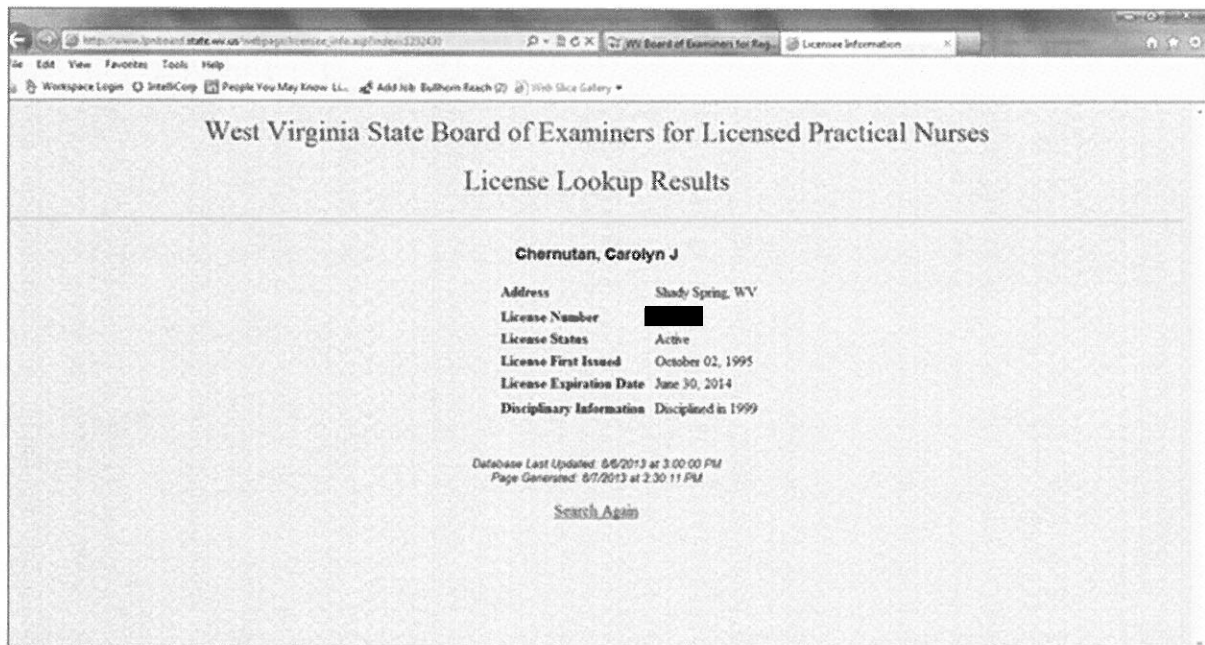
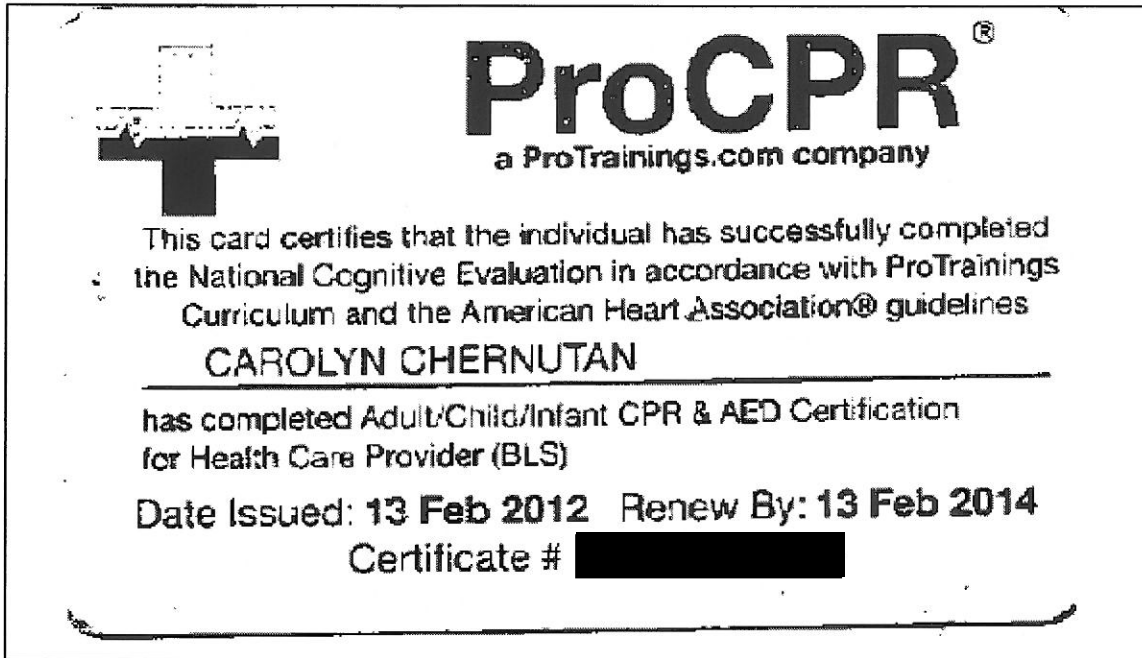
REFERENCES

Martha Nelson RN DON
Heartland of Beckley
304-787-3211

Rosalina Booth RN DON
BARH
304-255-3000

Melissa Hatmaker RN Case Manager
304-589-4239

Carolyn J. Chernutan CPR Certification & WV License



Amy Curry, LPN

Title	Years of Relevant Experience
LPN	17+

OBJECTIVE

To obtain a position as an LPN where I can execute my expertise in the medical field.

ACADEMIC BACKGROUND

Mingo County Vocational Technical School of Practical Nursing – 1996
Graduate of LPN Program

Southern WV Community and Technical College – 2013
Logan Campus; Graduate of RN Program

WORK EXPERIENCE

AHR Women's and Family Health Center
LPN/Medical Assistant

January 2010 – January 2012

- Experience as clinic nurse in walk-in family practice clinic and multi-specialty out-patient clinic.
- Patient check in and work-up including vital signs, weight and patient history.
- Assisting with in office procedures such as wound suturing, skin lesion removal, gynecologic procedures such as Pap smears, cervical biopsies, endometrial biopsies, urodynamic testing, collection of specimens and transportation to lab, phlebotomy, urine testing, and fetal heart monitoring of Obstetric patients.
- Obtaining insurance precertification for radiologic procedures and surgical procedures, scheduling procedures with surgery department of hospital.
- Working front office of clinic, use of all medical office equipment, appointment scheduling, experience with Citrix scheduling software, hospital out-patient lab registration, out-patient clinic coding, data entry and daily charge posting for all physicians in clinic.

Mingo County Board of Education, Williamson, WV
School Nurse (08/2008 – 01/2010)

2011 – 2013

- Assessment and monitoring of students with specific health care needs including but not limited to diabetes and seizure disorders.
- Administration of insulin and other medications within the school setting as ordered by physician
- Management of insulin pumps, assuring that vaccine requirements have been met for all children entering school, maintaining electronic immunization records for all students, vision and hearing screenings, and assisting head school nurse with inservices and training classes for school personnel.

National Healthcare Review

2007 – 2008

Nurse Auditor: Contract Employee for National Healthcare Review field based at Williamson Memorial Hospital

- Daily chart auditing of discharged in-patient and out-patient accounts, correcting clinical billing deficiencies for various departments within the hospital, reviewing and correcting coding errors, monthly summary reporting for clinical billing inaccuracy for all departments/floors, reviewing charts

and comparing to bill before filing with insurance to ensure that all charges are billed according to Medicare guidelines, and helping to meet compliance goals related to chart review.

- Make appointments, print refund checks, prepare returns, and prepare agendas, bookkeeping, copying confidential items to prepare returns, keeping track of statuses of clients' returns.

Williamson Memorial Hospital

1996 – 2005

LPN

- Duties included: general bedside pt. care, medication administration, IV therapy administration, wound care, assisting physicians with procedures at the bedside, assisting charge nurse with admissions and discharges, monitoring of post-surgical patients, education of pts. and families on health care needs and conditions, assisted in orientation of new staff members, assessed pt. conditions and reported changes in status, maintained confidential pt. charts and records.

Mingo Manor Nursing Home

3/1996 – 9/1996

LPN

- Duties included: resident assessment and charting, admissions, discharges and transfer of residents, medication administration, administration respiratory treatments, and monthly progress reporting on resident

KEY SKILLS

- Graduate of Associate Degree Nursing Program and 15 years nursing experience as an LPN in the areas of Geriatrics, Medical/Surgical nursing, pediatrics, post-partum, orthopedics, clinical-financial auditing, school nursing, and physician office/out-patient clinic experience.
- Current WV licensure as Registered Nurse.

LICENSES & CERTIFICATES

- Licensed Practical Nurse
- Registered Nurse
- CPR certified

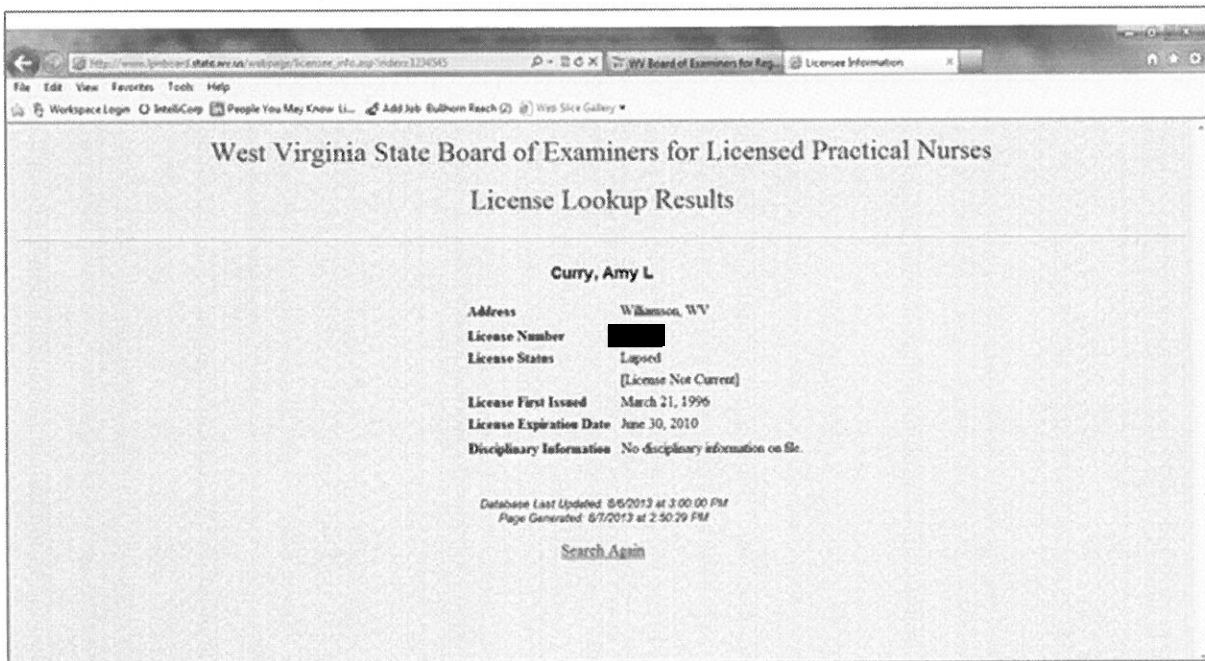
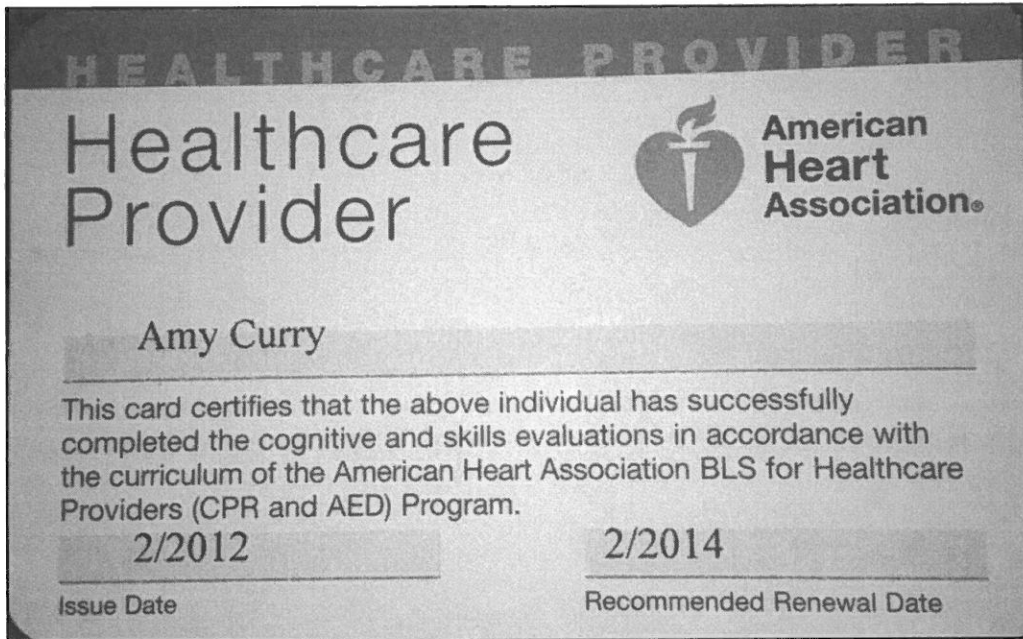
REFERENCES

Deborah Scott
606-237-0327

Eleasha Reed
304-475-1761

Sharon Ingram
606-237-0327

Amy Curry CPR Certification & WV License



Mary McClung, LPN

Title	Years of Relevant Experience
LPN	8+

OBJECTIVE

To obtain a fulltime position as an LPN in which I can utilize my years of experience and skills to provide quality nursing care to people in need.

ACADEMIC BACKGROUND

Excelsior College, 2011 – Present
Working towards a degree as a Registered Nurse

New River Community and Technical College, August 2010 – December 2010; August 2012 – Present
General Education

Mountain State University, December 2010 – August 2012
LPN BSN

Greenbrier Practical School of Nursing, August 2006 – August 2007

WORK EXPERIENCE

ResCare 2008 – Present
LPN

- Responsible for administering medications and providing prescribed treatments to clients with mental and physical disabilities.
- Familiar with diagnoses, treatments, and medications used to treat a variety of mental health conditions as well as general conditions.
- Complete all necessary paperwork for physician appointments and lab work; call and schedule follow-up appointments and new consultations, familiar with Medicaid/Medicare regulations.
- Report abnormal findings to all physicians involved in the care of clients.
- Examine/access all clients and observe/report subjective and objective findings.
- Follow the client's care plan and behavior support plan and communicate with the physician and psychiatrist/psychologist when problems arise.
- Perform routine AIMs, side effects of Psychotropic medications, and Hart assessments.
- Active member in the client's team and participate in providing insight for treatment plans.
- Provide in-home client-specific training to staff and managers regarding the clients' care, medication, new orders, etc.
- Responsible for training the families and guardians on proper medications when clients are on home visits.
- Communicate with all members of the health care team to provide continuity of care for the individuals we serve.

**The Briar Nursing and Rehabilitation Center
LPN (Charge LPN 2007 – 2008)**

June 2011 – Present

- Responsible for administering medications and providing prescribed treatments, including wound care and decubitus ulcer care.
- Supervise C.N.A.s
- Communicate to the physician any abnormal findings including assessment findings and lab results; take verbal and written orders.
- Properly document assessment findings, interventions and responses to ordered treatments and medications.
- Communicate with all members of the nursing team.

**The Briar Nursing and Rehabilitation Center
C.N.A.**

2005 – 2006

- Assisted the residents with bathing, feeding, and dressing.
- Provided range of motion exercises.
- Obtained vital signs and communicated with families and the nursing team.

CERTIFICATIONS/LICENSURE

- Licensed Practical Nurse
- First Aid and CPR Certified

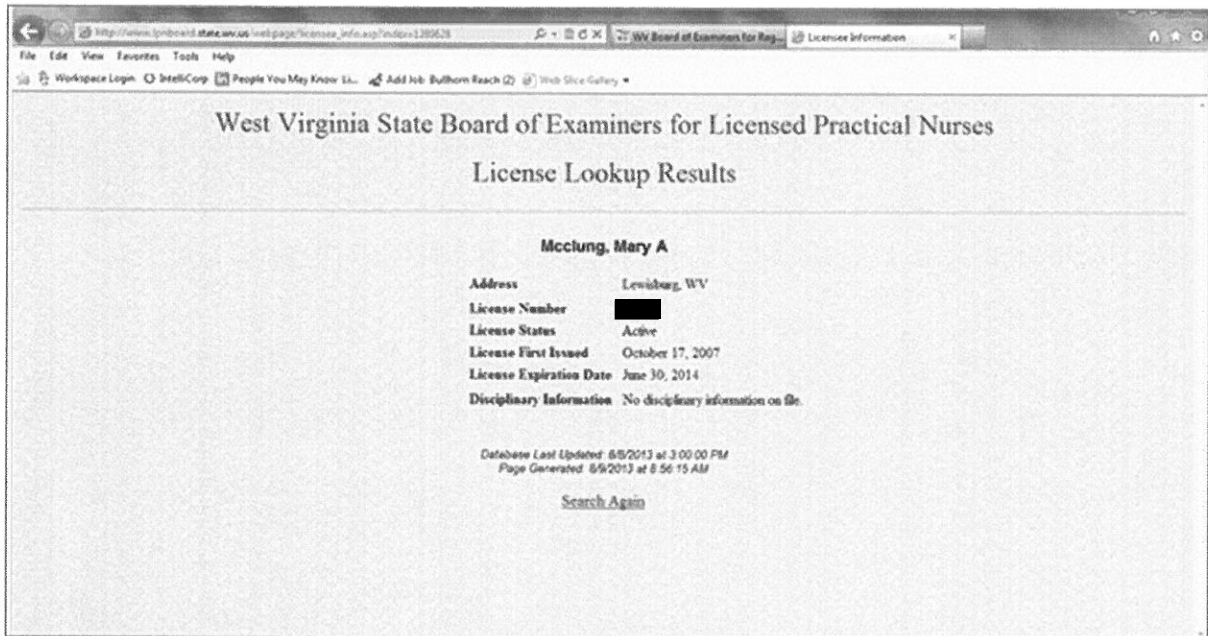
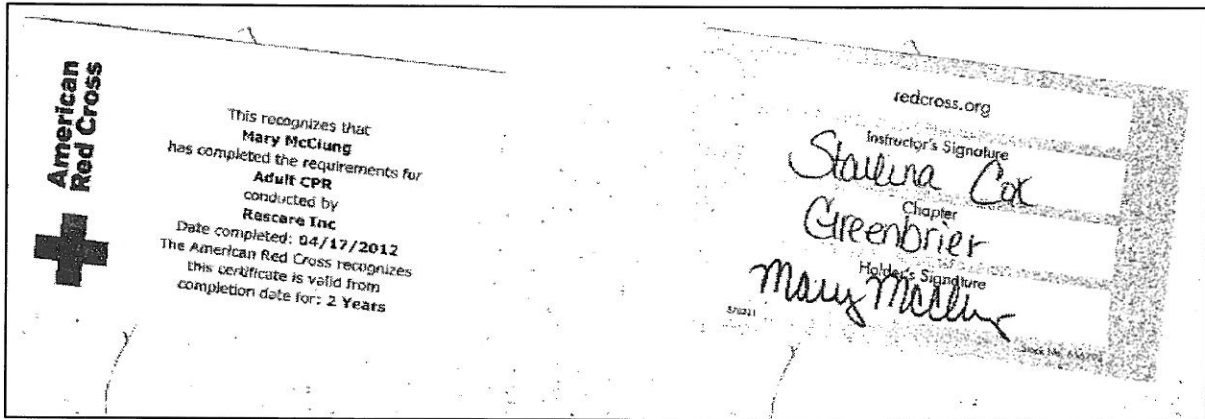
REFERENCES

Judy Carol
Supervisor
ResCare
304-646-8171

Amanda Nichols
LPN and Co-worker
ResCare
304-646-5997

Donna Hoke
LPN and Co-worker
ResCare
304-667-1066

Mary McClung CPR Certification & WV License



C.N.A. RESUMES

Kristina Rose, C.N.A.

Title	Years of Relevant Experience
C.N.A.	5+

OBJECTIVE

To obtain a C.N.A. position in the West Virginia area.

ACADEMIC BACKGROUND

Medical Assistant, 2008

An allied health occupation who performs administrative and clinical tasks.

OSHA, 2008

Focuses on the prevention of safety and health hazards and information regarding workers' rights and employer responsibilities.

HOSA, 2009

A partnership that recognizes the importance of training far beyond basic technical skills.

General Education, Present

New River Community and Technical College

WORK EXPERIENCE

Jackie Withrow Hospital

November 2009 – August 2013

C.N.A.

- Assist residents with the activities of daily living, take and record vital signs, keep accurate documentation, assist with general hygiene.

Winterplace Ski Resort

November 2012 – January 2013

Group Sales

- Schedule groups, orientate new groups, answer the phone, handle cash drawer, assist with reservations.

Visiting Angels

January 2008 – October 2009

Homemaker

- Assistant clients, clean their homes, provide meals, take to and from appointments.

CERTIFICATIONS/LICENSURE

- Certified Nursing Assistant
- First Aid & CPR Certified

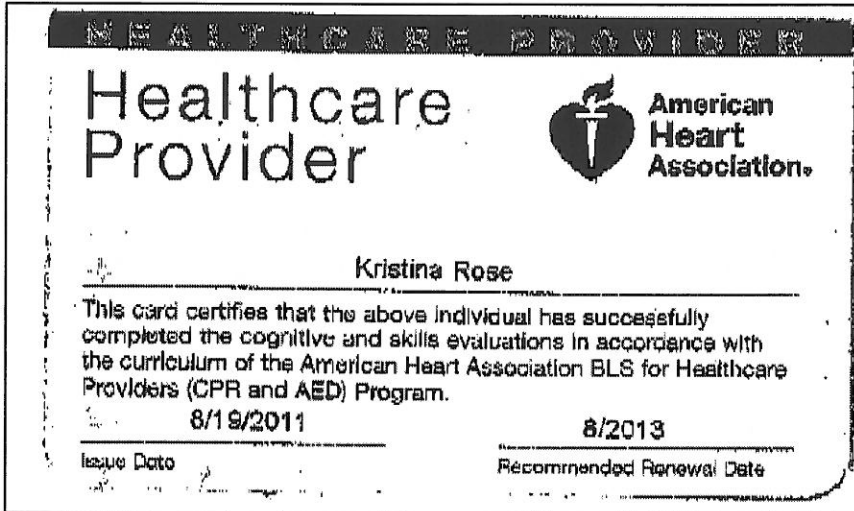
REFERENCES

Brooke Allen
Personal
304-894-6035

Aimee Reynolds
JWH
C.N.A.
304-207-2716

Pat O'Brien
LPN Supervisor
304-573-5523

Kristina Rose CPR Certification & WV License



Nursing Assistant Registry Search Results

This verification was completed on 8/8/2013 at 4:05:06 PM.

Registration Information

Name: Kristina L. Rose

Eval-Code: [REDACTED]

Date of Registration: 11/21/2009

Expiration Date: 11/28/2013

Basis of Registration: NATCEP and CEP

Training Program

Pinecrest Hospital

Substantiated Findings

This nursing assistant has no substantiated findings of abuse, neglect or misappropriation of resident property on file with the West Virginia Long-Term Care Nursing Assistant Program.

Sherry Meadows, C.N.A.

Title	Years of Relevant Experience
C.N.A.	3+

OBJECTIVE

To obtain a C.N.A. position in the West Virginia area.

ACADEMIC BACKGROUND

Academy of Careers and Technology, 2013
Certified Phlebotomy Technician

Tennessee Technical College, 2010
Certified Nursing Assistant

Phelps High School
Diploma

WORK EXPERIENCE

Raleigh County Commission on Aging June 2012 – Current
Certified Nursing Assistant

- Provide in-home care for elderly

Home Health March 28 – May 5, 2012
Certified Nursing Assistant

- Provided in-home care for elderly lady 84 years old.
- Responsible for all duties and activities of daily living. Cooking, cleaning, laundry, etc.

Jefferson County Nursing Home December 2010 – March 2012
Certified Nursing Assistant

- Cited for excellence in interpersonal communications, teamwork, flexibility and reliability.
- Worked in the Greenhouse Project as a Shabaz, responsible for ADL's, planning of the resident's day, activities, meals and family time.
- Excellent time management skills to accomplish tasks.

KEY SKILLS

- Reliable worker with ability to quickly learn new concepts and skills.
- Backed by a solid work history, reputation as a team player and passion for helping others.
- Background includes experience in nursing facility, member of GreenHouse Project, and in-home care.
- Current on all immunizations (including tuberculosis and hepatitis B).

CERTIFICATIONS/LICENSURE

- Certified Nursing Assistant
- First Aid & CPR Certified
- Certified Phlebotomy Technician
- Quality Patient Care

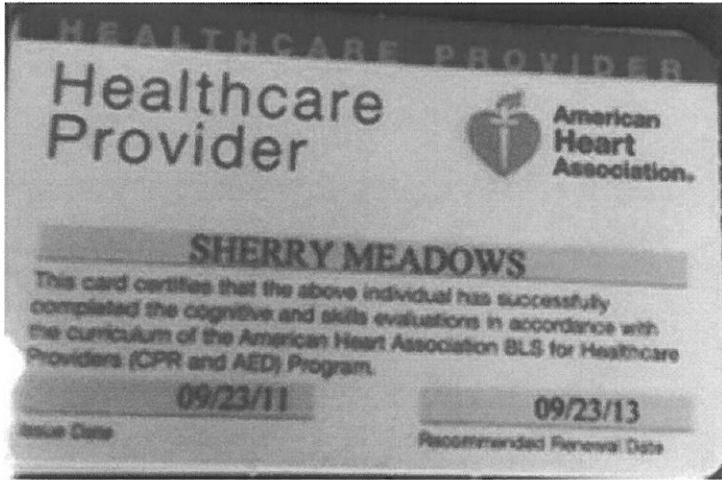
REFERENCES

Cletis Kellione, Jr.
Funeral Director
304-854-0216

Fannie Lane
LPN
423-307-7310

William Green
ARMY
865-456-9710

Sherry Meadows CPR Certification & WV License



g Assistant Verification

secure.ancestry Google Suggested Sites Eco HP See What's Hot HP Games

West Virginia
Office of Health Facility Licensure and Certification
 Home State Rules Facility Lookup OHFLAC Contacts Directions

Back to Search

Nursing Assistant Registry Search Results
 This verification was completed on 8/7/2013 at 8:17:53 PM

Registration Information
 Name: Sherry L Meadows
 Eval-Code: [REDACTED]
 Date of Registration: 4/27/2012
 Expiration Date: 4/28/2014
 Basis of Registration: Reciprocity

Training Program
 Tennessee Technology Center - TN

Substantiated Findings
 This nursing assistant has **no** substantiated findings of abuse.
... of incident reports on file with the

Programs
 Administration
 Assisted Living
 Behavioral Health
 Life Safety
 Medicare/Hospital
 Nursing Assistant
 Online Verification
 Registration
 Report Abuse
 Education Forms
 Laws/Rules
 FAQ's
 Handbook
 Contacts
 Nursing Home
 Joint Program
 AMAP
 Special Care
 Alzheimer's/Dementia
 Med Adult Day Care
 LTC Survey Process
 QIS (New)

Updates
 Memo: Minors under 18 years of age in the clinical setting
 Memo: Changes to skill performance & procedures

Resource Links
 Federal Agencies
 State Agencies
 Professional Boards
 Associations

Supporting Agencies

RN RESUMES

Linda S. Roar, RN

Title	Years of Relevant Experience
RN	21+

OBJECTIVE

To obtain an RN position as temporary, permanent, or telework.

ACADEMIC BACKGROUND

North Central Tech College, 1992
Associate's Degree

WORK EXPERIENCE

St. Claire Regional Medical Center August 2009 – Present
RN Certified Mental Health Nurse

- Perform intake assessments, administer medications as ordered, perform suicide and psych assessments on my patients each shift, teaching of diagnosis/medications/coping skills, discharge instructions and teaching as needed, crisis interventions, seclusions/restraints only if absolutely necessary.

Williard Health Care Center 2006 – 2008
Restorative Nurse

- Assessed clients then prepared a restorative program and care plan; implemented the restorative program and performed periodical evaluations to access progress.
- Responsible for adding acute care plan revisions.
- Oversaw that all acute and routine labs were ordered, obtained, and monitored PT/INR labs and any anti-coagulant charges needed.
- Assisted MD rounds and floor staff as needed.
- Worked as Charge Nurse as needed.
- Monitored that correct Central and Peripheral Access Devices maintenance was carried out.

Triumph * Mansfield 1998 – 2007
Staff RN

- Assessed/monitored clients.
- Administered oral, inj., and intravenous meds as ordered.
- Monitored telemetry.
- Administered drips as ordered.
- Managed clients on ventilators, with trachs, with CVC, on wound vacs., etc.
- Administered blood products.
- Performed code situations.

IHS of New London 1996 – 2001
Charge Nurse

- Charge duties: made staff assignments, handled staff and pt./family complaints, supervised staff.
- Responsible for sub-acute wing with clients on ventilators and trachs.
- Administered meds and treatments as ordered

Dayspring/Richland County Home 1993 – 1998

Charge Nurse

- Supervised staff and managed care of residents.
- Administered meds and performed treatments as ordered.
- Transported residents to and from medical appointments as needed.
- Most residents had mental health issues.
- Set up a Summer Day Camp for the mentally and emotionally challenged children, summer 1995.
- Obtained resources to assist with clients that were homeless.

CERTIFICATIONS/LICENSURE

- Certified Nursing Assistant since 1979
- Licensed Practical Nurse
- Registered Nurse since 1992
- Certificate in Mental Health Nursing since 2012
- CPR Certified

REFERENCES

Loretta Stamper
VA
Enhanced Range Case Manager
606-356-7271

Tina Parsons
St. Claire Regional Medical Center
Pt. Carc. Coordinator
606-776-0361

James Hamric
St. Claire Regional Medical Center
Charge Nurse
606-683-9930

Gene Dehart
St. Claire Regional Medical Center
Charge Nurse
606-336-1008

Arthur J. Hale
Moderator at United Baptist Church
419-687-6008

Tricia M. Thacker, RN

Title	Years of Relevant Experience
RN	4+

OBJECTIVE

To obtain an RN position as temporary, permanent, or telework.

ACADEMIC BACKGROUND

Southeast Technical College, 2011
Associate's Degree in Nursing

Southeast Technical College, 2009
Practical Nursing

WORK EXPERIENCE

Guardian Health Staff RN

2012 – Present

- Provide inmate care in a clinical setting for 1700 inmate facility
- Fill nursing role on multiple shifts as needed
- Complete inmate documents on court/medical/emergent offsites
- Assess patient status and complete SOAP daily charting
- Interact with care team, transfer patients for care as needed
- Administering medication, treatments, insulin, PICC line care
- Education provided on all appointments
- Maintain patient charting per DOC policy
- Do lab draws/processing lab orders as needed
- Administer all vaccinations, ensuring update per protocol
- Run PICC line/IV fluids/ATB when needed
- Order processing for MD and NP daily/fill medication requests
- Respond to all emergencies/provide care/triage as needed

DCHCC RN/ RN Charge

2012 – 2013

- Provide patient care for short and long term respite care
- Acting as charge or extra nurse on floor to fill nursing role
- Completed patient admissions and discharge per facility policy
- Assess patient status and update MD as needed
- Charting; nurses notes, falls, wounds, weekly and medicare charting
- Interact with multi-disiplinary team for over all patient care
- Administering medication, treatments, insulin
- Wound vac, g tubes, naso, neph tubes, picc line, IV, wound vacs
- Provide education to patients/families
- Maintain patient charting
- Charting skills in Matrix system

Crystal Lake Manor
CNA/Med Tech/LPN/RN Charge

2009—2012

- Assessed/monitored clients.
- Administered oral, inj., and intravenous meds as ordered.
- Monitored telemetry.
- Administered drips as ordered.
- Managed clients on ventilators, with trachs, with CVC, on wound vacs., etc.
- Administered blood products.
- Performed code situations.

AACO (On-call, temp service)
C.N.A./LPN/RN Charge

2009 – Present

- Supervised staff and managed care of residents.
- Administered meds and performed treatments as ordered.
- Transported residents to and from medical appointments as needed.
- Most residents had mental health issues.
- Set up a Summer Day Camp for the mentally and emotionally challenged children, summer 1995.
- Obtained resources to assist with clients that were homeless.

KEY SKILLS

- Compassionate, dedicated Registered Nurse with experience in geriatric/hospice/behavioral and clinical healthcare.
- Self-motivator with high energy well developed interpersonal skills with the ability to motivate and direct others in a supportive and team environment.
- Exceptionally organized and disciplined with a strong willingness to learn and contribute to healthcare team to enhance patient care.
- Reliable, ethical healthcare provider with ability to stay calm and intervene during crisis, to guide and motivate staff, and to collaborate on multidisciplinary teams
- Adept at building positive relationships with patients, family members, physicians, and other medical professionals
- Able to communicate effectively through active listening, verbal articulation and excellent interpersonal skills
- Accomplished and knowledgeable in Patient/Family Education as well as Health Promotion and Maintenance
- Strong leadership skills; works well in a team environment or independently with supervisory experience
- Over two years charge nurse experience; adept and working all shifts, four + years traveling and providing geriatric care in long term care settings

CERTIFICATIONS/LICENSURE

- Registered Nurse (since 2011)
- CPR Certified (2007 – current)

REFERENCES

Alisha Schiedler
Charge/Supervisor
The Guardian
715-456-7507

Cathie Rock
Charge/Supervisor
Crystal Lake Manor
715-630-8385

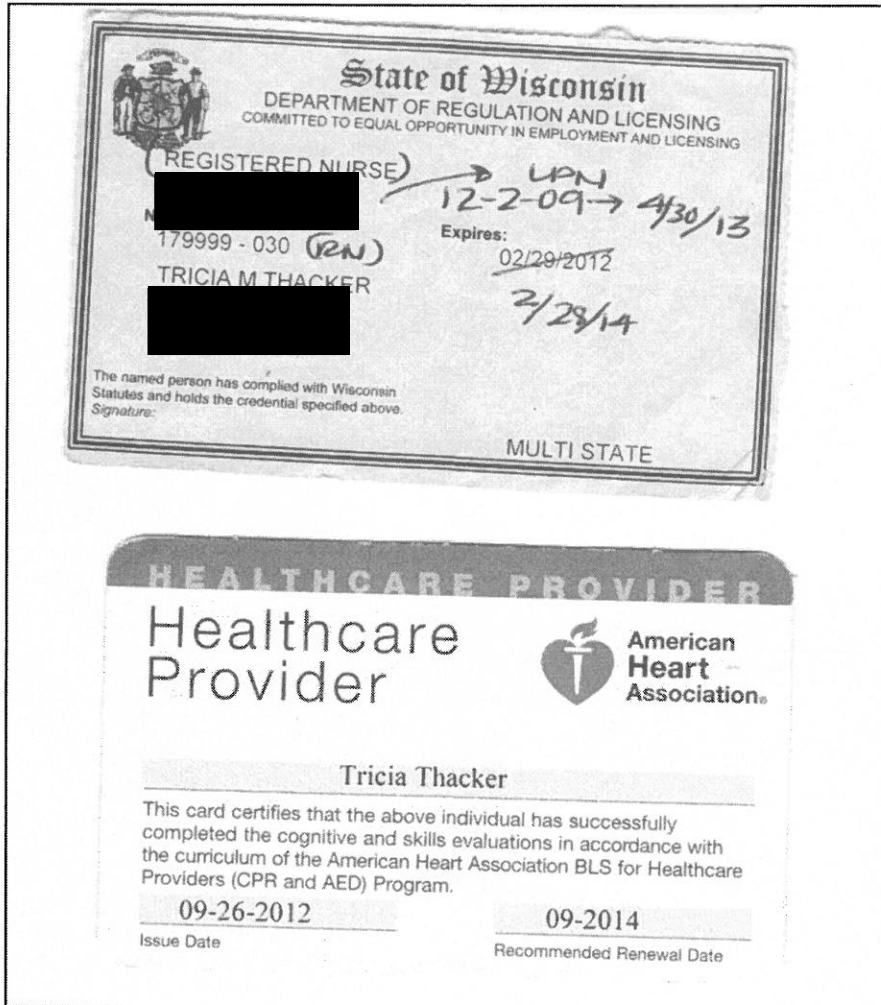
Shawnda Racine
Coworker
DCHCC
715-505-6475

Darla Rosman
Coworker
Crystal Lake Manor
715-797-1920

Zoe Sie
Coworker
Crystal Lake Manor
715-926-4882

Michelle Felce
Supervisor
Crystal Lake Manor
715-533-4202

Tricia Thacker CPR Certification & State License



State of West Virginia

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.
Date: 08/13/2013

Signed: [Signature]
Title: Vice President

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.

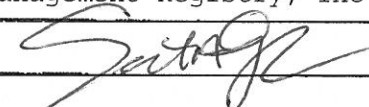
"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' 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: 08/13/2013

State of Kentucky

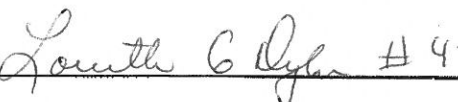
County of Jefferson, to-wit:

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

My Commission expires 10-8, 2016.

AFFIX SEAL HERE

NOTARY PUBLIC

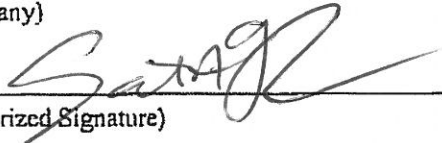
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CERTIFICATION AND SIGNATURE PAGE

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)

(Phone Number)

(Fax Number)

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BHS14022

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:

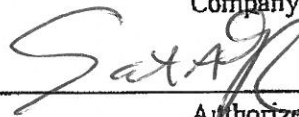
(Check the box next to each addendum received)

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

Management Registry, Inc.

Company



Authorized Signature

August 13, 2013

Date

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