



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

Solicitation

NUMBER
BVH442

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
DEAN WINGERD
304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

Management Registry, Inc.
 1868 Campus Place
 Louisville, Kentucky 40299

SHIP TO

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

DATE PRINTED
03/11/2014

BID OPENING DATE: 04/08/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
C001	1	LS		964-65	Please see Pricing Page	Please see Pricing Page
NURSE STAFFING SERVICES						
OPEN-END CONTRACT						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV VETERANS HOME, IS SOLICITING BIDS TO PROVIDE NURSE STAFFING SERVICES, PER THE ATTACHED SPECIFICATIONS.						
ATTACHMENTS INCLUDE:						
1. INSTRUCTIONS TO VENDORS SUBMITTING BIDS.						
2. GENERAL TERMS AND CONDITIONS.						
3. BVH442 SPECIFICATIONS.						
4. CERTIFICATION AND SIGNATURE PAGE.						
5. PURCHASING AFFIDAVIT.						
6. RESIDENT VENDOR PREFERENCE (RVP) FORM.						



Stacey Dlouhy
 Director, Government Solutions

office: 402.415.8378
 toll-free: 888.851.3588
 fax: 866.288.3775

sdlouhy@managementregistry.com

04/07/14 09:29:37AM
 West Virginia Purchasing Division

SIGNATURE	TELEPHONE 888.851.3588	DATE 2 April 2014
TITLE Director - Government Solutions	FEIN 61-08863236	ADDRESS CHANGES TO BE NOTED ABOVE

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



2 April 2014

Dean Wingerd
Department of Administration, Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

**RE: Transmittal Letter for State of West Virginia Department of Administration,
Purchasing Division Request for Quote to Provide Direct Nursing Staffing Services to the
West Virginia Veterans Home – Barboursville**

Dear Mr. Wingerd:

Management Registry, Inc. (MRI) is pleased to respond to the State of West Virginia's Department of Administration, Purchasing Division's RFQ to provide Direct Nursing Staff Services for the West Virginia State Veterans Home -Barboursville RFQ BVH 422 to provide RN and LPN staff to support this facility.

We are interested in this potential effort because it focuses on our area of expertise and experience staffing general and specialized healthcare providers for State, Local & Federal agencies. MRI currently successfully provides similar healthcare staffing support for the following:

- Supplemental Psych RN and LPN staffing to Mildred Mitchell Bateman Psychiatric Hospital for the State of West Virginia which requires Crisis Prevention Intervention (CPI) certification
- Per diem RN, LPN, and Nurse Practitioner support for the Commonwealth of Kentucky's Department of Juvenile Justice (encompassing 30 facilities statewide)
- RNs, LPNs, and CNAs for the State of Idaho's Veterans Home - Pocatello
- Nursing and Allied Healthcare Staffing Support for SUNY Downstate Medical Center
- Douglas County Community Mental Health Center in Omaha, Nebraska

MRI will use our proven successful processes for recruiting and qualifying our healthcare providers. We follow JACHO standards for our healthcare providers, and their bi-annual performance evaluations ensure our employees continue to meet these standards. The West Virginia State Veterans Home – Barboursville will have a dedicated account management staff to ensure the success of this account. On-going communication, total transparency, and a staff dedicated to the Barboursville facility's success are guaranteed with MRI. We have significant success providing Nursing Services to State Psychiatric and Mental Health facilities using our staffing and account management approach.


To continuing meeting your facility's needs, we have identified and prescreened a pool of local qualified candidates based on the Job Descriptions and proposed shifts. Our candidates are all licensed and certified in the State of West Virginia and have the requested Nursing experience, and current CPR certification

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

Ms. Stacey Dlouhy, Director – Government Solutions
Management Registry, Inc.
1868 Campus Place
Louisville, KY 40299
Office: (402) 415-8378
Email: sdlouhy@managementregistry.com

Thank you for the opportunity to submit to this response.

Sincerely,

A handwritten signature in cursive script that reads "Stacey L. Dlouhy". The signature is written in dark ink and is positioned below the word "Sincerely,".

Stacey Dlouhy, Director – Government Solutions
Management Registry, Inc.

Encl: MRI's Response to RFQ BVH 442



Request for Quote BVH442
Direct Care Staffing Services
Veterans Home in Barboursville, WV

Submitted to:

Dean Wingerd
Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130



Submitted by:

Stacey Dlouhy, Director – Government Solutions
Management Registry, Inc.
1868 Campus Place
Louisville, KY 40299
Phone: (888) 851-3588/Cell: (402) 415-8378
Email: sdlouhy@managementregistry.com

2 April 2014

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1 **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
 - 2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.5 **"Purchase Order"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
 - 2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
 - 2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8 **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:



Term Contract

Initial Contract Term: This Contract becomes effective on Upon Award

and extends for a period of One (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to Two (2) successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Reasonable Time Extension: At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

Release Order Limitations: In the event that this contract permits release orders, a release order may only be issued during the time this Contract is in effect. Any release order issued within one year of the expiration of this Contract shall be effective for one year from the date the release order is issued. No release order may be extended beyond one year after this Contract has expired.



Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

- One Time Purchase:** The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.
- Other:** See attached.
4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
- Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

- BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of . The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.
- LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

- MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.
- WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.
- INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

- Commercial General Liability Insurance:**
\$ 1,000,000.00 or more.
- Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.
- Bodily Injury (including death) \$500,000.00 per person with a minimum of
- \$ 1,000,000.00 per occurrence.
- Property Damage with a minimum of \$1,000,000.00 per occurrence.
- Professional liability with a minimum of \$1,000,000.00 per occurrence.
-

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

See Section 3-Qualifications in the specifications

See Section 4.1.1 in the specifications

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

10. ALTERNATES: Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount
for

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

13. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.

14. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.

15. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

16. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

17. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."

18. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

19. DELIVERY: All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.

20. INTEREST: Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.

21. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

- 22. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority-owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 23. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 24. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 25. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
- 26. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 27. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 28. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 29. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

- 30. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 31. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
- 32. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 33. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 34. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 35. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency, (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 36. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 37. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

38. [RESERVED]

39. CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

40. DISCLOSURE: Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

41. LICENSING: In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

42. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired

by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety, understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

- 44. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 45. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 46. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered

by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 50. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
 - Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.
- 51. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information

to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304)558-9911 for more information.

52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

REQUEST FOR QUOTATION
BVH442 – Direct Care Staffing Services

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of W V Veterans Home to establish an open-end contract for “locum-tenens” Registered Nurse(s) and Licensed Practical Nurse(s) to comply with staffing needs of the State owned and operated facility.

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 Item” or “Contract Items”** means the list of items identified in Section 3, Subsection 1 below.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
 - 2.3 **“RFQ”** means the official request for quotation published by the Purchasing Division and identified as BVH442.
 - 2.4 **“RN” means Registered Nurse.**
 - 2.5 **“LPN” means Licensed Practical Nurse**
 - 2.6 **“Agency” means WV Veterans Home.**

3. **QUALIFICATIONS:** Vendor(s) must have the following minimum qualifications.
 - 3.1
 - a. RN’s must hold a valid WV Registered Nurse License.
 - b. LPN’s must hold a valid Licensed Practical Nurse License.
 - 3.2 Must have knowledge of Federal & State Long Term Care (LTC) regulations.
 - 3.3 Must have a current Cardiopulmonary Resuscitation (CPR) Card.

4. **GENERAL REQUIREMENTS:**
 - 4.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and

REQUEST FOR QUOTATION
BVH442 – Direct Care Staffing Services

continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

4.1.1 REGISTERED NURSE(S) SERVICES:

VENDOR SHALL PROVIDE DOCUMENTATION TO WVH PRIOR TO BEING PLACED IN FACILITY FOR WORK, A COMPETENCY ASSESSMENT WHICH INCLUDES AGE-SPECIFIC AND CULTURAL COMPETENCIES FOR SERVICES PROVIDED FOR RESIDENTS. RN(S) MUST HAVE AT LEAST (1) YEAR OF WORKING EXPERIENCE IN THE AREA ASSIGNED. A COMPLETED APPLICATION OR RESUME MAY BE PROVIDED AS PROOF OF EXPERIENCE.

- 4.1.2 RN(s) must be licensed by the West Virginia Board of Nurses.
- 4.1.3 RN(s) must have a minimum of one (1) year experience as a Long Term Care Facility RN.
- 4.1.4 RN(s) must oversee the work of inexperienced (RN's), (LPN's), (CNA's), as assigned.
- 4.1.5 RN(s) must participate in Treatment Team (Care Plan, not treatment team) Meetings to develop Individualized Treatment (Care) Plans, direct consultations, receive and give recommendations to and from other disciplines to maximize positive behavioral results.
- 4.1.6 RN(s) must administer medications as prescribed by treating Physician(s).
- 4.1.7 RN(s) must ensure timely documentation into resident's electronic medical records, per the policies and procedures and common practice of the facility, this will be discussed in great detail during the facility orientation.
- 4.1.8 RN(s) must oversee all medical related emergencies.
- 4.1.9 RN(s) will provide for the emotional and physical comfort and safety of the residents.

REQUEST FOR QUOTATION
BVH442 – Direct Care Staffing Services

- 4.1.10** RN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the Confidentiality Laws, and the HIPPA Regulations.
- 4.1.11** RN(s) must adhere to the mandatory overtime policy and guidelines set by the facility.
- 4.1.2 Licensed Practical Nurse(s) Services**
- 4.1.2.1 LPN(s) must be licensed by 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 the policies, procedures and common practices of the facility that will be discussed in great detail during the facility orientation.
- 4.1.2.5 LPN(s) must screen residents and record medical information; assist physician and registered nurse in examinations and treatments; set up and clean examination area; give injections and immunization; instruct residents 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 residents.
- 4.1.2.7 LPN(s) must respond to inquiries of family members, advocates, and other interested parties, ensuring adherence to the Confidentiality Laws and the HIPPA Regulations.
- 4.1.2.10 LPN(s) must adhere to the mandatory overtime policy and guidelines set by the facility.

REQUEST FOR QUOTATION
BVH442 – Direct Care Staffing Services

4.2.1 VENDOR RESPONSIBILITIES:

- 4.2.1.1 Successful vendor must be qualified healthcare professional to accommodate the Facility's needs and must be registered with the State of WV Purchasing Division as a vendor.
- 4.2.1.2 Successful vendor must provide healthcare staffing as requested by the Facility to be compatible with week-to-week needs. Assignments also may be for specified period of times 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 the Facility with information on each healthcare staff member according to the state and federal standards, including applications. These must be sent to the facility along with the listing of possible candidates to interview: 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 Facility under this agreement will have been investigated and substantiated by the Board of Nursing or currently subject to discharge results from an investigation by the Board of Nursing.
- 4.2.1.5 Successful vendor and healthcare staff must comply with all Agency/Facility policies and procedures.
- 4.2.1.6 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 certification and/or professional license and with the State of West Virginia.

REQUEST FOR QUOTATION
BVH442 – Direct Care Staffing Services

- C. Meet current Agency immunization requirements for purified protein derivative (PPD) and Hepatitis B Series.
- D. If Agency request LPN and a Registered Nurse is provide instead the Agency will only agree to pay LPN rate.
- E. Vendor will agree to provide required number of staff needed for a shift or/and assignment at least two (2) hours prior to the start of the shift or assignment, to be worked.

4.2.1.7 Successful Vendor must incorporate into the bid, all inclusive fees, any anticipated costs, and travel related expenses, administrative and overhead cost.

4.2.1.8 Facility will **not** allow any previous employee who was dismissed for disciplinary or performance reasons by a State facility or office to return and work through the staffing vendor.

4.3.1 DUTIES AND RESPONSIBILITIES OF THE FACILITY

4.3.1.1.1 Agency agree to pay overtime, any hours in excessive defined as any hours past eight (8) hours a day will be considered overtime and the vendor will be paid the additional rate listed under the overtime portion on the bid sheet.

4.3.1.1.2 Agency shall cancel any shift; it shall notify the Vendor of such cancellation no less than two (2) hours prior to the scheduled start of the shift.

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 for low bid to high and usage will be in the same manner. If the low bid cannot provide the needs for the Facility at the requested time, the second low bid will be contacted. We will allow 48 hours for vendor to determine if they will be able to meet our needs.

REQUEST FOR QUOTATION
BVH442 – Direct Care Staffing Services

- 5.2 **Pricing Pages:** Vendor should complete the Pricing Pages by providing the unit cost; total cost; and pricing for overtime for the following positions: RN's and LPN's. 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 the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Notwithstanding the foregoing, the Purchasing Division may correct errors at its discretion. Vendor should enter the information into the Pricing Pages to prevent errors in the evaluation.

- 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. **ORDERING AND PAYMENT: PAYMENT:** Agency shall pay as described in section 7.1, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

7.1 **Payment:** The vendor shall submit monthly invoices, in arrears, on a monthly basis, to the Business Office at the West Virginia Veterans Home for all services provided pursuant to the terms of the contract. For tracking purposes only, the Vendor will provide the Agency a monthly spreadsheet to complete hours worked. These spreadsheets are collected monthly by the Business Office.

The Agency reserves the right to reject any or all invoices for which proper documentation has not been provided. The vendor will be notified within ten (10) working days of any invoice deficiencies.

State law forbids payment of invoices prior to receipt of services.

8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

REQUEST FOR QUOTATION
BVH442 – Direct Care Staffing Services

9. 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.

10. 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.



INTRODUCTION (RFQ SPECIFICATION 1.0)

Management Registry, Inc. (MRI) appreciates the opportunity to respond to West Virginia’s Department of Administration, Purchasing Division’s Request for Quote to provide Direct Care Staffing Services for the WV Veterans Home located in Barboursville, WV. We are interested in this endeavor because it focuses on our expertise and experience – *providing qualified and highly skilled healthcare providers for our residential and hospital clients*. MRI’s has been providing long term, temporary, and emergency (PRN) nurse staffing support to our clients for over 35 years. We are eager to continue providing these services for WV’s Barboursville Veterans Home. MRI’s Recruiting and Staffing Specialists have provided and will continue providing qualified, screened healthcare providers when you need nurse staffing support.

MRI’s Unique Barboursville, WV Veterans Home Capabilities

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

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

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

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

MRI RNS AND LPNS FOR BARBOURSVILLE VETERANS HOME (SPECIFICATIONS 3.0 AND 4.1)

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



MRI's Credentialing Criteria

- **Experience:** One to five years of work experience in the specialty for which the healthcare provider is applying.
- **Licensure:** A current professional state license for all licensed healthcare providers.
- **Certification:** A current certification on all non-licensed healthcare providers.
- **Verification:** Verification of licensure and certification is conducted initially and annually.
- **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 specialty to include CPR/BLS/ALS/NPR according to application.
- **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.
- **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.
- **Competency Testing:** HCP must complete competency testing with a score of 80% or higher in the specialty for which she/he is applying (Our competency system also enables our HCP to use a one-time remediation process, utilizing an outside web-based source that is completely confidential by each individual user. MRI recruiters are emailed the results).
- **Medication Test:** All licensed HCPs to include RNs and LPNs must take a medication test, with a score of 80% or higher (We utilize an outside web- based source which is completely confidential by each individual user and MRI recruiters are emailed the results).
- **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.
- **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 2: MRI's Credentialing Criteria for all our healthcare providers



VENDOR RESPONSIBILITIES (SPECIFICATIONS 4.2.1)

MRI is a registered vendor with the State of West Virginia to provide qualified healthcare facilities within the State.

Management Registry, Inc.

	1868 Campus Place Louisville, KY 40299	Over 40 years providing medical staffing solutions	Experienced Per Diem Healthcare Staffing
--	---	---	---

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

Cage Code: 34GR4

DUNS: 074055369

MRI will continue providing compatible week-to-week RN and LPN healthcare staffing as requested by the West Virginia Veterans Home - Barboursville. Our submitted pricing reflects fully inclusive hourly rates. We will continue providing the Facility’s designated representative any and all required information on each of our RN and LPN staff with our list of possible candidates to interview. MRI and our RN and LPN staff will continue to comply with all West Virginia Veterans Home – Barboursville facility, agency, state, and federal policies and procedures.

MRI is ready upon award to provide complete candidate packets to include the candidate’s training and education verification, WV license, current CPR card, application and skills checklist, current HIPPA training, immunization requirements for PPD and Hepatitis B Series, and physical screenings, background screening, and 10 panel drug screening results to the Barboursville Veterans Home Point of Contact.

Should the facility request a LPN and MRI provide a RN instead, we understand we will be reimbursed at the contracted LPN rate. We will provide qualified healthcare providers within two (2) hours of notification prior to the start of the shift or assignment. MRI understands the facility will not allow any previous employee who was dismissed for disciplinary or performance reasons by a State facility or office to return and work through MRI.

MRI agrees that the West Virginia Veterans Home – Barboursville will agree to pay overtime as defined as any hours past eight (8) hours a day, and those additional hours will be billed at the rate listed under the overtime portion on the bid sheet. .

BILLING, INVOICING, AND INSURANCE (SPECIFICATIONS 7, 8, 9, AND 10)

MRI is ready to meet and comply with all requirements covered in RFQ BVH442 to include submission of timesheets, billing, credentialing, reporting, and facilities access. MRI will be responsible for all mileage and travel costs, including travel time, associated with our RNs and LPNs performing under this contract, and as such, our bid reflects any potential travel expenses.



MRI understand and agrees that our RN and LPN staff are subject to the Agency's security protocol and procedures. MRI will identify principal service personnel who will be issued access cards/and or keys to perform services under this contract. We will notify the Agency immediately of any lost, stolen, or missing card/or key, and MRI is responsible for replacement fees for cards or keys which become lost or stolen. We have read and are ready to abide by the RFQ's definition of Vendor Default.

MRI carries professional liability insurance, general liability insurance, and worker's compensation for all our Contract Employees.

SUMMARY

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

REQUEST FOR QUOTATION
BVH442 – Direct Care Staffing Services

11. MISCELLANEOUS:

11.1 Contract Manager: During its 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 L. Dlouhy
Telephone Number: 888.851.3588
Fax Number: 866.288.3775
Email Address: sdlouhy@managementregistry.com

BVH442 Direct Care Staffing Services - Pricing Page

Item No.	Description of Services	Estimated # of Hours	Unit Price	Extended Price
	Registered Nurse Shifts			
1	Regular Rate	1,150	\$37.00	\$42,550.00
2	Overtime Rate	100	\$55.00	\$5,500.00
3	Holiday Rate	100	\$70.00	\$7,000.00
	Licensed Practical Nurse Shifts			
7	Regular Rate	1,500	\$24.00	\$36,000.00
8	Overtime Rate	100	\$34.00	\$3,400.00
9	Holiday Rate	72	\$46.00	\$3,312.00

GRAND TOTAL: \$97,762.00

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 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.

Vendor Name: Management Registry, Inc.
 Contact Name: Stacey L. Dlouhy, Director - Government Solutions
 Address: 1868 Campus Place
Louisville, Kentucky 40299

 Phone No.: 888.851.3588
 Fax No.: 866.288.3775

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)

Stacey L. Dlouhy
(Authorized Signature)

Stacey L. Dlouhy, Director - Government Solutions

(Representative Name, Title)

888.851.3588

(Phone Number)

866.288.3775

(Fax Number)

2 April 2014

(Date)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

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

DEFINITIONS:

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

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

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed 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: Stacey L. DeLoubey Date: 3-31-2014

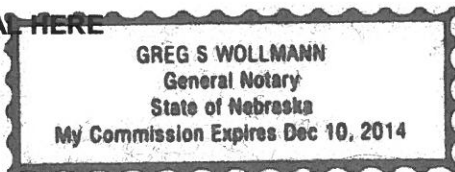
State of NEBRASKA

County of DOUGLAS, to-wit:

Taken, subscribed, and sworn to before me this 31st day of March, 2014.

My Commission expires December, 10th, 2014.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

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.

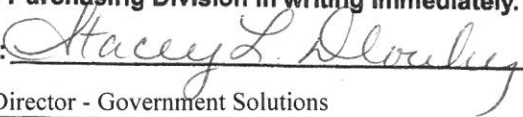
1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 Bidder is a partnership, association or corporation 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.

Signed: 

Date: 2 April 2014

Title: Director - Government Solutions