



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

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

Header

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 167516	SO Doc Code: CRFQ
Procurement Type: Central Master Agreement	SO Dept: 0506
Vendor ID: 000000109244	SO Doc ID: MMB1600000007
Legal Name: JAYKAY STAFFING	Published Date: 2/10/16
Alias/DBA:	Close Date: 3/15/16
Total Bid: \$185,352.00	Close Time: 13:30
Response Date: 03/14/2016	Status: Closed
Response Time: 14:11	Solicitation Description: PROFESSIONAL RECRUITMENT AND PLACEMENT SERVICES
Total of Header Attachments: 0	
Total of All Attachments: 0	



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 167516

Solicitation Description : PROFESSIONAL RECRUITMENT AND PLACEMENT SERVICES

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2016-03-15 13:30:00	SR 0506 ESR03141600000004223	1

VENDOR

000000109244
 JAYKAY STAFFING

FOR INFORMATION CONTACT THE BUYER

April Battle
 (304) 558-0067
 april.e.battle@wv.gov

Signature X **FEIN #** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	DIRECT MAILING AND MEDIA FEE				\$74,976.00

Comm Code	Manufacturer	Specification	Model #
80111700			

Extended Description : SECTION 4.1.1.1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	CANDIDATE INTERVIEW FEE				\$5,400.00

Comm Code	Manufacturer	Specification	Model #
80111700			

Extended Description : SECTION 4.1.1.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	PLACEMENT FEE				\$104,976.00

Comm Code	Manufacturer	Specification	Model #
80111700			

Extended Description : SECTION 4.1.1.3



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

State of West Virginia
 Request for Quotation
 34 - Service - Prof

Proc Folder: 167516

Doc Description: PROFESSIONAL RECRUITMENT AND PLACEMENT SERVICES

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-02-10	2016-03-15 13:30:00	CRFQ 0506 MMB1600000007	1

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

Vendor Name, Address and Telephone Number:

JayKay Staffing
 2058 Classique Lane
 Tavares FL 32778

Tel: 800-442-5441 Xtn 101

FOR INFORMATION CONTACT THE BUYER

April Battle
 (304) 558-0067
 april.e.battle@wv.gov

Signature X

FEIN # 20-0131316

DATE 03/14/2016

All offers subject to all terms and conditions contained in this solicitation

The West Virginia Purchasing Division is soliciting bids on behalf of the Department of Health and Human Resources, Bureau for Behavioral Health and Health Facilities and Mildred Mitchell-Bateman Hospital to establish an open-end contracts for recruitment and placement services which will provide candidates who meet the requirements contained below and who possess the required licenses/certificates for Psychiatrist(s), Psychiatric-Mental Health Nurse Practitioner(s) (PMHNP), or Family Nurse Practitioner (FNP) with psychiatric experience (min. 2 years) to meet the staffing requirements of an adult psychiatric hospital. Mildred-Mitchell-Bateman Hospital is a 110-bed acute care state operated psychiatric hospital located at 1530 Norway Avenue, Huntington, WV 25705.

PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US	PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	DIRECT MAILING AND MEDIA FEE	3		22,992.00	74,976.00

Comm Code	Manufacturer	Specification	Model #
80111700			

Extended Description :
SECTION 4.1.1.1

PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL - BATEMAN HOSPITAL PO BOX 448 HUNTINGTON WV25709 US	PROCUREMENT OFFICER - 304-525-7801 HEALTH AND HUMAN RESOURCES MILDRED MITCHELL-BATEMAN HOSPITAL 1530 NORWAY AVE HUNTINGTON WV 25705 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	CANDIDATE INTERVIEW FEE	3		1800.00	5400.00

Comm Code	Manufacturer	Specification	Model #
80111700			

Extended Description :
SECTION 4.1.1.2

PROCUREMENT OFFICER - 304-525-7801
HEALTH AND HUMAN RESOURCES
MILDRED MITCHELL - BATEMAN HOSPITAL
PO BOX 448
HUNTINGTON WV25709
US

PROCUREMENT OFFICER - 304-525-7801
HEALTH AND HUMAN RESOURCES
MILDRED MITCHELL-BATEMAN HOSPITAL
1530 NORWAY AVE
HUNTINGTON WV 25705
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	PLACEMENT FEE	3		34,992.00	104,976.00

Comm Code	Manufacturer	Specification	Model #
80111700			

Extended Description :
SECTION 4.1.1.3

Line	Event	Event Date
1	TQ Due	2016-02-26

MMB160000007	Document Phase Final	Document Description PROFESSIONAL RECRUITMENT AND P LACEMENT SERVICES	Page 4 of 4
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

EXHIBIT A: Pricing Page

CRFQ 0506 MMB1600000007

Note: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. If the vendor has additional charges they wish to be reimbursed for, the vendor must include the charges in the vendor's fee or they will not be allowed. There will be no minimum number of weeks per assignment.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>	<u>Total Extended Cost</u>
4.1.1.1 3 each*	Direct Mailing and Alternative Media Fee Fee payable for the direct recruitment of requested Individual for each MMBH requested position. Fee will include all recruitment solicitation efforts for Each MMBH requested position.	\$ <u>24,992.00</u> (x3)	\$ <u>74,976.00</u>
4.1.1.2 3 each*	Candidate Interview Fee Fee payable for cost associated with vendors arrangement of candidates On-site review for each MMBH requested position.	\$ <u>1800.00</u> (x3)	\$ <u>5,400.00</u>
4.1.1.3 3 each*	Placement Fee Fee payable for each if any Vendor referred candidate accepting placement at MMBH, all-inclusive for each MMBH requested position.	\$ <u>34,992.00</u> (x3)	\$ <u>104,976.00</u>

OVERALL GRAND TOTAL COST

\$ 185,352.00

**The number of uses is only an estimate to be used for the bid, we may require more/less than stated above.*

This shall be a progressive award and will be made according to each qualifying vendor's bid response and lowest costs. Low bid will be designated as "A"; next lowest bid will be "B", and so on. Agency will contact vendor "A" first to provide their needs, if vendor "A" cannot provide candidates, within the two (2) day window, the agency will go to vendor "B" and so on.

Split awards *will* be considered should the vendor only be able to provide Psychiatric Physician and not the Nurse Practitioner or if they are only able to provide Nurse Practitioner and not the Psychiatric Physician.

JayKay Staffing 2058 Classique Lane, Tavares FL 32778
Vendor Name and Purchase Order Address

JayKay Staffing P.O. Box 823473 Philadelphia, PA 19182-3473
Vendor Name and Remit-To Address

800-442-5441 XT 101 800-805-9016 Purityn@jaykastaffing.com
Telephone Fax E-mail

Purity Ndolo, Prseident/CEO 03/14/2016
Vendor Authorized Representative (Printed) Vendor Authorized Representative (Signature) 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: JayKay staffing

Authorized Signature: _____ Date: 03/14/2016

State of FL

County of Lake, to-wit:

Taken, subscribed, and sworn to before me this 14 day of March, 2016.

My Commission expires September 9, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC _____
Megan Donnelly
Purchasing Affidavit (Revised 08/01/2015)



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 Vendor Preference, if applicable.

- 1. **Application is made for 2.5% 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% 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% 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% 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% 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% 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.

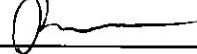
- 7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, 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: JayKay Staffing
Date: 03/14/2016

Signed: 
Title: President/CEO