



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 @ 1

General Information

Procurement Folder: 270123

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: SAUNDERS STAFFING INC

Alias/DBA:

Total Bid: \$463,501.92

Response Date: Response Time:

SO Doc Code: CRFQ

SO Dept: 0506

SO Doc ID: WEH1700000006

Published Date: 12/6/16

Close Date: 1/3/17

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 270123

Solicitation Description : Medical Laboratory Technicians MLT & Medical Technicians MT

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-01-03 13:30:00	SR 0506 ESR12301600000002993	1

VENDOR
000000206538 SAUNDERS STAFFING INC

Solicitation Number: CRFQ 0506 WEH1700000006

Total Bid : \$463,501.92 **Response Date:** 2016-12-30 **Response Time:** 14:21:58

Comments:

FOR INFORMATION CONTACT THE BUYER
 April Battle
 (304) 558-0067
 april.e.battle@wv.gov

Signature on File	FEIN #	DATE
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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	Medical Laboratory Technicians (MLT) (Regular Hours)	4160.00000	HOUR	\$29.820000	\$124,051.20

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Regular Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Medical Laboratory Technicians (MLT) (Overtime Hours)	1040.00000	HOUR	\$28.140000	\$29,265.60

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Overtime Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Medical Laboratory Technicians (MLT) (Holiday Hours)	192.00000	HOUR	\$59.640000	\$11,450.88

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.1 Temporary Staffing of Medical Laboratory Technicians (MLT) (Holiday Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Medical Technicians (MT) (Regular Hours)	4160.00000	HOUR	\$46.860000	\$194,937.60

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.2 Temporary Staffing of Medical Technologist (MT) (Regular Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Medical Technicians (MT) (Overtime Hours)	1040.00000	HOUR	\$67.810000	\$70,522.40

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.2 Temporary Staffing of Medical Technologist (MT) (Overtime Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Medical Technicians (MT) (Holiday Hours)	192.00000	HOUR	\$93.920000	\$18,032.64

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 4.1.2 Temporary Staffing of Medical Technologist (MT) (Holiday Hours)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Medical Laboratory Technicians (MLT) Permanent Placement Fee	2.00000	EA	\$2,620.800000	\$5,241.60

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 5.2 Permanent Placement Fee* Medical Laboratory Technicians (MLT)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Medical Technicians (MT) Permanent Placement Fee	2.00000	EA	\$5,000.000000	\$10,000.00

Comm Code	Manufacturer	Specification	Model #
80111613			

Extended Description : 5.2 Permanent Placement Fee* Medical Laboratory Technologist (MT)

SAUNDERS STAFFING, INC.

PROPOSAL in response to:

**Solicitation Number #WEH1700000006 Temporary Staffing Services
HEALTH HUMAN RESOURCES WELCH COMMUNITY HOSPITAL**

January 3, 2017

TECHNICAL PROPOSAL

SAUNDERS STAFFING, INC.

400 North Street, Bluefield, WV

888-799-2110



TECHNICAL PROPSAL INFORMATION

VOLUME 1

Sub factor 1

Understanding of this requirement

After reviewing the complete document several times, it is vitally important that this be a seamless transition and there be no disruption in services.

We will have three coordinators from Saunders Staffing to work in the County's Workforce office to meet with our existing staff to answer questions or update information on the new contract. While the process is going on as we review to see who will transition from the current vendor to our supervision, we will meet with the supervisors to make certain we understand the flow that is desired by the County to adapt to the County's process for temporary staffing..

It is as simple as registering on our website which is www.saundersstaffing.net, our local office will handle their new hire packet and introduce them to our staff in HR and payroll. We have been in business for twenty seven years and our process is seamless. We will work at the direction of the County through this process. Making sure the various offices that might utilize this contract understand how to access our recruiters who are on duty to meet their needs.

While any staffs that need to be placed from our resume pool are being interviewed by the proper supervisor, they will be observing staff that are on site for training and orientation. We have a large database of applicants that meet the requirements from the job description, If we are the successful bidder, the screening process would be expedited, some screening would already be completed on key staff. We are recruiting as of this date for future needs in placement..

Subfactor 2

Key Personnel

Beca Toone,, Rick Wellons, Susan Dickens, Carolyn Cosby, and Connie Saunders will be key personnel to assist in the transition and work with staff at the hospital to secure resume for their consideration.. Together we have over fifty years of experience in the staffing industry.

Required training will begin as soon as possible through various resources in the rea.

One of our staff, on a rotation basis, would be available 24 7 to make sure everything is going smooth. We will place experienced staff from the area that has the needed background and level of skills. Our website is www.saundersstaffing.net.

In the event that a staff would need replaced, for whatever reason, t we have been in Beckley for twelve years and have a database of five thousand staff from Beckley to work consider and contact.. We will always have replacement candidates available should any emergency arrive and the need for replacement staff arises.

Our staff signs an agreement that they will give ample notice unless it is a matter of death or health reasons to leave an assignment.

We use Prove It to test the skills of our candidates. Our background screening is through Assurant and Safron for fingerprinting They have complete packages according to the needs of our client.

We are also flexible and would work at your direction to design communication and evaluation that is consistent with your needs. We are here on demand until we have a smooth process in place and the transition was successful. After that period of 90 days, we would be involved on a regular basis that is to your schedule to make sure all is well.

We have offices In Charleston, Beckley, and Bluefield, WV as well as in Richlands, VA.

Our data is networked so all recruiters can work long distance and we have mass communication capabilities with phone, internet; plus on staff 24/7 for emergencies.,

Sub factor 3

Corporate Experience

Saunders Staffing Inc. is a small, disadvantaged, women owned company, which prides itself as one of the leaders in providing diversified staffing as well as back office services.

We have been providing professional personnel to various facilities in Virginia and West Virginia for more than 27 years. As a leader in providing premier staffing services to a diverse and evolving I community, our professional staff is dedicated to developing long term relationships with our clients and applicants.

We are committed to accurately assessing client's needs and effectively evaluating the applicant's personal skills and qualifications to meet the requirements. With our considerable experience we excel in quality connections that work for all parties involved in the process of employment.

Saunders Staffing Inc. opened in 1989 and is multi-location organization that offers proven staffing solutions with a strong commitment to partnering with our clients to maximize their productivity and to assist our associates in the achievement of their career objectives.

We have a staff of nine in house coordinators and supervisors, 150 associates in field on an average and 28, 000 applicants to recruit from. Our corporate office is in Bluefield and branches in Beckley and Charleston, WV. We also have a recruiter who works in Clarksburg.

We have a sister corporation who covers Virginia and we have a branch at the Incubator in Richlands, Virginia as well. We have 27 years of experience in staffing and thirty five years experience in human resources. We utilize job boards, Zip recruiter, Indeed, Workforce Centers, job fairs, partners in education and agencies who work with disabilities in placement as well as colleges and technical centers for all recruiting needs. We also have a referral program.

We belong to SHRM, ASA, and NISA; *associations.. We are a WBENC certified corporation for information needs on all employer and human resource requirements.* We use e-Empact software and process payroll in house so we can respond to our employees needs quickly if necessary and to make sure they get paid on time and in full plus correctly. Our employees may have direct deposit or a pay card. We offer an MEC Health Plan and benefits.

We would welcome the opportunity to be of service to Welch Community Hospital.

WE OFFER:

- 24 HR Satisfaction Guarantee to employer
- Work to increase productivity
- Customized reporting
- Onsite Supervision
- Payroll Services
- Strong Safety Program

EMPLOYEE SELECTION CRITERIA

Our minimum requirements during employee selection are

- Required college education per job description
- Certifications required
- I-9 Info
- Security Compliance
- We drug-test all of our employees to have a drug-free workplace
- We arrange background checking in any field that represents risk to our client and our patient.. We can check credit, social security, employment verification, education, DMV, civil court records and professional license. .
- References
- Two Legal ID
- Proper licensing

RECRUITING STRATEGIES

We recruit from Workforce Centers, College, State Rehabilitation offices, radio, newspaper, job fairs, job boards, referral and online registrations. We use Ziprecruiter, Indeed, Monster, and many other sources.

We will also hold job fairs and our on the ground recruiter will attract, interview and screen appropriate candidates that meet the requirements set forth by Frederick County, MD.

Our methodology involves the recruiting at all times of qualified individuals that meet the requirements of the project that our client is working on. We post our jobs on several job boards, with job service, with our many partners, and in our office, also on our website. We use social media as well as a recruiting tool. As we receive inquiries, they register online and send us their resume along with references. We review the information and if it is complete, receive it

into our system. If there is a match on the skills of the applicant, they are contacted. We receive references and check them, get permission to do a background check. If all that e-Empact as our computer program, which makes searching and documenting our searches easily. This program records the project and then makes sure the field staff is paid and our client is billed each week. We contact our client to e-mail the resume to them to see if they would like to interview. Interviews are scheduled and from their placement are decided. Our data is in the cloud with BOND so the data is secure and backed up on offsite servers to protect our data from any disaster or disruption.

We then complete all the forms that are required for payroll and build the personnel file. We have access to an MEC affordable healthcare plan if employees are interested. They get to choose between direct deposit and pay card as their way of getting paid. The individual is orientated to the position for good communication.

We follow all labor laws and work to always be compliant and be an equal opportunity employer. Our program does not record race, age or any other information that would cause the recruiter to discriminate in the placement.

EMPLOYEE ASSESSMENT TOOLS USED

Saunders Staffing provides high quality personnel, which will fully comply with all the requirements listed in the Job Description, provided by the employer.

- In order to assure recruitment of quality personnel, we have standard minimum requirements that all our employees have to meet in order to qualify. (Please view EMPLOYEE SELECTION CRITERIA section, given above).
- We will have a face to face interview, check references, handle all screening and background screening according to the requirements of this contract.
- Our closest representative to the Frederick County, MD offices will be the Fredericksburg's area. Our staff will be on call and closely work hand in hand with the present team on site.
- We will send monthly evaluation forms to the Director of the County through our system, to ensure full satisfaction of the customer (Please find our "Assignment Merit" evaluation form template in email attachments)
- Our representative in the area will carry out on -site visits at County offices Facility and will work at the direction of the facility to the frequency level.

For Employee Attendance tracking we use our online system. Please see below the steps of procedure flow:

1. After recruitment, our employees as well as their direct supervisors receive welcome letter on their email, with special link and user name.
2. With given user name they register online in our system, where they can access their payroll information as well as time cards.
3. After completion of each week employees fill out their time cards online, which after completion go onto their direct supervisors for approval (online).
4. Finally, time sheets, after being approved by direct supervisor – come to our system and our payroll personnel process them in order to follow up with timely payment of the salary, each week on Friday.

We are not a franchise and can therefore adapt our system to what will fit with your office time table and procedures.

Sincerely yours

Connie Saunders

President

www.saundersstaffing.net

304-325-3273 #1007

Cell 304-920-1051 or 888-799-2110 #1007