



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 @ 5

List View


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

Procurement Folder: 393332

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0618

Vendor ID: 000000109244 

SO Doc ID: BVH1800000002

Legal Name: JAYKAY STAFFING

Published Date: 11/29/17

Alias/DBA:

Close Date: 12/14/17

Total Bid: \$33,264.00

Close Time: 13:30

Response Date: 12/12/2017 

Status: Closed

Response Time: 12:25

Solicitation Description: ADDENDUM 1 TEMPORARY REGISTERED NURSES

Total of Header Attachments: 5

Total of All Attachments: 5



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 393332

Solicitation Description : ADDENDUM 1 TEMPORARY REGISTERED NURSES

Proc Type : Central Master Agreement

| Date issued | Solicitation Closes | Solicitation Response | Version |
|-------------|------------------------|------------------------------|---------|
| | 2017-12-14 13:30:00 | SR 0618 ESR12121700000002587 | 1 |

| VENDOR |
|---------------------------------|
| 000000109244 JAYKAY STAFFING |

Solicitation Number: CRFQ 0618 BVH1800000002

Total Bid : \$33,264.00 **Response Date:** 2017-12-12 **Response Time:** 12:25:09

Comments:

FOR INFORMATION CONTACT THE BUYER
 Crystal Rink
 (304) 558-2402
 crystal.g.rink@wv.gov

| | | |
|--------------------------|---------------|-------------|
| Signature on File | 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 | TEMPORARY REGISTERED NURSES | 168.00000 | HOUR | \$38.500000 | \$6,468.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601 | | | |

| | |
|-------------------------------|--------------------|
| Extended Description : | 8:00 AM TO 4:00 PM |
|-------------------------------|--------------------|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------|-----------|------------|-------------|-----------------------------|
| 2 | TEMPORARY REGISTERED NURSES | 168.00000 | HOUR | \$38.500000 | \$6,468.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601 | | | |

| | |
|-------------------------------|--------------------|
| Extended Description : | 6:45 AM TO 3:00 PM |
|-------------------------------|--------------------|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------|-----------|------------|-------------|-----------------------------|
| 3 | TEMPORARY REGISTERED NURSES | 168.00000 | HOUR | \$38.500000 | \$6,468.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601 | | | |

| | |
|-------------------------------|---------------------|
| Extended Description : | 2:45 PM TO 11:00 PM |
|-------------------------------|---------------------|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------|-----------|------------|-------------|-----------------------------|
| 4 | TEMPORARY REGISTERED NURSES | 168.00000 | HOUR | \$38.500000 | \$6,468.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601 | | | |

| | |
|-------------------------------|---------------------|
| Extended Description : | 10:45 PM TO 7:00 AM |
|-------------------------------|---------------------|

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------|-----------|------------|-------------|-----------------------------|
| 5 | TEMPORARY REGISTERED NURSES | 192.00000 | HOUR | \$38.500000 | \$7,392.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601 | | | |

Extended Description : HOLIDAY(S) NEW YEAR'S EVE, NEW YEAR'S DAY, MEMORIAL DAY, 4TH OF JULY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS EVE, CHRISTMAS DAY



JAYKAY MEDICAL STAFFING

*Connecting Top Talent with Careers They Desire,
And Clients with Their Next Great Hire!*



Jaykay Medical Staffing

*2058 Classique Lane, Tavares, FL 32778 *Ph: 800-442-5441 X105 * Fax: 800-805-9016*

Website: www.jaykaymedicalstaffing.com

*Email: Becky Niemann, Proposal Writer, Bniemann@jaykaymedicalstaffing.com 407-406-2474 or Purity Ndolo,
President & CEO, Pndolo@jaykaymedicalstaffing.com 800-442-5441 X101*

**Proposal Submitted To: THE STATE OF WEST VIRGINIA
BARBOURSVILLE VETERANS HOME**

Bid/Solicitation Name: Temporary Registered Nurses

CFEO # BVH 1800000002 Due Date: December 14, 2017 1:30 PM



December 8, 2017

Attn: Crystal Rink, Bid Clerk, Department of Administration
Purchasing Division, State of West Virginia
2019 Washington Street E
Charleston, West Virginia 25305

CRFQ #BVH 180000002

Jaykay Medical Staffing has successfully been providing talent recruitment for more than 15 years, with recruiters with more than 25 years of experience, specializing in the placement of licensed healthcare professionals across the United States. ***We are currently providing RNs and LPNs to the West Virginia Veterans Nursing Facility in Clarksburg, West Virginia. And Jaykay Medical Staffing also staffs for the West Virginia Health & Human Resources for the West Virginia Children's Home and the Hopemont Hospital in West Virginia.***

We are pleased to present this proposal to the ***State of West Virginia and Barboursville Veterans Home***. Jaykay Medical Staffing is a quality search firm and our targeted recruiting methods and thorough screening process will provide you with exceptional healthcare candidates for the ***Temporary Registered Nurses in accordance with the requirements in the CRFQ #BVH 180000002.***

Jaykay Medical Staffing has offices in California and Florida and we are experts in recruiting motivated and qualified staffing coast to coast. We bring an expertise to medical professional placements as Jaykay Medical Staffing proudly was awarded the Joint Commission Gold Seal for National Quality Approval, as well as, awarded the Certificate of Distinction for Health Care Staffing by the Joint Commission in 2016. These accommodations by JCAHO confirms our ability to provide qualified & competent staffing services to the healthcare industry and any entity that hires medical personnel.

Jaykay Medical Staffing has a long history of placing healthcare professionals including LPNs, RNs, Pharmacists, Licensed Clinical Social Workers, Licensed Therapists, Physicians and many more medical personnel with our clients seeking highly devoted, experienced and motivated temporary staffing candidates. We look forward to the opportunity to serve you and establish a long and rewarding relationship through this and other contracts.

I hope you find this proposal thorough having addressed everything requested in the CRFQ document. If you should have any questions, please do not hesitate to contact me via email at Bniemann@jaykaymedicalstaffing.com or by phone at 800-442-5441 x 105. Jaykay Medical Staffing is ready to help you with "Your Next Great Hire."

Becky Niemann, Proposal Writer
Jaykay Medical Staffing



Finding Your Next Great Hire

At Jaykay Medical Staffing, it is our goal to connect top candidates with the careers they desire, and deliver to our client's their Next Great Hire!

Jaykay Medical Staffing has successfully been providing talent recruitment for more than 15 years, with recruiters with more than 25 years of experience, specializing in the placement of healthcare professionals for clients across the United States.

Understanding Your Need

We are pleased to present this proposal in response to CRFQ#180000002 to the STATE OF WEST VIRGINIA AND THE BARBOURSVILLE WEST VIRGINIA VETERANS HOME. We are a quality search firm and our targeted recruiting methods and thorough screening process will provide you with exceptional healthcare candidates for the Temporary Registered Nurses needs that help maintain a constitutional level of health care to the Veterans Home.

We understand this is intended to be a single awarded open end contract for a period of 1 year, with a possible (3) one-year renewal options.

We understand that we will provide licensed RNs with at least one year work experience, licensed and in good standing with the West Virginia Board of Nurses, and with knowledge of Federal and State Long Term Care regulations, and have a current Cardiopulmonary Resuscitation (CPR) Card. The RNs must be able to oversee work of other RNs, LPNs and CNAs, address patient's health problems and participate in Interdisciplinary Care Plan Team Meetings, oversee medical related emergencies, administer medications, and participate in the planning and development of the healthcare needs of the residents.



Experts Finding Healthcare Professionals

Jaykay Medical Staffing has enjoyed success placing medical personnel for several Assisted Living Facilities, Clinics, Department of Public Health facilities, Veterans Hospitals, Nursing Facilities and Correctional Facilities in several states.

Extensive Recruiting Reach Across the Nation

We currently have offices in Florida and California and have been providing recruiting services across the United States including metropolitan clientele, as well as facilities in more rural areas. We routinely send our physicians, nurses and temporary staff to work in metropolitan areas as well as more remote facilities.

Our diligent recruiting strategies have allowed us to create a data bank in excess of sixty thousand prescreened and qualified healthcare professionals across the Country, allowing us to fill vacancies in record time. Simply stated, it's our commitment to quality and the volume of available providers at our disposal that makes all the difference between JayKay Medical Staffing's ability to respond quickly verses our competitors.

Specialty

Jaykay Medical Staffing recruiters are experts in temporary, temp to hire, and direct hire career placements in the healthcare industry. We provide an exceptional staffing experience for motivated candidates.

We provide placements in all industries but we specialize in placing licensed and qualified candidates for a wide array of healthcare facilities requiring healthcare and medical personnel.

Already Serving the State of West Virginia

We are currently providing RNs and LPNs to the West Virginia Veterans Nursing Facility in Clarksburg, West Virginia. And Jaykay Medical Staffing also staffs for the West Virginia Health & Human Resources for the West Virginia Children's Home and the Hopemont Hospital in West Virginia. We look forward to the opportunity to continue to serve the STATE OF WEST VIRGINIA by staffing the Barbourville West Virginia Veterans Home with qualified RNs.



Jaykay Medical Staffing proudly was awarded the Joint Commission Gold Seal for National Quality Approval. Jaykay Medical Staffing was also awarded the Certificate of Distinction for Health Care Staffing by the Joint Commission in 2016 (ID# 492917) based on a review of compliance with national standards. These accommodations by the Joint Commission confirm our ability to provide qualified and competent staffing services to the healthcare industry.

Jaykay Medical Staffing is a GSA Contract Holder allowing us to provide healthcare personnel for state's Department of Corrections, Residential Care Facilities, Air Force Bases, US Department of Justice, and other Federal Facilities.

The State of Florida Agency for Healthcare Administration (AHCA) registered Jaykay Medical Staffing in the Health Care Services Pool awarded by the Division of Health Quality Assurance. (Certificate #5717).

The State of California recognizes Jaykay Services Inc dba Jaykay Medical Staffing is a California Corporation authorized to transact business in the State of Florida. (Doc #F0400006237).

The State of Florida Department of State certified Jaykay Medical Staffing as doing business in Florida as Jaykay Services, Inc. and is doing business as entity Jaykay Medical Staffing.

The Central & North Florida Minority Supplier Development Council certified Jaykay Medical Staffing as a Minority Business Enterprise since 2013. NAICS Code #561320:561720:621610, Cert #GF589777



PRESIDENT & CEO

Purity Ndolo, the Founder of Jaykay Medical Staffing has 20 plus years' experience in recruiting and staffing management, including twenty years recruiting in California. As the female founder, she has been providing leadership for this growing organization since 2003. Jaykay Medical Staffing is a Nationwide Healthcare Staffing Agency positioned as a leader in the healthcare, professional and allied staffing industry. Jaykay Medical Staffing is a diversified staffing solutions organization comprised of a cohesive team of innovative people, and is dedicated to providing the highest quality situational staffing solutions with the greatest value.

It is Mrs. Ndolo's responsibility to ensure that the delivery of nursing services by Jaykay Medical Staffing staff is professional, timely and that all nurses have been properly screened, tested, trained and placed in facilities or departments they are experienced in and are able to provide competent service to the consumers.

CHIEF OPERATING OFFICER

Ezra Ndolo is the Chief Operations Officer at Jaykay Medical Staffing with more than 27 years of recruiting (including more than 15 years recruiting in California) and staffing experience. He provides leadership and management oversight to the operational controls and reporting procedures to ensure the mission objectives are met as well as the financial strength and operating efficiency of the company. Ezra conducts site visits and attends pre-bid conferences upon request by clients. Additionally, Mr. Ndolo brings a unique perspective with more than 35 years of experience as a Registered Licensed Occupational Therapist (OTR) in the patient care arena.

PROPOSAL WRITER & MARKETING SPECIALIST

Becky Niemann is the Proposal Writer and Marketing Specialist for Jaykay Medical Staffing. Becky spent more than 15 years with Adventist Health System, a national leader in healthcare with 45 hospital campuses, more than 8,200 licensed beds in 9 states, and more than 80,000 employees. Becky was instrumental in the physician recruiting process at Florida Hospital. As Jaykay Medical Staffing's Proposal Writer, Becky delivers attentive and exceptional customer service to our providers and project managers while processing our client proposals.



In addition to the Leadership Team outlined on the previous page, you will find our Jaykay Recruiting Team to be responsive, talented, and well versed in recruiting qualified healthcare professionals. Two of our Recruitment Managers are listed below.

RECRUITING MANAGER - CARIN KETCHUM

Carin Ketchum is a Recruiting Manager at Jaykay Medical Staffing with nearly ten years' experience. Every day, she works diligently recruiting for our clients including the California Department of Corrections for the past 7 years. She has exceptional customer service skills and an excellent work history with proven results. Carin is an expert in placing healthcare professionals, including but not limited to, Medical Assistants, CNAs, LPNs, RNs, LCSWs, Dieticians, Pharmacists, Recreational Therapists, Primary Care Physicians, Psychiatrists, and Dentists. She successfully fills the orders needed in a timely manner and meets all the credentialing standards for all positions in every state.

RECRUITING MANAGER - DANETTA MAHONEY

Danetta Mahoney is a Recruitment Manager at Jaykay Medical Staffing and successfully placed highly qualified healthcare personnel in clinics, hospitals, behavioral health facilities, governmental entities and a variety of medical facilities around the country. Danetta is an expert at conducting thorough background checks including transcripts, and credentials. She is a trusted resource for the talent within our network and she acts as a Liaison with clients and candidates discussing salary expectations and negotiations, problem solving and all hiring issues. She offers exceptional customer service, and is responsive and skilled at filling clients' urgent staffing needs.

The Jaykay Medical Staffing leadership and recruitment team is poised to provide any position anywhere in the country. And we are immediately ready to fulfill your staffing needs.

Equal Opportunity Employer

Jaykay Medical Staffing is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to normal operations.



WE MEET ALL RECRUITMENT NEEDS

Jayka Medical Staffing is a professional recruitment firm that can meet your needs for temporary staffing and the placement of licensed healthcare professionals whether you are seeking temporary, temporary to hire, permanent or contract hiring.

Temporary employees

Hiring temporary employees gives you the flexibility to cope with busy times while protecting your bottom line. Whether your business is seasonal, or you take on special projects and need to beef up your staff short-term, temporary staffing is a great solution. Always scalable, always available, our well-qualified pool of temporary employees is ready to hit the ground running. As a bonus, we take care of payroll, onboarding, and performance management.

Temporary to hire

Hiring a permanent employee is a big commitment. With our temporary to hire program, we'll place a pre-screened candidate with you for a probationary period. As with any temporary employee, we handle the payroll. At the end of that time, if the fit is good, the employee is yours! If not, we're happy to provide you with another suitable candidate.

Permanent

Get your hiring right the first time. Our rigorous recruitment process includes getting to know you and your corporate culture, and matching that with the most current labour market information. Our screening, interview, testing, and negotiation process takes the guesswork out of finding the perfect candidate. Once you've selected your new employee, we'll walk you through the negotiation and hiring process using our in-depth industry knowledge to determine compensation, benefits, and perks.

Contract

If you need a highly specialized employee or expert for a short-term project, we can help. Our years in the business and broad network of contacts allow us to draw from the best and brightest the region has to offer.



Finding The Right Fit:

Competition is fierce to provide superior service, and recruit exceptionally talented candidates.

Our recruitment team is tirelessly dedicated to finding the "Right Hire" for our client's open positions, as well as the "Right Fit" for their company culture.

Advertising / Marketing Open Positions :

Jaykay Medical Staffing promotes, advertises and markets open positions through a variety of methods including but not limited to, utilizing our membership and networking in the American Staffing Association, numerous job boards including professional trade job boards, direct mail campaigns to targeted qualified professionals in our network and beyond, email blasts to our network of licensed professionals, social media such as Twitter, Facebook etc., print advertising, word of mouth, website interactive modules, mobile recruiting apps, career fairs and more.

Always On Call :

When our offices are closed, we are always available through our on-call toll free number:



800-442-5441 X 106

We have schedules and availability of on-call staff already cleared and oriented readily available through our web based software. We will do the same for you if awarded this contract.



Credentialing and Competency Tests and Assessment:

Jaykay Medical Staffing assesses and documents clinical staff competence based on the techniques, procedures, technology, and skills needed to provide care, treatment, and services to the populations served. Jaykay Medical Staffing's initial assessment of clinical privileges and credentials and competencies is finalized upon the completion of Jaykay Medical Staffing's orientation. We ensure all credentials are current and in good standing, as well as assess and reassess competencies on an ongoing basis, annually at the very minimum, based on the customer's report of clinical staff performance. We routinely engage, through questionnaire and telephonic conferences, our clients in the evaluation process since they are the ones on the ground with direct observation of our staff performance.

Although screenings for Healthcare Personnel candidates may vary, the routine competency tests and training we require our direct care providers to take and pass before hire are as follows; Comprehensive Core Competency - Nursing, National Patient Safety Goals, Abuse and Neglect , Infection Control (Includes: Blood-Borne Pathogens, Transmission-Based Precautions, CDC Guidelines), Advance Directives, Latex Allergy, Age Specific , Legal Issues In Healthcare , Body Mechanics , OSHA, Care Planning, Pain Management, Color Vision, Patient Rights, HIPAA, Complaints and Grievances, Patient Safety , Compliance, Quality Improvement , Cultural Diversity , Restraints, Environment of Care (Includes: Life Safety, Hazardous Material, Waste Management, Medical, Equipment Management, Emergency Preparedness, Utility Management, Security Management, Bio-Terrorism, Fire Safety), Risk Management, Ethics , Sexual Harassment , Falls Prevention, Substance Abuse Recognition, Workplace Violence.

We will complete any and all routine background checks and screenings as well as any additional requirements you outline as critical to the positions you are seeking as a part of this contract, including a fingerprint and criminal history background checks.



Extensive Databank of Qualified Candidates:

Our diligent recruiting strategies have allowed us to create a data bank in excess of 60,000 prescreened and qualified nurses and all allied health professionals across the Country, allowing us to fill vacancies in record time.

Jaykay Medical Staffing uses an online based staffing software system. This staffing system simplifies our recruitment, credentialing and screening process to manage our orders and our service providers. By using this software, we are greatly advantaged because we are able to track the status of licenses, certifications, CPR, TB, First Aid and any other documents with time limits. We are able to communicate with our staff to ensure that they renew their documents on a timely manner. We ensure all health and immunization requirements are met before the first day of work. Also, we are able to fill in last minute orders, such as for suicide watch.

We also have the ability to allow the facilities to login to our databank and retrieve documents in case a facility needs a nurse's credential information due to audits, licensing or other reasons and they have misplaced or cannot find the nurses personnel documents or the documents they have are expired. We simply send them a password to print the documents they need for the employee. Information is readily available when working with Jaykay Medical Staffing.

Presenting Only The Best & Most Qualified Candidates to Our Clients:

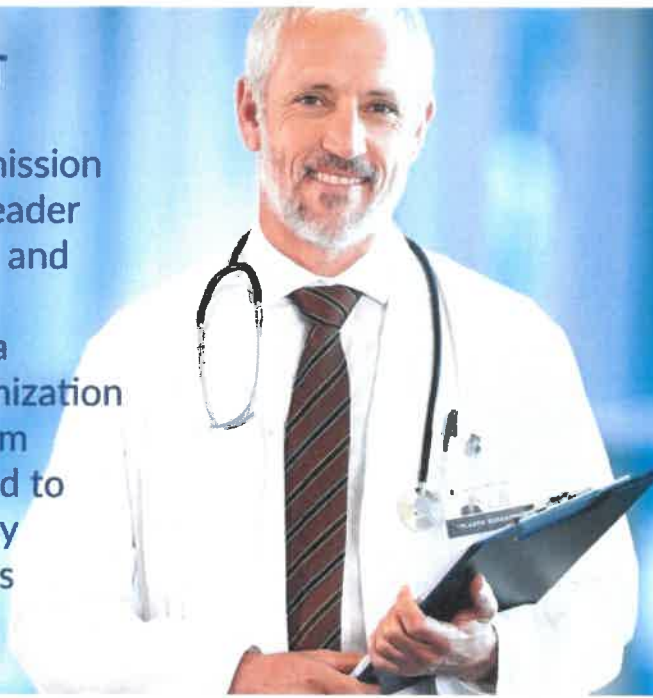
We will search our expansive networks, recruit top talent that meet your specifications, and conduct the required and extensive screenings, and ultimately presenting you with the best and most qualified candidates for the ***Temporary Registered Nurses needs at Barboursville Veterans Home.***

Successful recruiting is more than finding people who want to work, and recruiting for the healthcare industry specifically requires a particular expertise as well as a thorough vetting and screening process. We have proven recruiting methods that garner results for our clients.

MISSION STATEMENT

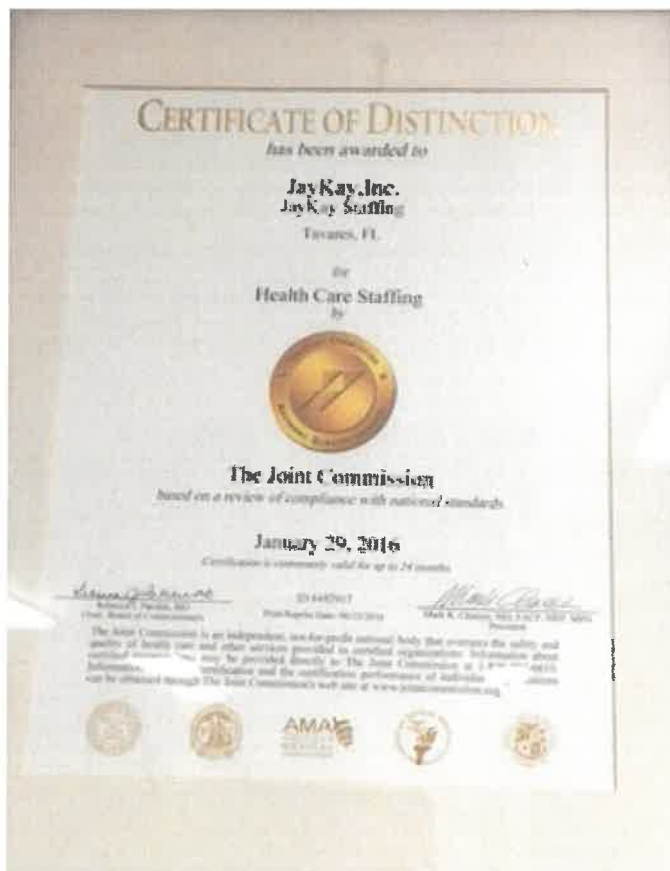
At Jaykay Medical Staffing our mission is to function as a center and leader of the healthcare, professional and allied staffing industry.

Jaykay Medical Staffing is a diversified staffing solutions organization comprised of a cohesive team of innovative people, dedicated to providing the highest quality situational staffing solutions with the greatest value.



Meeting the Level of Sophistication for Healthcare Recruiting:

Recruiting quality healthcare professionals requires a level of sophistication and you can rely on Jaykay Medical Staffing to provide you with qualified motivated and exceptional candidates.





State of Florida Department of State

I certify from the records of this office that JAYKAY SERVICES, INC. is a California corporation authorized to transact business in the State of Florida, qualified on November 1, 2004.

The document number of this corporation is F04000006237.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on January 26, 2017, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirtieth day of March, 2017*




Ken DeFries
Secretary of State

Tracking Number: CU7923740880

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



| | | |
|---|---|--------------------------------|
|  | State of California Secretary of State | S |
| Statement of Information (Domestic Stock and Agricultural Cooperative Corporations) FEES (Filing and Disclosure): \$25.00. If this is an amendment, see instructions. IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM | | |
| 1. CORPORATE NAME JAYKAY, INC. | | |
| 2. CALIFORNIA CORPORATE NUMBER C2544558 | | |
| This Space for Filing Use Only | | |
| No Change Statement (Not applicable if agent address of record is a P.O. Box address. See instructions.) 3. If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety. <input type="checkbox"/> If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to item 17. | | |
| Complete Addresses for the Following (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.) | | |
| 4. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE 2058 CLASSIQUE LANE, TAVARES, FL 32778 | CITY | STATE ZIP CODE |
| 5. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY | CITY | STATE ZIP CODE |
| 6. MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4 | CITY | STATE ZIP CODE |
| Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.) | | |
| 7. CHIEF EXECUTIVE OFFICER/ PURITY NDOLO | ADDRESS 2058 CLASSIQUE LANE, TAVARES, FL 32778 | CITY STATE ZIP CODE |
| 8. SECRETARY PURITY NDOLO | ADDRESS 2058 CLASSIQUE LANE, TAVARES, FL 32778 | CITY STATE ZIP CODE |
| 9. CHIEF FINANCIAL OFFICER/ PURITY NDOLO | ADDRESS 2058 CLASSIQUE LANE, TAVARES, FL 32778 | CITY STATE ZIP CODE |
| Names and Complete Addresses of All Directors, Including Directors Who are Also Officers (The corporation must have at least one director. Attach additional pages, if necessary.) | | |
| 10. NAME PURITY NDOLO | ADDRESS 2058 CLASSIQUE LANE, TAVARES, FL 32778 | CITY STATE ZIP CODE |
| 11. NAME | ADDRESS | CITY STATE ZIP CODE |
| 12. NAME | ADDRESS | CITY STATE ZIP CODE |
| 13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY: | | |
| Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank. | | |
| 14. NAME OF AGENT FOR SERVICE OF PROCESS LUCILLE NGILA | | |
| 15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL 320 W. G STREET, 200A-6, ONTARIO, CA 91762 | | CITY STATE ZIP CODE |
| Type of Business 16. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION MEDICAL RECRUITMENT AND STAFF | | |
| 17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT. | | |
| 07/28/2016 | PURITY NDOLO | PRESIDENT/CEO |
| DATE | TYPE/PRINT NAME OF PERSON COMPLETING FORM | TITLE |
| | | SIGNATURE |
| SI-200 (REV 01/2013) | Page 1 of 1 | APPROVED BY SECRETARY OF STATE |

FE97188
FILED

In the office of the Secretary of State
of the State of California

JUL-28 2016

View current license information at: Floridahealthfinder.gov

REGISTRATION # 1894
CERTIFICATE # 5717

State of Florida
AGENCY FOR HEALTH CARE ADMINISTRATION
DIVISION OF HEALTH QUALITY ASSURANCE
Health Care Services Pool
REGISTERED

This is to confirm that JAYKAY SERVICES, INC has complied with Chapter 400, Part IX, rules of the State of Florida and is authorized to operate the following:

JAYKAY SERVICES INC
2058 Classic Lane
Tavares, FL 32778

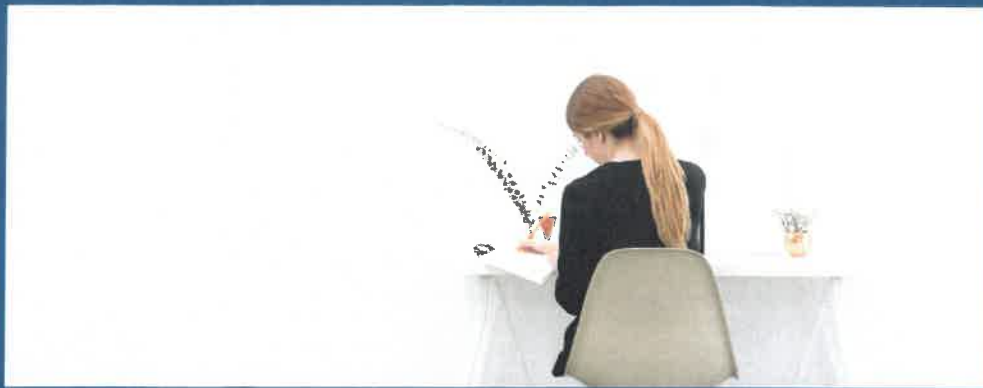


Molly Jucinsky
Deputy Secretary, Division of Health Quality Assurance

EFFECTIVE DATE: 06/14/2016

EXPIRATION DATE: 06/13/2018





CRFQ# BVH180000002 Temporary Registered Nurses Price Sheet

| SHIFT | HOURLY RATE | EST HOURS PER WEEK | TOTAL PRICE PER WEEK |
|--|-------------|--------------------|----------------------|
| Shift 8:00 am - 4:00 pm | \$38.50 | 168 | \$6,468 |
| Shift 6:45 am - 3:00 pm | \$38.50 | 168 | \$6,468 |
| Shift 2:45 pm - 11:00 pm | \$38.50 | 168 | \$6,468 |
| Shift 10:45 pm - 7:00 am | \$38.50 | 168 | \$6,468 |
| Holidays New Years Eve, New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day | \$38.50 | 192 | \$7,392 |
| Total | | | \$33,264 |

ANNUAL PRICE -- RNS for all above shifts at the estimated wk hours x 52 weeks = \$1,729,728.00 yr

- Hourly Base Rates are fixed rates and are all inclusive.
- Rates include typical overhead costs, recruiting expenses, reference and background checks, competency testing, license compliance, fingerprinting, insurance, payroll, hiring and scheduling, annual monitoring, administrative time, etc.
- The Total Price Column represents the Weekly Total based on the number of estimated hours per week.



References

The following are a few of our delighted clients we have provided temporary and permanent placement including non-health related and a wide variety of allied health and executive level health professionals.

INDUSTRY: Hospital
CLIENT: Maryview Medical Hospital - BonSecours
ADDRESS: 3636 High St., Portsmouth, VA 23707 **CONTACT**
CONTACT NAME: Frances Martin, Nursing Staff Coordinator, Nursing Administration
PHONE: 757-398-2644 **EMAIL:** Frances_Martin@bshsi.org

INDUSTRY: Federal / State Prison
CLIENT: California State Prison San Quentin
ADDRESS: 1 Main Street, San Quentin, CA 94964
CONTACT NAME: Nicole Smith, Institution Contract Analyst
PHONE: 415-721-3506 **EMAIL:** Nicole.smith@cdcr.ca.gov

INDUSTRY: Government Facility
CLIENT: West Virginia Veterans Nursing Facility
ADDRESS: One Freedom Way, Clarksburg, West Virginia 26301
CONTACT NAME: Thomas McVay, BSN/RN, DNS-CT, RAC-CT, CDONA/LTC, CDP
PHONE: 304-626-1600 X2004 **EMAIL:** Thomas.g.mcvay@wv.gov

INDUSTRY: Federal Correctional Institution
CLIENT: Nebraska Department of Correctional Services & Correctional Youth
ADDRESS: PO Box 94661, Lincoln, NE 68509-4661
CONTACT NAME: Janet Arauco, RN Nursing Supervisor
PHONE: 402-479-6180 **EMAIL:** Janet.arauco@nebraska.gov



JAYKAY MEDICAL STAFFING IS THE RIGHT CHOICE

Jaykey Medical Staffing has an expertise in recruiting and successful placement of licensed, qualified and experienced healthcare personnel for the following types of clients make us the ideal choice for this contract for temporary medical staffing recruitment services.

| | |
|-------------------------------|---------------------------------|
| CORRECTIONAL FACILITIES | VETERANS FACILITIES & HOSPITALS |
| YOUTH CORRECTIONAL FACILITIES | GOVERNMENT AGENCIES |
| BEHAVIORAL HEALTH FACILITIES | INPATIENT & OUTPATIENT CLINICS |

- Our experienced recruiters are fully prepared & capable of handling the workload associated with this contract.
- Jaykey Medical Staffing has a huge network of licensed healthcare professionals across the US.
- Jaykey Medical Staffing is very familiar w strict demands, setting, pay rates, scheduling, orientation logistics, dress code, vacation and holiday policies, gate clearance requirements etc. for high security, healthcare and government clients across the country.
- Having clients in a variety of states including New York, California, Nebraska, Florida, we are poised to provide professional staff in your state as well.
- We diligently follow state and federal guidelines, comply with client policies, and we fully deliver all needs outlined in the contracts we sign.
- Jaykey Medical Staffing agrees and is dedicated to the Protected Health Information in compliance with the Standards for Privacy of the Individually Identifiable Health Information under the Health Insurance and Portability Act of 1996 (HIPAA).
- We are guided by the high-quality standards regulated by The Joint Commission and approach our work with ethics and a level of quality deemed worthy of the Joint Commission Gold Seal for National Quality Approval. The Joint Commission confirms our ability to provide qualified and competent staffing services to the healthcare industry.
- Jaykey Medical Staffing is a woman and minority owned business and is led by President and CEO Purity Ndolo who has been providing leadership to this quality search firm for more than 15 years. We are currently undergoing the certification process.
- Jaykey Medical Staffing has successfully placed countless positions, without incident and remains in excellent standing with its clients across the nation.
- Jaykey Medical Staffing is well versed in working with the Federal or State health care laws, regulations, standards and practices all across the United States.
- Jaykey Medical Staffing is dedicated to finding the ideal candidate to fill any and all temporary and permanent staffing and health related positions for our clients from Florida to California.



Proposal Approval Sheet

Bid Solicitation Name: State of West Virginia Barboursville Veterans Home

for Temporary Registered Nurses

Bid: CRFQ# BVH 1800000002

Proposal Due Date: December 14, 2017 1:30 PM

Signatures below authorize the approval of the proposal as written and authorize the submission of the attached proposal.


12/8/2017

Purity Ndolo, President & CEO

Jaykay Medical Staffing

Date: December 8, 2017


12/8/2017

Becky Niemann, Proposal Writer

Jaykay Medical Staffing

Date: December 8, 2017

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ BVH1800000002

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Jaykay Medical Staffing

Company

Authorized Signature

12/9/17

Date

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

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Becky Niemann

(Name, Title)

Becky Niemann, Proposal Writer & Marketing Specialist

(Printed Name and Title)

2058 Classique Lane, Tavares, FL 32778

(Address)

800-442-5441 X 105 or 407-406-2474 Fax: 800-805-9016

(Phone Number) / (Fax Number)

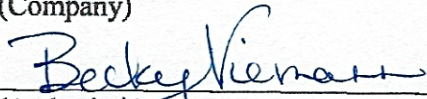
Bniemann@jaykaymedicalstaffing.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Jaykay Medical Staffing

(Company)



Becky Niemann, Proposal Writer

(Authorized Signature) (Representative Name, Title)

Becky Niemann, Proposal Writer & Marketing Specialist

(Printed Name and Title of Authorized Representative)

12/8/17

(Date)

800-442-5441 X 105, Fax: 800-805-9016

(Phone Number) (Fax Number)

**REQUEST FOR QUOTATION
CRFQ BVH1800000002
TEMPORARY REGISTERED NURSES**

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: Carin Ketchum
Telephone Number: 800-442-5441 X 116
Fax Number: 800-805-9016
Email Address: Cketchum@jaykaymedicalstaffing.com

| Exhibit A | CRFQ BVH180000002 | | | |
|--|--|--------------------------|---------------------|------------------------|
| Temporary Registered Nursing Staff Bid Sheet | | | | |
| Item No. | Description Of Services | Estimated Hours Per Week | Regular Hourly Rate | Total Hourly Rate |
| <u>Registered Nurse Shifts</u> | | | | |
| 1 | 8:00 am - 4:00 pm | 168 | \$38.50 | \$ 6,468.00 |
| 2 | 6:45 am - 3:00 pm | 168 | \$38.50 | \$ 6,468.00 |
| 3 | 2:45 pm - 11:00 pm | 168 | \$38.50 | \$ 6,468.00 |
| 4 | 10:45 pm - 7:00 am | 168 | \$38.50 | \$ 6,468.00 |
| 5 | Holiday(s) New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day | 192 | \$38.50 | \$ 7,392.00 |
| | | | Grand Total | \$ 26,796.00 |
| | | | | Correction \$33,264.00 |

| Vendor Information | |
|--------------------|--|
| Company Name | JAYKAY MEDICAL STAFFING |
| Name/Title | Purity Ndolo, President & CEO |
| Phone | 800-442-5441 X 101 |
| Fax | 800-805-9016 |
| Email | Pndolo@jaykaymedicalstaffing.com |