



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 2

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: VS0000010055

SO Doc ID: BVH1800000002

Legal Name: GHG Holdings, Inc.

Published Date: 11/29/17

Alias/DBA: Global Empire, LLC

Close Date: 12/14/17

Total Bid: \$51,273.60

Close Time: 13:30

Response Date: 12/14/2017

Status: Closed

Response Time: 10:35

Solicitation Description: ADDENDUM 1 TEMPORARY REGISTERED NURSES

Total of Header Attachments: 2

Total of All Attachments: 2



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 ESR12141700000002641	1

VENDOR
VS0000010055 GHG Holdings, Inc. Global Empire, LLC

Solicitation Number: CRFQ 0618 BVH1800000002

Total Bid : \$51,273.60 **Response Date:** 2017-12-14 **Response Time:** 10:35:37

Comments:

FOR INFORMATION CONTACT THE BUYER
 Crystal Rink
 (304) 558-2402
 crystal.g.rink@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	TEMPORARY REGISTERED NURSES	168.00000	HOUR	\$55.000000	\$9,240.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :	8:00 AM TO 4:00 PM
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	TEMPORARY REGISTERED NURSES	168.00000	HOUR	\$55.000000	\$9,240.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :	6:45 AM TO 3:00 PM
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	TEMPORARY REGISTERED NURSES	168.00000	HOUR	\$56.000000	\$9,408.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :	2:45 PM TO 11:00 PM
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	TEMPORARY REGISTERED NURSES	168.00000	HOUR	\$56.000000	\$9,408.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description :	10:45 PM TO 7:00 AM
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	TEMPORARY REGISTERED NURSES	192.00000	HOUR	\$72.800000	\$13,977.60

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



**Temporary Registered Nurses
Barboursville West Virginia Veterans Home
512 Water Street
Barboursville, WV 25504
CRFQ # BVH1800000002**

Submitted on: December 14, 2017

Submitted to:

**Crystal Rink
Department of Administration,
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Phone: (304) 558-2402
Email: crystal.g.rink@wv.gov**

Submitted by:

**Greeshma J. Verma
Director of Government Services
Global Empire, LLC
2151 Linglestown Road, Suite 180
Harrisburg, PA 17110
Phone: 717-540-6894
Fax: 717-303-3557
Email: gjoshi@globalhealthcaregroup.com**

GHG is a minority owned business



Contents

A. COVERLETTER.....3
B. VENDOR’S BACKGROUND AND ORGANIZATION4
1.0 Nature of Business & Services Performed5
C. PROJECT STAFF.....6
D. ORGANIZATIONAL CHART7
E. ADDENDUM 018
F. CERTIFICATION AND SIGNATURE10
G. DISCLOSURE OF INTERESTED PARTIES TO CONTRACTS11
H. VENDOR PREFERENCE CERTIFICATE12
I.MBE CERTIFICATE.....13
J. PURCHASING AFFIDAVIT14
K. SCHEDULE OF ITEMS/SERVICES15
L. CERTIFICATE OF INSURANCE16
M. PAST & PRESENT PERFORMANCE.....17
N. CLIENT REFERENCES18
O. MANAGEMENT PLANNING & PROJECT MANAGEMENT19
1.0 Systems And Resources19
2.0 Contract Management Capabilities19
3.0 Financial Capabilities20
P. START UP PLAN.....21
1.0 Recruitment Methodology22
2.0 The Hiring and Credentialing Process.....24
3.0 Verification of Credentials and Work History25
Q. EMPLOYEE PERSONNEL FILE MANAGEMENT.....26
1.0 Maintaining Currency of Files.....27
R. EMPLOYEE RETENTION PLAN28
S. PROBLEM SOLVING29
1.0 Substitute and Replacement Plan29
2.0 Disagreements Resolution29
3.0 Conflict Resolution.....29
T. PROFESSIONAL COMPENSATION PLAN.....29
U. REGULATORY PRACTICES.....30
1.0 HIPAA.....30
2.0 OSHA/JCAHO30
V. CONCLUSION31

A. COVERLETTER

December 14, 2017

Crystal Rink
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Subject: Quote for the Barboursville West Virginia Veterans Home – Temporary Registered Nurses (CRFQ # BVH1800000002)

Dear Ms. Crystal Rink,

On behalf of Global Empire, LLC. (hereinafter GHG), a Pennsylvania state certified Minority-owned Business Enterprise, it is my pleasure to submit our quote in response to the Request for Quote - Temporary Registered Nurses for the Barboursville West Virginia Veterans Home.

GHG understands that the State of West Virginia Purchasing Division is seeking a vendor to provide Temporary Registered Nurse services at the Barboursville West Virginia Veterans Home.

GHG is a certified MBE that is a part of a family of companies that provide Healthcare, IT, Professional and Administrative staffing services. GHG is a division that specializes in providing healthcare staffing to Veterans Affairs, Military, Correctional Institutions, Indian Health Services and other medical facilities throughout the United States and its territories.

Our quote presents our capabilities to provide healthcare staffing services and our specific experience, key personnel, commitment to service, professionalism and other elements required to perform these services.

GHG considers this a great opportunity and will commit the necessary corporate resources to ensure that we meet all requirements and goals. My full personal commitment accompanies our corporate resolve to perform this contract with the highest degree of technical excellence and management integrity.

If you have any questions, or require further information, please contact me via email at gjoshi@globalhealthcaregroup.com and phone 717-540-6894.

Best regards,



Greeshma J. Verma, Director of Government Services
Global Empire, LLC.
2151 Linglestown Road, Suite 180 • Harrisburg, PA 17110
Tel.: (717) 540-6894 • E-mail: gjoshi@globalhealthcaregroup.com

B. VENDOR'S BACKGROUND AND ORGANIZATION

Global Empire (“GHG”), established in 1999 in Harrisburg Pennsylvania, is a certified Minority-Owned Business Enterprise that is a part of the Noor, Inc. family of companies. The Noor Inc. family of companies provides Healthcare, IT, Professional and Administrative staffing services.

GHG is a division that specializes in providing healthcare staffing to the government and commercial clients across the nation. We have extensive experience working with federal, state, and local government agencies.

GHG has a strong resourcing and recruiting team and with our dedicated team of professionals, we provide focused contract management solutions and accommodate all procedures and protocols required for clients in the non-profit, government and for-profit sectors. Our core competency of strategic recruiting and optimal customer service distinguishes us from other staffing companies.

At GHG, it is our goal to align our thinking to that of our clients. Informed by more than a job description, we immerse ourselves in our client’s culture to gain an understanding of management style, organizational goals and history, ideal hires and hires that were less successful. We meet with more candidates for a position than our clients ever could independently, and we constantly source passive candidates to create a pipeline of potential hires. Equally important is GHG’s “ownership” of our candidate base; we act as a career consultant to our candidates and they appreciate our investment in their success.

GHG is particular with our skills evaluation, reference and background checks and market intelligence. Our researchers provide clients with the latest data as to rates of compensation, average tenure, titles and organizational structure. Combining data with the assurance that hard skills, references and screening results meet client expectations for excellence allows GHG to make the right placement for clients in every industry.

In the previous 11 years, GHG has helped a long list of clients, both government and corporate, to find satisfactory multi-sector staffing solutions that best fit to their needs and internal professional culture. GHG is a well-established, liquid and profitable company with sufficient financial strength, capacity, working capital and other resources to perform this contract.

GHG and its family of companies have grown to over \$80 million in annual net revenues. Our family of companies has seen tremendous growth in recent years with its revenue increasing from \$14,300,000 in 2013 to over \$66,000,000 in 2015. This stable and continuous growth trend extended through 2016 as well with annual revenue of \$80,000,000.

Placement Specialties:

- *Contract and Temporary:* GHG builds strong relationships with our contingent employees and we are confident they have the abilities and skill set required to deliver superior performance. Our contingent employees are prepared to make immediate contributions for any length of time, providing the flexibility sought by our clients;
- *Temporary to Permanent:* Temp-to-Perm arrangements are ideal for clients who wish to avoid a search fee or prefer to observe a candidate’s abilities in the workplace prior to making a hiring commitment. Candidates also have the chance to understand and embrace a client’s values, goals and practices while serving in an interim capacity;
- *Permanent Placement:* GHG leverages our proven techniques and deep resources to fill even the most challenging positions. We handle everything from identifying and screening candidates to negotiating the offer to ensure the most favorable hiring outcomes for our clients.

1.0 Nature of Business & Services Performed

GHG is currently ranked the as the 2nd fastest growing company in Central Pennsylvania in 2017, and this serves as a statement of capability for us:

- Minority Business Enterprise (MBE) Certification in PA,NJ, NY
- GSA Schedule – Contract # V797D-70129
- Over ten years of industry experience
- Clients include Federal, State, & Local Government entities, and Fortune 500 companies
- Recruiter & Provider of International Healthcare Professionals like RN/PT/OT
- Provide prime healthcare staffing services at more than 300 facilities nationwide
- GHG provides Medical Staffing Solutions in the accordance with the following industry practices: Contract Staffing; Contract to Hire; and Permanent Hire Staff.



GHG’s Average number of healthcare personnel placements:

SIN #	Description	Placements Per Year
621-025	Registered Nurse (General)	12
621-025	Registered Nurse (Specialist)	2
621-026	Dentist	3
621-027	Pharmacist	4
621-033	Dental Hygienist	5
621-033	Dental Assistant	9
621-035	Physical Therapist	10
621-038	Licensed Practical/Vocational Nurse	5
621-039	Medical Assistant (Certified/Registered)	4
621-040	Nursing Assistant (Certified/Registered)	4
621-046	Phlebotomist	3
621-046	Medical Lab Technician	3
621-047	Mental Health Counselor	4
621-047	Social Worker	3
621-049	Operating Room/Surgical Technician	7
621-050	Radiography	4
621-050	Radiation Therapist	5
621-051	Pharmacy Technician	8
621-054	Nurse Practitioner	1
621-055	Dosimetrist	4
621-061	Physicist	1

Our mission at GHG is to understand the unique needs of our clients and provide them with result oriented, cost effective, and reliable solutions. We provide innovative workforce solutions to companies of all sizes nationwide, to meet the challenges of today’s changing business environment. We have the resources and focus to help government agencies and private companies maximize the efficiency and productivity of their workforce through our wide array of services and e-capabilities.

C. PROJECT STAFF

If selected for this contract, the following leaders would provide supervision and support on this activity:

Greeshma Verma is responsible for the overall coordination and completion of services and she will serve as the single point of contact for this contract between the Barboursville West Virginia Veterans Home and GHG.

Ana Rowling is in charge of recruiting for Government/Federal contracts. She has over 10 years of experience recruiting healthcare professionals for the government and commercial clients.

Shania Davis, Government Contract Coordinator will coordinate with the Recruiting Manager and Director of Government Services for scheduling. She will assist with compliance, on-boarding and benefits.

Primary Point of Contact: Ms. Greeshma J. Verma – Director of Government Services (POC)

Tel: 717-540-6894, Fax: 717-303-3557, Email: gjoshi@globalhealthcaregroup.com

Secondary Point of Contact: Ms. Shania Davis - Contracts/HR Coordinator

Tel: 717-540-1500 Ext. 17, **Fax:** 717-303-3557, **Email:** sdavis@globalhealthcaregroup.com

Ms. Ana Rowling - Recruiting Manager

Tel: 717-364-6181, Fax: 717-412-2100, Email: ana@globalhealthcaregroup.com

Ms. Anita Kodwin – Accounts and Billing Manager

Tel: 717-303-3517, Fax: 717-540-8502, Email: anita@noorinc.com

Mr. Ronald Sanchez - Payroll Manager

Tel: 212-634-3104 x4096; Email: rsanchez@noorstaffing.com

General Contact Information:

Global Empire, LLC
2151 Linglestown Road, Suite 180
Harrisburg, PA 17110
Tel: 717-540-6894 / 717-439-5222
Fax: 717-303-3557

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: Greeshma J. Verma
Telephone Number: 717-540-6894
Fax Number: 717-303-3557
Email Address: gjoshi@globalhealthcaregroup.com

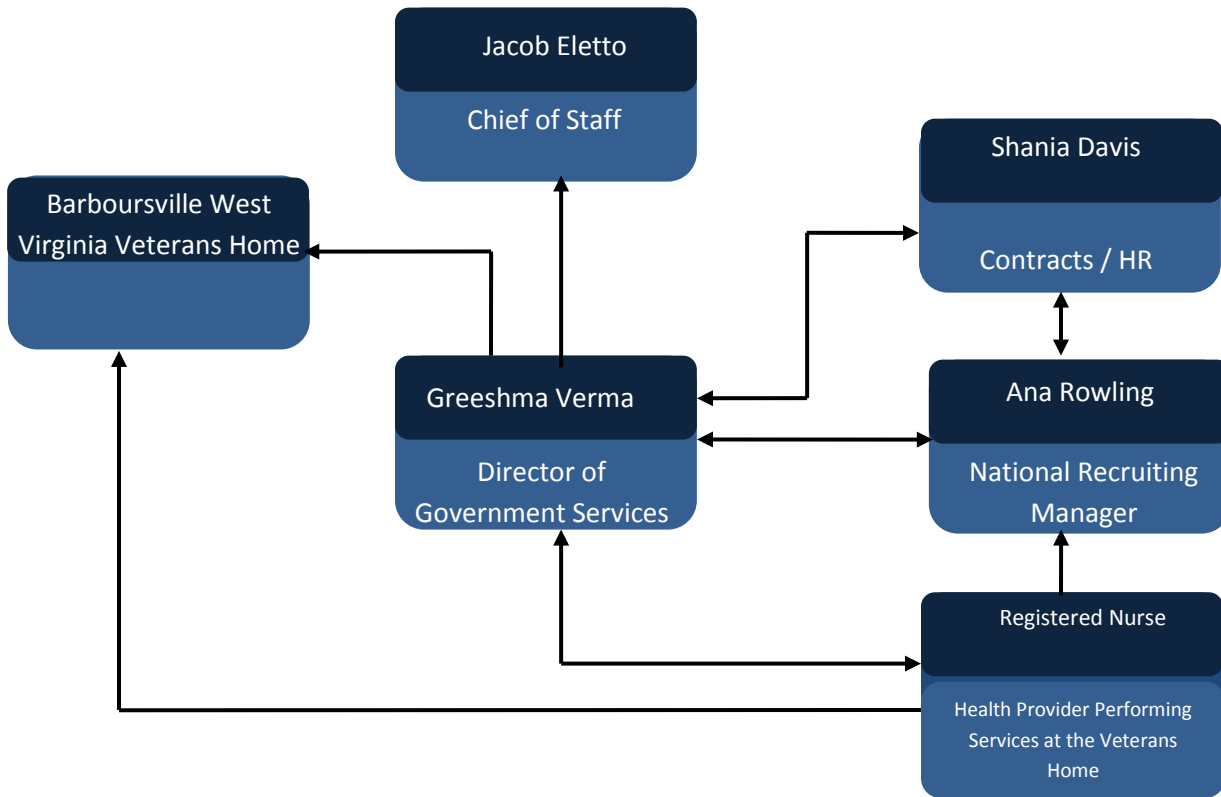
Company Designations:

TIN No : 25-1836736
NPI No : 1063408045
DUNS No : 127326473
CAGE No : 3XEG5
GSA Contract No : V797D-70129
Status : Minority Owned Business
SAM Registration : Active


D. ORGANIZATIONAL CHART

The following organizational chart shows the lines of authority as they relate to the services needed.

Temporary Registered Nurse Services Barboursville West Virginia Veterans Home



E. ADDENDUM 01

	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 26 — Medical

Proc Folder: 393332			
Doc Description: ADDENDUM 1 TEMPORARY REGISTERED NURSES			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2017-11-29	2017-12-14 13:30:00	CRFQ 0618 BVH1800000002	2

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

VENDOR	
Vendor Name, Address and Telephone Number: Global Empire, LLC 2151 Linglestown Road, Suite 180 Harrisburg, PA 17110 717-540-6894	

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

Signature X 	FEIN # 25-1836736	DATE 12/14/2017
All offers subject to all terms and conditions contained in this solicitation		

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: 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.

Global Empire LLC

Company



Authorized Signature
12/14/2017

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

F. CERTIFICATION AND SIGNATURE

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.

 Director of Government Services
(Name, Title)
Greeshma J. Verma, Director of Government Services
(Printed Name and Title)
2151 Linglestown Road, Suite 180, Harrisburg, PA 17110
(Address)
717-540-6894 / 717-303-3557
(Phone Number) / (Fax Number)
gjoshi@globalhealthcaregroup.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.

Global Empire, LLC
(Company)

(Authorized Signature) (Representative Name, Title)
Greeshma J. Verma, Director of Government Services
(Printed Name and Title of Authorized Representative)
12/14/2017
(Date)
717-540-6894 / 717-303-3557
(Phone Number) (Fax Number)

Revised 11/14/2017

G. DISCLOSURE OF INTERESTED PARTIES TO CONTRACTS

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Global Empire, LLC Address: 2151 Linglestown Road, Suite 180
Harrisburg, PA 17110

Authorized Agent: Greeshma J. Verma Address: 2151 Linglestown Road, Suite 180, Harrisburg, PA 17104

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Greeshma Verma Date Signed: 10/14/2017

Notary Verification

State of Pennsylvania, County of Dauphin:

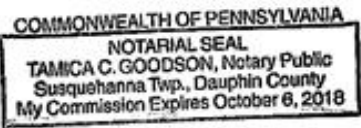
I, Greeshma Verma, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 14th day of December, 2017.

Tamical Goodson
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____



Revised October 7, 2017

H. VENDOR PREFERENCE CERTIFICATE

Rev. 04/14

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: Greeshman J. Verma

Signed: 

Date: 12/14/2017

Title: Director of Government Services

LMBE CERTIFICATE

THIS CERTIFIES THAT

Global Empire, LLC d.b.a GHG



* Nationally certified by the: **EASTERN MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 561320

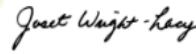
* Description of their product/services as defined by the North American Industry Classification System (NAICS)

04/05/2017

Issued Date

PT01301

Certificate Number



Joset B. Wright-Lacy



Valarie J. Cofield, President/CEO

03/31/2018

Expiration Date

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

J. PURCHASING AFFIDAVIT

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(l), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

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

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

DEFINITIONS:

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

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

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §81-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Global Empire, LLC

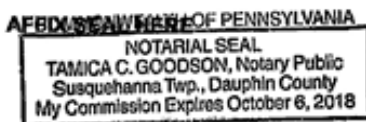
Authorized Signature: [Signature] Date: 12/14/17

State of Pennsylvania

County of Dauphin, to-wit:

Taken, subscribed, and sworn to before me this 14th day of December, 2017.

My Commission expires October 6, 2018.



NOTARY PUBLIC [Signature]
Purchasing Affidavit (Revised 07/07/2017)

K. SCHEDULE OF ITEMS/SERVICES

Temporary Registered Nurse services will be provided in accordance with the Scope of Work for Solicitation#: CRFQ BVH1800000002

Exhibit A	CRFQ BVH1800000002			
	Temporary Registered Nursing Staff Bid Sheet			
Item No.	Description Of Services	Estimated Hours Per Week	Regular Hourly Rate	Total Hourly Rate
	Registered Nurse Shifts			
1	8:00 am - 4:00 pm	168	\$55.00	\$ 9,240.00
2	6:45 am - 3:00 pm	168	\$ 55.00	\$ 9,240.00
3	2:45 pm - 11:00 pm	168	\$ 56.00	\$ 9,408.00
4	10:45 pm - 7:00 am	168	\$ 56.00	\$ 9,408.00
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	\$ 72.80	\$ 13,977.60
			Grand Total	\$ 42,033.60
Vendor Information				
Company Name	Global Empire LLC			
Name/Title	Greeshma J. Verma			
Phone	717-540-6894			
Fax	717-303-3557			
Email	gjoshi@globalhealthcaregroup.com			

L. CERTIFICATE OF INSURANCE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 10/12/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. **A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. One Jericho Plaza, Suite 200 Jericho NY 11753	CONTACT NAME: Karen Mohamed PHONE (A/C No. Ext): 516-745-0800 FAX (A/C No): 516-745-0082 E-MAIL ADDRESS: karen_mohamed@ajg.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: American Guarantee and Liability Ins Co NAIC # 26247	
INSURER B: Zurich American Insurance Company 16535	
INSURER C: Wesco Insurance Company 25011	
INSURER D: Milwaukee Casualty Insurance Company 26662	
INSURER E:	
INSURER F:	

INSURED	NOORSTA-01
GHG, LLC Global Healthcare Group 2151 Linglestown Road, Suite 180 Harrisburg PA 17110	

COVERAGES **CERTIFICATE NUMBER:** 1199092607 **REVISION NUMBER:**

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

INSR	LTR	TYPE OF INSURANCE	ADDL	INSUR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:				PRA 0093305-01	2/25/2017	2/25/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
	B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY				PRA 0093305-01	2/25/2017	2/25/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000				UMB 6513816-01	2/25/2017	2/25/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
	C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Y/N	WVC3309962 MWC1020643	10/11/2017 10/11/2017	10/11/2018 10/11/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	B	Professional Liab. Employment Practices Liab. Crime				PRA 0093305-01	2/25/2017	2/25/2018	Each Claim 2,000,000 Agg 4,000,000 Each Claim 5,000,000 Client's Property 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Blanket Additional Insured CG2026 (07/04), Waiver of Subrogation CG2404 (05/09), U-GL-1327-B CW (04/13) Primary & Non-Contributory Workers Comp Waiver of Subrogation per form #WC000313(04/84)

CERTIFICATE HOLDER <div style="font-size: 24px; text-align: center; padding: 20px;">SAMPLE</div>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

M. PAST & PRESENT PERFORMANCE

The table below contains a list of GHG’s several valued customers and an introduction to the services we provide to each.

Name of the Client	Summary
U.S. Department of Veterans Affairs	GHG was awarded a VA contract on June 15, 2007. GSA Schedule Contract #: V797D-70129. We provide RN (General and Specialty), Nurse Practitioner, Nurse Assistant, PT, PTA, OT, OTA, Dental Hygienist, and more to Department of Veteran Affairs. We are dedicated to provide excellent services to Department of Veteran Affairs.
Dept of Navy - National Navy Medical Center	Through Competitive bidding, GHG is providing Nursing Services (Nurse Specialist) to NNMC since 2007. GHG has stood up to the expectations and service level of NNMC since the award of the contract.
Department of Army	GHG is providing the Medical, Nursing and Technician Healthcare Services to various Army Medical Centers across the nation.
Department of Labor - Job Corps Center Healthcare Services	GHG is providing Dental and Medical Services to 10 Job Corps Center across the nation.
Federal Bureau of Prisons	GHG is providing a plethora of Healthcare Services to 13 different Correctional facilities across the nation.
U.S. Department of Agriculture	GHG is providing Dental and Medical Services to 4 Job Corps Center across the nation.
Westchester Medical Center	GHG has a blanket contract with WMC since 2007 for providing Healthcare Staffing Services like Dental Services, nurse staffing, and other healthcare and administrative professionals
Commonwealth of Pennsylvania (State Correctional Facilities)	GHG was successfully awarded a contract for providing Dental Hygienist services to SCI-Graterford in the year 2004-05. GHG successfully delivered and completed the contract with the highest level of service.
Commonwealth of Pennsylvania (Department of Public Welfare)	GHG is a licensed Homecare Services Company providing services to various counties and agencies in the State of Pennsylvania.
Prison Health Services & City of Philadelphia	GHG is a subcontractor to Philadelphia Prison System and has been providing healthcare and medical staffing services there since 2002.
PA Department of Corrections – SCI, Camp Hill	Over the last five years, GHG regularly provides healthcare staffing services to various State Correctional facilities in PA. GHG has provided excellent staff of correctional nurses at SCI Camp Hill, PA.
Georgia Correctional Healthcare (GCHC)	GHG is providing health care services to inmates of the Georgia Department of Corrections (GDC)
Montgomery County Prison – MD	GHG has a contract with Montgomery County, MD, to provide Temporary Nurse Services to inmates of Montgomery County Department of Correction and Rehabilitation

N. CLIENT REFERENCES

Particular	Details
Client Name	Atlanta VAMC
Customer Point of Contact	Don Grier
Point of Contact e-mail	don.grier@va.gov
Contract Number	VA247-13-D-0390
Type of Personnel	RN=2; LPN = 6, CNA= 2
Contract Award Date	08/01/2013
Contract Completion Date	07/31/2018
Contract Status	Current
<p>Statement of relevance: This is an IDIQ Contract for providing supplement nurse staffing services at the Atlanta VA Medical Center. The performance period is 8/1/2013 - 7/31/2014 plus four (4) option years. The utilization of contract nursing staff is required to support operations and maintain nursing staffing standards at the VA.</p>	

Particular	Details
Client Name	Federal Correctional Complex (FCC) Allenwood, PA
Customer Point of Contact	Deborah Williams
Point of Contact e-mail	dzwilliams@bop.gov
Contract Number	DJBP0201BPA14010
Type of Personnel	LPN= 7
Contract Award Date	11/01/2014
Contract Completion Date	11/01/2019
Contract Status	Current
<p>Statement of relevance: This Blanket Purchase Agreement (BPA) was awarded to GHG to provide Licensed Practical Nurses (LPN) at the Federal Bureau of Prisons, FCC Allenwood, PA. We have been able to provide seamless and uninterrupted services to FCC Allenwood. Our seven (7) contract employees are professional and responsive to the client's needs. We have never had any issues in finding a replacement when needed.</p>	

Particular	Details
Client Name	Metropolitan Correctional Center (MCC), San Diego, CA
Customer Point of Contact	Jeffrey Spear
Point of Contact e-mail	jspear@bop.gov
Contract Number	DJBP0810BPA130001
Type of Personnel	LVN/LPN = 2
Contract Award Date	05/01/2013
Contract Completion Date	9/30/2017
Contract Status	Current
<p>Statement of relevance: This Blanket Purchase Agreement (BPA) was awarded to GHG to provide Licensed Vocational Nurses (LVN) at Federal Bureau of Prisons, MCC San Diego, San Diego, CA. We have been providing LVN services at MCC San Diego since 2013. We have been able to provide seamless and uninterrupted services to MCC San Diego.</p>	

O. MANAGEMENT PLANNING & PROJECT MANAGEMENT

GHG is a nationally renowned staffing company dedicated to provide qualified medical professionals to match the high standards of government and commercial clients' expectations. GHG has more than 15 years of experience in providing healthcare staffing services to our clients nationwide in a timely and seamless manner. This section details our systems and resources, recruitment methodology, screening and verification methodology, employee retention plans, contingency plans and substitution and replacement plans to ensure continuous and timely fulfillment of staffing requirements.

1.0 Systems And Resources

GHG has sufficient resources to continuously support the Government through the duration of this contract without any interruptions. GHG has a proven track record and expertise to successfully recruit and place healthcare professionals nationwide. On an average, we have around 300 full-time and part-time employees in our payroll. Apart from our own employees, we have a large database of qualified medical professionals. We consider these professionals as our extended workforce.

We believe in demand-based recruitment, we have a huge database of qualified professionals and we can verify their credentials and place them in a short time if there is sufficient demand from our clients. GHG's conscientious staff is dedicated to providing superior customer services to our clients, employees and candidates.

2.0 Contract Management Capabilities

GHG is committed to providing the Barboursville West Virginia Veterans Home with:

- Temporary Registered Nurse services of the highest caliber with HIPAA compliance at competitive pricing
- The resources, procedures, and infrastructure required to be completely responsive

The GHG Contract/Service Management Plan ensures that its customers receive services that exceed all expectations, while providing continuous process improvement and employee development. We take pride in streamlining the process of contract management while delivering scalable solutions. The contract Management Program involves every employee and it is monitored and controlled by all levels of management. This extensive review ensures the accuracy of all credentials submitted to the government and demonstrates that our candidate stand up to critical peer review. GHG has been meeting all government requirements and compliances necessary and offering quality services. This quality approach is built upon:

- Hiring and Recruiting Qualified Personnel
- Applying Knowledgeable People to Each Task Order
- Applying Experience in all departments of the organization
- Review & Continuous Feedback

GHG has experienced recruiters with an average experience of 7-10 years in recruiting of healthcare professionals. Our recruiters are very experienced in understanding the exact client needs and providing the right fit for the job on a timely manner. They have sufficient subject matter knowledge to understand the exact nature of the clients' requirement and shortlist the candidates immediately after preliminary interview. GHG intends to assign two recruiters to each recruitment project.

Our experienced healthcare professionals are licensed, certified, and registered in their areas of specialization. We guarantee a lead-time of seventy-two hours to our clients for presenting potential candidates available for interview. In a nutshell, our qualified staff, abundant database of potential professionals, stringent recruitment methodology, strong past performance record, industry-leading compensation plan, fringe benefits, competitive

costs and ability to provide qualified and thoroughly screened healthcare professionals, constitutes our unique selling proposition.

We use AST staffing and accounting software which integrates front and back office systems necessary in the staffing industry today. Using AST has produced measurable improvements in client/employee satisfaction and retention. Key features of the Payroll and Billing tools include: time tracking, payroll, billing and accounts receivables, accounts payable, payment processing, reporting, and general ledger. An integrated financial system means that AST automatically updated as transactions occur allowing us to produce accurate financial statements and other reports on demand.

3.0 Financial Capabilities

1. Highlights

- Our company was ranked as the 13th “Fastest Growing Company” in Central PA in 2001, 2002, and 2004. GHG then ranked 9th in 2015 and is currently ranked as the 2nd “Fastest Growing Company” in Central PA in 2017.
- Strong financial performance with a 400% growth in bottom-line and a 50% growth in revenue
- GHG was awarded the 3rd largest Minority Owned Company in Central PA in 2009.
- GHG is a Minority Owned Business which has grown at an average of 300% since its inception in 1999

2. Well Established Company with a high revenue base

- GHG is a well-established, liquid, and profitable company with financial strength and capacity, working capital, and other resources to perform the contract.
- GHG has annual turnover of \$17 million with professional management.

3. Desirable Financial Ratios

- Due to our high asset values and small amount of liabilities, Global has *high Current Ratios* (Total Current Assets/Total Current Liabilities).
- Further, a great portion of our Current Assets are liquid (cash); therefore, our *Cash Ratios are very high* and highlight our ability to perform the contract without financial assistance from any outside source.
- Due to our low level of corporate debt, Global and our CTA partners have *low Debt Ratios* which reinforce the long term solvency and stability of our companies.
- Finally, our high gross profit margins and returns on assets highlight the continual profitability of our firms.

4. Impeccable Past Performance on contracts of similar size and scope

- GHG serviced projects/task orders for more than 40 Federal agencies, similar in size and scope to this proposed project, this offers prima facie evidence that supports our financial strength, capacity, and resources to handle similar contracts.

P. START UP PLAN

GHG will ensure a smooth startup and a seamless transition through the oversight/guidance of key corporate personnel with utilization of a field-tested planning procedure during this critical phase.

- Generally, we have a timeline of activities which ensures the timely accomplishment of the start-up plan between contract award and contract start date (for planning purposes, assumed to be 15 days).
- The start-up plan will be implemented by the GHG Director of Government Services with oversight from the Executive Start-up Committee including our CEO, and Director of Government Services.
- The Director of Government Services and the committee will proactively have conference calls on a weekly, or as-needed, basis to review start-up implementation and address any concerns.

PROJECT START-UP TIMELINE

Day/Date	Task	Responsibility
Day 1	Contract Award/Task Order Award	CO
Day 2	Initial Meeting of Executive Committee, Designation of Program Manager, provide written notification to CO and COR, determine staffing responsibilities and plan the recruitment.	CEO, Recruitment Team
Day 2	Contact COR, determine vacancies, and arrange for incumbent interviews/applications, if any.	Director of Government Services
Day 3-5	on-site visit w/COR, begin incumbent Credentialing	Recruitment Manager /Director of Government Services /
Day 5	Submit Recruitment progress, Credentialing and Background Check	Recruitment Manager/HR Manger
Day 6	Complete all necessary Credentialing documents for the employee file until it is ready to submit to the COR	Recruitment Manager / Director of Government Services
Day 6	Extend employment offers (ongoing as needed)	HR Manager/
Day 6	Recruit for any remaining vacancies.(if multiple positions)	Recruitment manager/Director of Government Services
Day 6	Submit the candidate to COR for approval	Director of Government Services
Day 7	Employee Orientations	Director of Government Services, HR & QA
Day 8-15	Credentialing and Background Clearance Period with the Client	Director of Government Services/Recruitment Manager
Day 15	Contract Start Date (With Credentialing and Background wait time)	Director of Government Services/Executive Committee
Day 16-45	Monitor contract performance, take corrective actions	Project Mgr/Executive Committee/QA

1.0 Recruitment Methodology

GHG is well equipped to successfully address current and future healthcare staffing needs of the Government and Commercial Clients. This section describes our overall approach and the methodology for providing healthcare staffing services to our valued clients. We have customized our methodology to meet the needs of the Government and other agencies in a timely manner. GHG takes great pride in its unique and un-matched recruiting methods that were developed internally and are proprietary in nature. GHG will employ a recruiting strategy made up of five primary components. These five customized recruiting methods will ensure that qualified medical professionals are recruited and placed in a seamless manner.

- a. Incumbent Professionals Recruiting**
- b. Internal Pool Recruiting**
- c. Innovative Mass Recruiting Methods**
- d. Traditional Recruiting Method**
- e. Modern Recruitment Methods**

These five recruiting methods will ensure that proper personnel are recruited and placed to work in a timely fashion.

1. Incumbent Qualified Worker – GHG respects existing providers on current contracts for continuity of service to patients. We also understand the reduced training/orientation efforts and expeditions turn-around achieved by the incumbent employees. GHG fully understands the FAR clause 52.222-17 and in good faith offer a right of first refusal of employment to those service employees under the incumbent contract. GHG makes every effort to hire the service employees to continuing performing medical services at the government facilities. We satisfy all applicable laws and Executive orders 13495 while offering employment under the contract. Our attractive compensation, fringe benefits and conscientious management team have drawn the loyalty of incumbent employees.
2. Internal Pool Recruitment – GHG has an extensive pool of candidates and recruit candidates across the nation. Our Recruiting/Scheduling Manager and Project Manager assigned to this project upon contract award to GHG will manage this pool and submit the medical professionals to our clients.
3. Innovative Mass Recruiting Method – GHG maintains a distinct competitive advantage in the staffing industry through the highly creative and innovative recruiting methods used to grow its operations. These proprietary mass recruiting techniques allow our company to quickly ramp up a large pool of in-bound applicants by professional category and can be focused specifically to the client location
4. Traditional Recruitment Methods – In addition to unique and internally developed methods of recruiting, GHG utilizes traditional methods, including paper advertisement, Local Employment Office Postings, local magazine advertising, direct mail, and radio spots to attract potential candidates. GHG also has a Website dedicated to recruiting medical professionals who pro-actively submit their resumes to job board websites such as Monster.com, careerbuilder.com, Indeed.com etc.
5. Modern Recruitment Methods – GHG uses the services of Social Media, when recruiting today, since it allows us to form a vast pool of potential candidates, within short period of time. We use social media websites such as LinkedIn, Facebook, and Twitter to find potential healthcare professionals.

We have customized our methodology to meet the needs of the Government and Commercial Clients in a timely manner, taking into account the size of the target markets and the professionals in demand by the agencies that constitute our target market. The key features of our overall approach and methodology for providing healthcare

staffing services to the government are listed below. Such a procedure ensures the company is only placing the best, most qualified employees to work.

GHG is well equipped to successfully address the staffing needs of the Barboursville West Virginia Veterans Home, and it has a team of full time recruiters with experience in recruiting healthcare professionals. Our recruiters are experienced and have sufficient subject matter knowledge to understand the exact nature of the client’s requirements and preliminarily interview the candidates. The key features of our overall approach and methodology for providing healthcare staffing services to the government and commercial clients are listed on the figure below (See Figure).

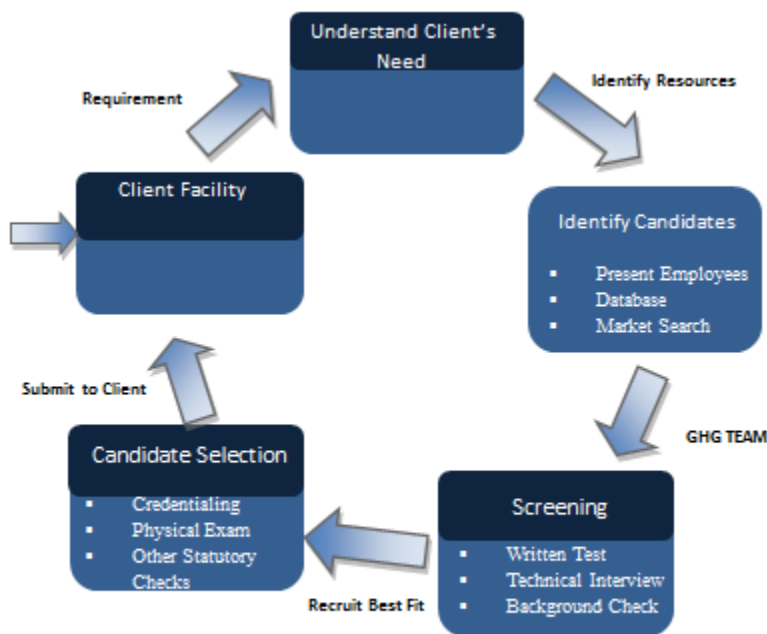


Fig: Recruitment Methodology

Pre-Screening Methodology: The prescreening methodology starts with GHG reviewing the requirements/statement of work for recruiting potential healthcare professionals. GHG’s prescreening methodology comprises two main steps:

- a. **Understanding the Requirement** – Once GHG receives the requirement or contract award, our sales and recruiting staff makes concerted endeavors to thoroughly understand the requirement. Any doubts and clarifications are sought from the client promptly. This step is mandatory as it enables us to identify candidates who are a perfect fit for the position.
- b. **Identification of Potential Fits** – Once we understand the requirement, our professional team is dedicated to match a perfect fit between a candidate and a client. As a first step, our recruiters go over the skills of our employees and try to determine if any of our employees will be good fit for the position and whether he/she is presently available to take the assignment. If none of the employees meet the requirement in terms of skills, licensure, and availability, then our recruiters go through the database of our consultants and try to determine whether they meet the job requirements and identify their availability. Finally, the recruiters compile a list of potential fits that are available and make arrangements for the proper screening of the candidates.

Screening Methodology – One of the reasons of our success has been GHG’s intense screening methodology. Once the potential fits have been identified, we interview them, check references, past experiences, communication skills, present-ability and availability to provide services at Government facilities. The shortlisted candidates complete the skills checklist and competency tests. This screening methodology has ensured the selection of qualified candidates. It has resulted in satisfied government clients over last 10 years. Selected candidates have to undergo reference checks, physical examination, drug screen, background clearance and credit checks. The candidates that meet the requirement are presented to the client.

Candidate Selection and Submission to Client – Once proper screening of the candidates have been done; we do reference, background and credit checks. The candidates that meet the requirement are presented to the client. GHG normally shortlists two to three resumes for each position so the clients can select a candidate with the skills and experiences that matches the position. This proper contingency planning is a critical feature of our “Recruitment Methodology”. We possess the knowledge and skills to match perfect fit between a candidate and a client.

This proper contingency planning is a critical feature of our "Recruitment Methodology." GHG has a team of full time recruiters with required experience in recruiting of healthcare professionals namely dental assistants, hygienists, dentists, nurse practitioners, radiology technologists, nurses, physicians, pharmacists, pharmacy technicians, and phlebotomists. Our recruiters have many years of field experience, understand the client needs exactly, and provide the right fit for the right job very promptly. They have sufficient subject matter knowledge to understand the exact nature of the client requirements and preliminarily interview the candidates.

2.0 The Hiring and Credentialing Process

The credentials of all the candidates for potential employment are verified by contacting the universities where they earned their degrees, as well as the relevant board institutions who have certified them in their field of work, and the state licensing authorities that have licensed them to provide services in the states. Normally, verifying with the relevant board, institutions, and state licensing authorities is enough, as these bodies typically conduct very thorough educational and work experience verification prior to awarding the relevant license, certificate, and accreditation. GHG also asks for past employer and client references, and contacts each of them to verify past employment, performance, and conduct of the candidate, skill level and past projects. In addition, drug testing and criminal background checks are also conducted.

Employee Credentialing Process Flow

Inspection of License or Certification

GHG will inspect current professional license or certification or certified duplicate of all new personnel at time of application. The Credentialing and Human Resource representative will record these inspections.

Verification License or Certification

GHG will validate and confirm new personnel’s licensure or certification with the issuing board or department. The employee’s personnel file shall reflect when and how this conformation was obtained. The verification will also include the identity of the GHG representative who made the inquiry on behalf of GHG

CPR Certification

GHG will verify and photocopy original CPR certificate and place copy in each health care worker’s personnel file. GHG will log and monitor expiration dates.

Training / Education

GHG will verify mandatory state/federal training and education. A photocopy of certificates will be made and the copy will be placed in the health care worker's personnel file.

Examination

GHG will administer specialty-specific examinations to health care professionals. The results of the examinations will be filed in the health care worker's personnel files. The purpose of these examinations is to gauge the competence and knowledge level of the health care workers in various aspects of healthcare.

Verification of identity / Immigration Compliance

GHG will validate the identity of new personnel by inspecting the current driver's license or other photo identification along with his / her professional license or certificate. Each worker shall produce such records upon initial application.

GHG will verify the worker's employment eligibility in compliance with the immigration laws of the United States. This will be conducted through standard I-9 verification procedures upon initial application.

Professional References

Prior to initial placement of a new employee, GHG will obtain two professional references. GHG will make every attempt to obtain professional references and will document such activity, but if unable to do so GHG will obtain personnel reference in place of one of the required professional references.

Background Checks

GHG will submit the Request for Criminal History Check, including Excluded Parties, OIG, Sexual Predator List and Terrorist List. Only those health care workers with a favorable record will be eligible for assignment. The results of the background screens will be maintained in the health care worker's personnel files.

Criminal Record Check and Security Clearance

GHG will provide information on employees for performing criminal record checks to the COR in the pre-employment packet. All applicants will be requested to complete all Standard forms and any optional form. All GHG material and document handling members are approved with clearance to the level of work requirements and informed whether drug testing is required. All members of GHG have signed a statement of confidentiality and a release that he or she does not find working on this contract offensive, objectionable, or disturbing.

TB Test/PPD

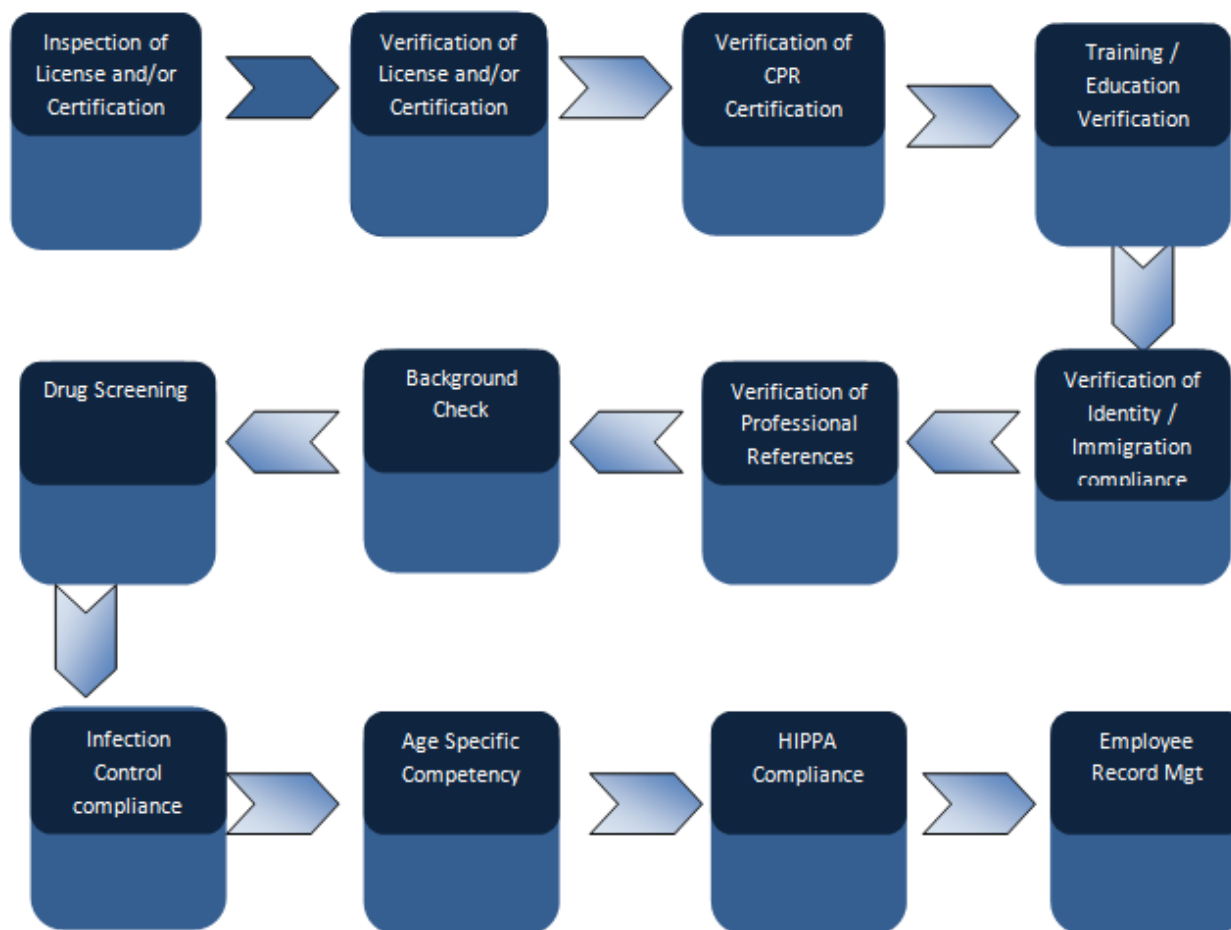
GHG requires annual employee tuberculosis (TB) skin testing for health care works.

Infection Control/Blood-borne Pathogens

During orientation, GHG will provide an overview of appropriate infection control standards, blood-borne pathogens issues, precautions, and procedures. GHG will document successful competency.

3.0 Verification of Credentials and Work History

All initial background and credit checks are completed electronically through Nationwide Screening Services. Background reports include 7 years, OIG, Social Security. Reference check, skills evaluation, preliminary screening of all candidates and license verification are handled by credentialing/HR at GHG. Our dedicated staff also reviews resumes, immunization records, BLS/CPR cards, transcripts and diplomas prior each candidate prior to submission.



Q. EMPLOYEE PERSONNEL FILE MANAGEMENT

The recruit's employment application checklist, professional credentials, and the verification form will form the initial elements of an employee professional credential file. Copies of this material will be presented to the COR so that the government can judge the suitability of each candidate for employment. All updates of documents, and new documents, pertaining to the employee's professional status, will be maintained in the employee's credential file. The Corporate Representative and staff will review the files regularly and know if any credentials are becoming obsolete. At least one month prior to the expiration of records that must be renewed periodically (such as a professional licenses), the Corporate Representative will notify the employee of the necessity to renew the record(s) in question.

The employee professional credential file will contain the information listed below and additional material may also be added to it:

- Employment Application Form
- Two Photo ID Copies
- E-verify and Form I-9 documenting eligibility to work in the US
- Professional license and diploma
- Life saving certification, e.g. BCLS
- Health information, including TB test, immunization and immunity results for hepatitis B and C, MMR, and varicella

- Record of Orientation
- Results of annual competence assessments and performance evaluations
- Criminal History Background Check
- Training documentation e.g. OSHA, OR, NICU, etc.
- Specialty skill self-assessment Checklist

Application

GHG maintains the original application on file. If provided by the health care worker, a resume and/or also included.

Health Records / Medical History

GHG maintains health records and medical history on all healthcare workers and requires evidence of physical examination. The physician exam shall contain a physician's statement attesting that the worker does not appear to have any communicable diseases, which would present significant risk to the health of the patients.

Prior to hire and contact with patients, the employee shall submit results of a physical examination and the results of a tuberculin skin test or chest x-ray, indicating they have no apparent signs or symptoms of a communicable disease/tuberculosis. Positive tuberculin test reactors will submit a physician's statement that they do not constitute a risk of communicating tuberculosis. Every year thereafter, the health care worker must submit a physician's statement indicating a physical exam has been completed and remains risk free of a communicable disease. If the health care worker is found to have, or is suspected of having a communicable disease, he/she will be removed from contact with patients until a physician's statement is received stating the risk does not exist. An annual TB test with negative results shall be submitted. Tuberculin Positive test reactors must complete an annual TB questionnaire.

Personnel File Contents

GHG will maintain copies of the documents required by State/Federal guidelines within the health worker's personnel files.

Copies of Current Professional License & Certificates

GHG will verify and photocopy original licenses and certificates and place copies in each health care worker's personnel file. Expiration dates will be logged in electronic system.

Proof of Education / Training in Specialized Areas

GHG will photocopy original educational degrees and certificates, as provided by employee, and place copies in each health care worker's personnel file.

1.0 Maintaining Currency of Files

At least one month prior to the hiring anniversary of the employee, the Corporate Representative and the COR will review the employee's professional credential file. Items approaching an expiration deadline will be noted and the employee notified. Employees will be responsible for keeping their own professional credentials up-to-date. The Corporate Representative will also be responsible for preparing performance evaluations on the employees. These evaluations will be completed at least annually or more frequently if the need arises, such as an accident or incident that indicates professional competency problems.

R. EMPLOYEE RETENTION PLAN

We understand the hiring and retaining quality personnel in a competitive work environment is crucial to program success, and we strive to exceed customer expectations by providing the following incentives:

- Competitive Salaries through ongoing research and market surveys related to the applicable clinical service category, geographic region, and available labor pool;
- Competitive Benefits, which include medical, dental, vision, short term disability, life insurance, and a 401(k) retirement plan;
- A New Employee Orientation for all newly hired employees with senior members of the organization;
- Employee Recognition, Award for Performance, awards to recognize those employees who have exceeded our expectations; Spot Awards for exceptional work beyond the call of duty.
- Tuition/Educational Reimbursement or Assistance is available to regular full-time employees;
- Annual reassessment of the competitiveness of compensation (salary and benefits) as compared to the local job market.

In addition to base salary, our employees will be offered the following Benefit packages:

- Holiday Pay
- Paid Time off (PTO)
- Comprehensive Medical Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability
- Term Life Insurance
- 401(k)

These incentives have proved highly effective with no additional cost to our customers. We will leverage these techniques as necessary to ensure full coverage.

All new hires will go through an orientation. Our team will provide communication to invite incumbent staff members, as well as, newly recruited staff, to our team by providing a summary of company information and benefits. A full orientation will be conducted for each new employee. Familiarization with job requirements as outlined in the position requirements will be assessed at the time. Each individual will receive a copy of the current requirements so they fully understand job expectations.

In addition to standard new employee material such as employee handbook review and benefits, we provide specific information related to employee schedule, working hours, dress code, training, security measures, and other matters of special importance required by the facility. Communication of company policies and procedures, expectations, benefits, and other pertinent information will be provided by means of print and/or via a company website for new staff orientation.

The GHG team focuses on retaining employees to reduce turnover and provide continuous services. Our employees receive competitive pay, fringe benefits, 401(k), employee satisfaction surveys, loyalty bonuses, and employee recognition programs. Our pay scales are based on current and directly pertinent to local market research and are competitive as well as compliant with the Department of Labor wage determinations.

S. PROBLEM SOLVING

1.0 Substitute and Replacement Plan

In the event of planned or unplanned absences, GHG will perform necessary planning to ensure we find a qualified medical professional immediately. We are well equipped to successfully find a temporary or permanent replacement. We have a large database of medical professionals which allows us to fulfill the replacement of candidates to nearly every healthcare delivery system. We use other recruitment methods discussed above to find a replacement within short period of time. We understand that getting a good match saves time and resources, therefore, we effectively evaluate candidates' experiences and skills, reference checks, and finally, shortlist the qualified candidates. This substantially mitigates the client's risk.

2.0 Disagreements Resolution

GHG believes that, for any project to succeed, effective communication is a must. We keep in regular touch with the client and cultivate a strong working relationship with them. Any disagreements are resolved by constant and proactive communication. Our President personally gets involved in these communications to seek a resolution if the issue at hand cannot be resolved at the Account Manager level.

3.0 Conflict Resolution

Problems occur even under the best of circumstances. GHG's approach is to provide a system of problem resolution rather than hope that nothing untoward will ever happen. When these events arise, the Corporate Representative will investigate the circumstances and report findings to the COR. The first approach will be to resolve the problems by counseling the employee involved. Usually this has been found to be sufficient. If problems involving a GHG employee cannot be readily solved, the employee will be dropped from the delivery schedule. All employees are advised at the time they are hired that they work at the convenience of the government. At the same time, we will attempt to protect its employees from frivolous complaints, since employees are our most important resource and good patient care personnel are hard to find.

T. PROFESSIONAL COMPENSATION PLAN

The professional compensation proposed considers its impact upon recruiting and retention, and its consistency with a total plan for compensation. This plan details the salaries and fringe benefits accorded to our employees, compares our compensation policies with national average wages surveys and explains why our compensation and benefits policies, as reflected favorably in our extremely low attrition rate over last 15 years, assures the Government that GHG is capable of providing uninterrupted healthcare staffing services to the Government, while maintaining the quality of professional services needed for adequate contract performance.

All GHG employees are compensated in both an extrinsic as well as an intrinsic manner depending upon their skill level, complexity of various disciplines, professional experience and performance. The extent of customer satisfaction is the sole criteria of the performance appraisal. This is designed to motivate our employees to satisfy their customers to the best of their abilities in keeping with the fact that GHG proves itself in being a customer-oriented organization.

Base Salary: The base salary of each employee depends on their skill level, complexity of various discipline, professional experience and performance. For Federal Government SCA contracts, GHG pays at least the minimum required wage rate and fringe benefit rates to employees.

Fringe Benefits: GHG’s bona fide fringe benefits include, but not limited to the following: health insurance, dental, vision, life insurance, employer 401k contributions, STD and LTD. We believe that our fringe benefit provide the proper balance between employee needs and cost control.

Overtime Policy: GHG recognizes that employees will occasionally be required to work in excess of their regularly scheduled standard well. In the event of the employees having to work overtime at the request of the client, the employees will be compensated for the overtime hours at the rate of 1.5 times based hourly pay for non-exempt employees.

GHG’s attractive benefits and compensation policies have resulted in a low attrition rate and have served to instill a “customer first” organizational culture amongst our employees. Therefore, GHG is confident of our ability to provide uninterrupted, high-quality services to the Government, thereby mitigating the Government’s risks.

U. REGULATORY PRACTICES

1.0 HIPAA

GHG has adopted this Policy to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the requirement of the proposed HIPAA security regulations to protect the health information, as well as to meet our duty to protect the privacy and confidentiality and integrity of Patient Health Information (PHI), as required by law, professional ethics, and accreditation requirements.

Patient Health Information (PHI) that may include, but is not limited to: Patient health; financial; patient identifiable; employee identifiable; intellectual property; financially non-public; contractual; of a competitive advantage nature; may be considered confidential and from any source or in any form (i.e. paper, magnetic or optical media, conversations, film, etc.). Information confidentiality and integrity are to be preserved and its availability maintained. The value and sensitivity of information is protected by law and by the strict policies of GHG. The intent of these laws and policies is to assure that confidential information will remain confidential. GHG accomplishes its HIPAA policy compliance through the use of these necessary laws and policies.

2.0 OSHA/JCAHO

OSHA and JCAHO requirements are met by maintaining the currency, of recurrent requirements for license, CPR training updates, and communicable disease control. At the time of hiring, the branch staff inspects applicant licenses, CPR certifications, records of immunities, immunizations and TB exposure.

GHG has a compliance officer who performs inspections of a facility to make sure that all OSHA standards are being met. The compliance officer may direct a facility to make changes and give the facility a timeline for implementing changes that will better protect its workers. As well, a compliance officer may recommend that a facility that fails to comply cease work. A compliance officer also takes the complaints of employees, who feel their health and safety may be endangered by a business practice, seriously. These complaints can be made anonymously to a local OSHA office. Even if they are made without anonymity, such complaints cannot result in an employee being fired.

GHG follows the Medicaid Standards in the state of PA which are equivalent to JCAHO standards. GHG ensures the Employees Maintain Skills and Competencies to satisfy Requirements for JCHO, OSHA, and client.

No shifts are scheduled for new employees until all credentials are current. Copies are made for examination by the Director of Government Services. Employees are notified at least 4 weeks prior to the expiration of a key

document. Employees with expiring credentials must provide proof of renewal or they will be dropped from the shift schedule. Key elements of contractor adherence to skill and competency requirements are maintained in adherence to the clients Operational Manual, Policies, and Procedures.

V. CONCLUSION

We firmly believe in the strength of our strong past performances, spanning over 10 years, in delivering quality medical staffing services. We have the ability to deliver services in 50 states, Washington D.C., U.S. territories and other military locations. We have strong understanding of various commercial and federal contracts, and complete understanding of projects. With our stable financial background, competitive rates, intense customer orientation, and target market GHG will be able to provide measurable benefit and quality services to the Barboursville West Virginia Veterans Home, on this solicitation and continuing into the future.

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	\$55.00	\$ 9,240.00
2	6:45 am - 3:00 pm	168	\$ 55.00	\$ 9,240.00
3	2:45 pm - 11:00 pm	168	\$ 56.00	\$ 9,408.00
4	10:45 pm - 7:00 am	168	\$ 56.00	\$ 9,408.00
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	\$ 72.80	\$ 13,977.60
			Grand Total	\$ 42,033.60

Vendor Information	
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