214 Hickman Dr. Ste 102
Sanford, FL 32771
(407) 321-8611
FAX (407) 321-6166

**RN EXPERTISE, INC.**

# Fax

**To:** Brittany Ingraham **From:** Christine Steele

**Fax:** 304-558-3970 **Pages:**

**Phone:** **Date:**

☐ **Urgent** **For Review** ☐ **Please Comment** **Please Reply** ☐ **Please Recycle**

- **Comments:**

CFRQ 0506 HHR2000000006 Drug and Alcohol Testing Services

Due: 4-20-2020 @ 1:30pm

From: RN Expertise, Inc.

# RN Expertise, Inc.

*"For Convenient and Quality Service"*

April 17, 2020

WV Department of Administration
Purchasing Division
Attn: Brittany Ingraham
2019 Washington Street East
Charleston WV 25305

**RE: CRFQ 0506 HHR2000000006**

Dear Ms. Ingraham :

RN Expertise, Inc. is pleased to participate in the above referenced RFQ. RN Expertise, Inc. certifies that it has read the RFQ in its entirety and is able to meet all of the service requirements listed in the RFQ. All questions and answers have been reviewed. RN Expertise, Inc. has over 27 years experience in the drug testing industry and is very qualified to perform the drug and alcohol testing services required by the State of West Virginia.

RN Expertise, Inc. serves as a national third party administrator for drug testing programs for both private and governmental agencies. We provide DOT and non-DOT drug and alcohol testing services for over 1,200 clients and arrange off-site and on-site drug screen and breath alcohol testing services to meet the specific needs of each individual customer. RN Expertise, Inc. provides accurate and reliable services in a cost effective manner. RN Expertise, Inc. originated in 1993 and began performing paramedical exams and on-site drug testing. We began providing DOT drug testing services in 1995 when the Omnibus Transportation Testing Act of 1991 was implemented.

The President of RN Expertise, Inc. attended training offered by the individual Dr. Donna Smith who was one of the authors of CFR 49 Part 40 guidelines. Ms. Steele attended this training in 1994 and began implementing TPA services for Department of Transportation workplaces in the United States. We were one of the original TPA's who started providing these services when the program began. Ms. Steele served on the Board of the Drug and Alcohol Testing Industry Association during that time. She is a Certified Breath Alcohol Instructor and is certified by Intoximeter. Ms. Steele is also a Certified Department of Transportation Collector Trainer. She has trained hundreds of collectors and breath alcohol technicians over the years. Ms. Steele has attended DOT trainings throughout the years on any updates and changes in Federal guidelines. She also

subscribed to the RED BOOK and receives all updates in Federal and state drug testing guidelines. The staff at RN Expertise is updated on any changes in guidelines.

RN Expertise, Inc. is a Women Business Enterprise and is 100% owned by Ms. Christine Steele, RN. RN Expertise, Inc. is a Subchapter S Corporation and is a small business. Our Federal Id Tax number is 59-3172603. The principal place of business is:

RN Expertise, Inc.
214 Hickman Dr Ste 102
Sanford, FL 32771
(407) 321-8611
Fax (407) 321-6166
Contact: Christine Steele, President
Rnexinc@aol.com

The president of RN Expertise, Inc. prepared this proposal and is available to answer any questions that may arise during evaluation. It is RN Expertise's goal to provide the most affordable, expedient and quality services possible. We strive for excellence. We have an excellent reputation in the industry and take pride in customer service. Our staff is always available to assist our clients. RN Expertise, Inc. provides 24 hour turn around on negative results and 48-72 hour turn around on positive results.

The administrative staff of RN Expertise has over 18 years experience with the company. They are well educated on federal drug testing guidelines. They provide data entry, statistical reporting, billing, MRO assistance, customer service, random generation, and communicate with Ms. Steele on any customer service issues. The administrative staff communicates with clients and serves as a liaison between the laboratory and the clients to assist with any questions that occur regarding the drug testing process. RN Expertise, Inc. utilizes the Medical Review Officer services of Dr. Emily Vives. She has 11 years experience as a Medical Review Officer and is certified by AAMRO.

RN Expertise, Inc. provides all services required by Federal, State, and non-regulated programs. We are very experienced in originating new programs and with arranging any form of drug alcohol testing services. We have national access to collection sites and have a 26 year relationship history with the major drug testing laboratories. RN Expertise also specializes in on-site testing and has a network of on-site testing partners located throughout the US.

As mentioned, we provide services for many different varieties of drug free workplaces. Some of our clients are: The Wackenhut Corporation, The Greater Orlando Aviation Authority, State of West Virginia DHHR, Trillium Driver Solutions, Louisiana State University Health Services/Hospitals, North Carolina Department of Public Safety/Corrections, NC Department of Administration, The State of Louisiana, etc. We provide services for Department of Transportation workplaces, State of Florida Drug Free workplaces and numerous non-Dot workplaces throughout the nation. It is our goal to

provide an excellent turnkey drug and alcohol testing program for West Virginia Jobs & Hope.

We utilize the laboratory services of Abbott formerly Alere, a DHHS SAMHSA certified laboratory. Abbott(formerly Alere) has years of experience in forensic toxicology. All laboratory services for all drug test types and panels will be performed by Alere. We are contracted with Alere with a price agreement for services and the results are sent from the laboratory to our Medical Review Officers at RN Expertise, Inc.

RN Expertise appreciates the potential opportunity to provide services to the State of WV. If any questions arise during the evaluation period, I may be contacted at (407) 321-8611. It would be my pleasure to answer any questions and to assist you with the administration of your drug and alcohol testing requirements.

Sincerely,

Christine Steele
President RN Expertise, Inc.
214 Hickman Drive Ste 102
Sanford, FL 32771
(407) 321-8611

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

**State of West Virginia**
**Request for Quotation**
**26 — Medical**

**Proc Folder:** 702547
**Doc Description:** Addendum No.02 - Drug and Alcohol Testing Services
**Proc Type:** Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|---|---|---|---|
| 2020-04-13 | 2020-04-20 13:30:00 | CRFQ 0506 HHR2000000006 | 3 |

**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:**
RN Expertise Inc
214 Hickman Pointe Ste 102
Sanford FL 32771 407-321-8611

**FOR INFORMATION CONTACT THE BUYER**
Brittany E Ingraham
(304) 558-0067
brittany.e.ingraham@wv.gov

Signature X Krista K Steele FEIN # 59-3172603 DATE 4-20-20

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

## ADDITIONAL INFORMATION

Addendum No.02 - The purpose of this addendum is to:

1. The bid opening has moved from 04/15/2020 to 04/20/2020. Bid opening time remains at 1:30 pm.

2. Remove Commodity Line 6 and Commodity Line 7. If the Vendor chooses to offer mobile collections, they may be conducted at the county DHHR locations. Pricing for mobile collection should be included in the Vendor's Total Bid Amount.

No other changes.

| INVOICE TO | SHIP TO |
|---|---|
| PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV25301-3702<br>US | PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV 25301-3702<br>US |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|---|---|---|---|---|---|
| 1 | All inclusive price drug & alcohol observed screening | 3000.00000 | EA | 31.33 | 93,990.00 |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 85121810 | | | |

**Extended Description :**
Observed

All inclusive price drug and alcohol observed screening for each specimen to include, collection, supplies, transportation, screening, etc. and sharing results per specifications 4.1.1-4.1.19.

| INVOICE TO | SHIP TO |
|---|---|
| PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV25301-3702<br>US | PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV 25301-3702<br>US |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|---|---|---|---|---|---|
| 2 | All inclusive price drug & alcohol unobserved screening | 1500.00000 | EA | 31.33 | 46,995.00 |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 85121810 | | | |

**Extended Description :**
Unobserved

All inclusive price drug and alcohol unobserved screening for each specimen to include, collection, supplies, transportation, screening, etc. and sharing results per specifications 4.1.1-4.1.19.

| INVOICE TO | SHIP TO |
|---|---|
| PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV25301-3702<br>US | PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV 25301-3702<br>US |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|---|---|---|---|---|---|
| 3 | Hourly rate for witness testimony by collection expert | 100.00000 | HOUR | NC | |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 85121810 | | | |

**Extended Description :**

Hourly rate for witness testimony by collection expert in person.
Spec section 4.1.21.1

| INVOICE TO | SHIP TO |
|---|---|
| PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV25301-3702<br>US | PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV 25301-3702<br>US |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|---|---|---|---|---|---|
| 4 | Hourly rate for witness testimony by laboratory expert | 50.00000 | HOUR | NC | |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 85121810 | | | |

**Extended Description :**

Hourly rate for witness testimony by laboratory expert in person.
Spec section 4.1.21.2

| INVOICE TO | SHIP TO |
|---|---|
| PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV25301-3702<br>US | PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV 25301-3702<br>US |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|---|---|---|---|---|---|
| 5 | Hourly rate for witness testimony by MRO expert | 25.00000 | HOUR | NC | |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 85121810 | | | |

**Extended Description :**

Hourly rate for witness testimony by MRO expert in person.
Spec Section 4.1.21.3

| INVOICE TO | SHIP TO |
|---|---|
| PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV25301-3702<br>US | PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV 25301-3702<br>US |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|---|---|---|---|---|---|
| 6 | Commodity Line Removed | 0.00000 | EA | | |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 85121810 | | | |

**Extended Description :**

Commodity Line Removed

| INVOICE TO | SHIP TO |
|---|---|
| PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV25301-3702<br>US | PURCHASING AGENT - 304-356-4802<br>HEALTH AND HUMAN RESOURCES<br>BBH/HF<br>350 CAPITOL ST, RM 350<br>CHARLESTON WV 25301-3702<br>US |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|---|---|---|---|---|---|
| 7 | Commodity Line Removed | 0.00000 | EA | | |

| Comm Code | Manufacturer | Specification | Model # |
|---|---|---|---|
| 85121810 | | | |

**Extended Description :**

Commodity Line Removed

**SCHEDULE OF EVENTS**

| Line | Event | Event Date |
|---|---|---|
| 1 | Technical questions due by 4:00 pm | 2020-04-01 |

| | Document Phase | Document Description | Page 5 |
|---|---|---|---|
| HHR2000000006 | Final | Addendum No.02 - Drug and Alcohol Testing Services | of 5 |

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

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:** 702547
**Doc Description:** Addendum No.02 - Drug and Alcohol Testing Services
**Proc Type:** Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|---|---|---|---|
| 2020-04-13 | 2020-04-20 13:30:00 | CRFQ 0506 HHR2000000006 | 3 |

**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:**

RN Expertise Inc
214 Hickman Dr Ste 150
Sanford FL 32771
407-321-8611

**FOR INFORMATION CONTACT THE BUYER**

Brittany E Ingraham
(304) 558-0067
brittany.e.ingraham@wv.gov

**Signature X** [signature] **FEIN #** 59-3172603 **DATE** 4-20-20

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

# SOLICITATION NUMBER: CRFQ HHR200000006
## Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ HHR2000000006 ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

[X] Modify bid opening date and time

[X] Modify specifications of product or service being sought

[ ] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[ ] Correction of error

[ ] Other

**Additional Documentation:** The purpose of this addendum is to:

1. The bid opening has moved from 04/15/2020 to 04/20/2020. Bid opening time remains at 1:30 pm.

2. **Remove** Commodity Line 6 and Commodity Line 7. If the Vendor chooses to offer mobile collections, they may be conducted at the county DHHR locations. Pricing for mobile collection should be included in the Vendor's Total Bid Amount.

No other changes.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT FORM**
**SOLICITATION NO.: CRFQ HHR2000000006**

**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)

| | | | |
|---|---|---|---|
| [X] | Addendum No. 1 | [ ] | Addendum No. 6 |
| [X] | Addendum No. 2 | [ ] | Addendum No. 7 |
| [ ] | Addendum No. 3 | [ ] | Addendum No. 8 |
| [ ] | Addendum No. 4 | [ ] | Addendum No. 9 |
| [ ] | Addendum No. 5 | [ ] | 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 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.

RN Expertise Inc
Company

Authorized Signature

4-20-20
Date

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

**ADDENDUM ACKNOWLEDGEMENT FORM**
**SOLICITATION NO.: CRFQ HHR2000000006**

**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)

| | | | |
|---|---|---|---|
| [X] | Addendum No. 1 | [ ] | Addendum No. 6 |
| [ ] | Addendum No. 2 | [ ] | Addendum No. 7 |
| [ ] | Addendum No. 3 | [ ] | Addendum No. 8 |
| [ ] | Addendum No. 4 | [ ] | Addendum No. 9 |
| [ ] | Addendum No. 5 | [ ] | 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 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.

RN Expertise Inc
Company

Authorized Signature

4-20-20
Date

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

# CRFQ HHR2000000006
## Addendum No.01
## Vendor Questions and Agency Responses

**Question 1:** **If a vendor is new in business and just incorporated but they say they bought someone who used to do drug testing for many years does that satisfy as the requirement that the vendor must have 5 years experience in drug and alcohol testing?**

**Answer 1:** Vendors would have to provide proof to satisfy the qualifications requirement of this solicitation.

**Question 2:** **If a vendor has a clinic in each county why would we offer mobile collection?**

**Answer 2:** If vendor has a clinic in each county, mobile collection is not necessary.

**Question 3:** **Are we now required to offer mobile collection in each county,( this may not be possible) and why would it be required if there is a clinic?**

**Answer 3:** If a collection site is not available in every county then a mobile collection site may be used.

**Question 4:** **If we do not offer or plan to utilize mobile collection would we fill in a price for 1,500 mobile tests?**

**Answer 4:** No, mobile collection sites are accepted if the vendor is unable to provide or subcontract a collection site in every county. If a mobile collection site is not needed then you would not price the mobile testing.

**Question 5:** **Where would these 1,500 mobile tests be conducted?**

**Answer 5:** If you are using a mobile collection site then you would include the information on the list of collection sites provided by the vendor.

**Question 6:** **Is the collection site list to be turned in with the bid or after?**

**Answer 6:** Please see specification 4.1.10.

**Question 7:** **Under Specifications Item: 4.1,7- It states that the vendor has 2hrs. to be at the testing location. It also states that vendor has 4hrs. for mobile services, does this mean the vendor will be required to go to the donor's residence.**

**Answer 7:** No, the testing locations would be provided by the vendor and included on the list of collection sites.

**Question 8:** **Why is this solicitation being solicited again? The prior solicitation just closed in February 2020.**

**Answer 8:** The specifications were deemed to be flawed.

**Question 9:** **Does the DHHR have a list of all their offices for all 55 counties in West Virginia?**

**Answer 9:** Yes, they can be located at the following website: https://dhhr.wv.gov/pages/field-offices.aspx

**Question 10:** **Given that West Virginia has some rural areas, collection facilities meeting the requirements of this solicitation could result in a driving radius of 25-30 miles to have a test completed. In reference to requirement 4.1.10, does the DHHR have a radius of how close the collection facilities need to be to each of the DHHR offices?**

**Answer 10:** There is no requirement of how close a collection facility needs to be to the county DHHR offices.

**Question 11:** **In reference to 4.1.9.4, why would the DHHR not want to provide referrals to the vendor for all testing and let the vendor provide setting up testing accommodations for all participants? Not just the observed collections. It is advantageous for billing purposes for the vendor to have a referral from a case worker to know that the drug test has been approved as this will speed up resulting and billing for both parties involved. Is this something that DHHR would agree to?**

**Answer 11:** DHHR will provide referrals to the vendor when a test is needed. Specification 4.1.9.4 is to mandate that the vendor is responsible for ensuring staff is available for an observed collection on the initial visit.

**Question 12:** **How many mobile collections does the DHHR anticipate on a monthly basis?**

**Answer 12:** This is a new service and mobile collection is an option to give vendors the ability to provide a testing site in each of the 55 counties.

**Question 13:** **If there are issues with collection facilities in certain rural areas, is it possible to set up a mobile collection for this location and have at least 10 participants?**

**Answer 13:** A mobile collection site is acceptable if a facility is unavailable for a specific county; however, we cannot guarantee a number of participants.

# SOLICITATION NUMBER: CRFQ HHR2000000006
## Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ HHR2000000006 ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

[ ] Modify bid opening date and time

[ ] Modify specifications of product or service being sought

[ X ] Attachment of vendor questions and responses

[ ] Attachment of pre-bid sign-in sheet

[ ] Correction of error

[ ] Other

**Additional Documentation:** The purpose of this addendum is to:

1. Attach vendor questions and agency responses.

No other changes.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.

2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Theodore F. Shults, MS, JD
Chairman
(919) 489-5407

American Association of Medical Review Officers

February 26, 2018

**Verification of Certification for:** Emilia Vives, M.D.
Sunny Medical
11183 S. Orange Blossom Trail
Orlando, FL 32825

**Certification Number:** **081019203**

**Current Certification Date:** February 26, 2018

**Certification Expiration Date:** **February 26, 2023**

This notice serves as verification that the above-referenced physician has been certified as a Medical Review Officer (MRO) through the American Association of Medical Review Officers (AAMRO).

For all physicians certified or recertified by AAMRO after October 1, 2010 will have to attend an MRO training program and take the exam. Recertification is required every five years to remain in good standing.

The referenced physician is listed in the AAMRO registry of Certified Medical Review Officers (www.aamro.com).

Theodore F. Shults, J.D., M.S.
Chairman

STATE OF WEST VIRGINIA
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), 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 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 exceed five percent of the total contract amount.

**AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that: (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: RN Express, Inc

Authorized Signature: _____ Date: 2-25-2020

State of Florida

County of Seminole, to-wit:

Taken, subscribed, and sworn to before me this 25 day of February, 2020.

My Commission expires 4-29-2023, 20___.

AFFIX SEAL HERE

ANDY TERRY THOMAS
MY COMMISSION # GG 317971
EXPIRES: APRIL 29, 2023

NOTARY PUBLIC _____

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### National Institutes of Health

### Office of the Director, National Institutes of Health; Notice of Meetings

Pursuant to section 10(a) of the Federal Advisory Committee Act, as amended, notice is hereby given of meetings of the Advisory Committee on Research on Women's Health.

The meetings will be open to the public as indicated below, with attendance limited to space available. Individuals who plan to attend and need special assistance, such as sign language interpretation or other reasonable accommodations, should notify the Contact Person listed below in advance of the meetings.

The meetings will also be videocast and can be accessed from the NIH Videocasting and Podcasting website (*http://videocast.nih.gov/*).

*Name of Committee:* Advisory Committee on Research on Women's Health.

*Date:* April 21, 2020.

*Time:* 9:00 a.m. to 5:00 p.m.

*Agenda:* Director's Report and Scientific Presentations.

*Place:* National Institutes of Health, Porter Neuroscience Center, Building 35A, Conference Room 620/630, 35 Center Drive, Bethesda, MD 20892.

*Contact Person:* Elizabeth Spencer, R.N., Deputy Director, Office of Research on Women's Health, Executive Secretary, ACRWH, National Institutes of Health, 6707 Democracy Blvd., Room 7W444, Bethesda, MD 20817, (301) 402–1770, *elizabeth.spencer@nih.gov.*

Any member of the public interested in presenting oral comments to the committee may notify the Contact Person listed on this notice at least 10 days in advance of the meetings. Interested individuals and representatives of organizations may submit a letter of intent, a brief description of the organization represented, and a short description of the oral presentation. Only one representative of an organization may be allowed to present oral comments and if accepted by the committee, presentations may be limited to five minutes. Both printed and electronic copies are requested for the record. In addition, any interested person may file written comments with the committee by forwarding their statement to the Contact Person listed on this notice. The statement should include the name, address, telephone number and when applicable, the business or professional affiliation of the interested person.

In the interest of security, NIH has instituted stringent procedures for entrance onto the NIH campus. All visitor vehicles, including taxicabs, hotel, and airport shuttles will be inspected before being allowed on campus. Visitors will be asked to show one form of identification (for example, a government-issued photo ID, driver's license, or passport) and to state the purpose of their visit.

Information is also available on the Institute's/Center's home page: *https://orwh.od.nih.gov/*, where an agenda and any additional information for the meeting will be posted when available.

(Catalogue of Federal Domestic Assistance Program Nos. 93.14, Intramural Research Training Award; 93.22, Clinical Research Loan Repayment Program for Individuals from Disadvantaged Backgrounds; 93.232, Loan Repayment Program for Research Generally; 93.39, Academic Research Enhancement Award; 93.936, NIH Acquired Immunodeficiency Syndrome Research Loan Repayment Program; 93.187, Undergraduate Scholarship Program for Individuals from Disadvantaged Backgrounds, National Institutes of Health, HHS)

Dated: February 25, 2020.

**Miguelina Perez,**

*Program Analyst, Office of Federal Advisory Committee Policy.*

[FR Doc. 2020–04163 Filed 2–28–20; 8:45 am]

BILLING CODE 4140–01–P

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Substance Abuse and Mental Health Services Administration

### Center for Substance Abuse Prevention; Notice of Meeting

Pursuant to Public Law 92–463, notice is hereby given for the meeting of the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Prevention National Advisory Council (CSAP NAC) on March 17, 2020.

The Council was established to advise the Secretary, Department of Health and Human Services (HHS); the Assistant Secretary for Mental Health and Substance Use, SAMHSA; and Director, CSAP concerning matters relating to the activities carried out by and through the Center and the policies respecting such activities.

The meeting will be open to the public and will include the discussion of the Evidence-Based Practices Resource Center; new SAMHSA publications; adolescent prevention programs/activities; and Fostering Healthy Mental, Emotional, and Behavioral Development. The meeting will also include updates on CSAP program developments. The meeting will be held in Rockville, Maryland. Attendance by the public on-site will be limited to the space available. Interested persons may present data, information, or views, orally or in writing, on issues pending before the Council. Written submissions should be forwarded to the contact person on or before one week prior to the meeting. Oral presentations from the public will be scheduled at the conclusion of the meeting. Individuals interested in making oral presentations should notify the contact on or before one week prior to the meeting. Five minutes maximum will be allotted for each presentation.

To attend onsite, submit written or brief oral comments, or request special accommodations for persons with disabilities, please register at the SAMHSA Committees' website, *https://snacregister.samhsa.gov/MeetingList.aspx*, or communicate with the CSAP Council's Designated Federal Officer (see contact information below). Substantive program information may be obtained after the meeting by accessing the SAMHSA Committee website, *https://www.samhsa.gov/about-us/advisory-councils*, or by contacting the Designated Federal Officer.

*Committee Name:* Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention National Advisory Council.

Date/Time/Type: March 17, 2020, from 9:30a.m. to 5:00p.m. EDT: (OPEN).

*Place:* SAMHSA, 5600 Fishers Lane, Room 5N54, Rockville, MD 20852, Adobe Connect webcast: *https://samhsa-csap.adobeconnect.com/nac/.*

*Contact:* Matthew J. Aumen, Designated Federal Officer, SAMHSA CSAP NAC, 5600 Fishers Lane, Rockville, MD 20852, Telephone: 240–276–2440, Fax: 301–480–8480, Email: *matthew.aumen@samhsa.hhs.gov.*

Dated: February 26, 2020.

**Carlos Castillo,**

*Committee Management Officer, SAMHSA.*

[FR Doc. 2020–04212 Filed 2–28–20; 8:45 am]

BILLING CODE 4162–20–P

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Substance Abuse and Mental Health Services Administration

### Current List of HHS-Certified Laboratories and Instrumented Initial Testing Facilities Which Meet Minimum Standards To Engage in Urine and Oral Fluid Drug Testing for Federal Agencies

**AGENCY:** Substance Abuse and Mental Health Services Administration, HHS.

**ACTION:** Notice.

**SUMMARY:** The Department of Health and Human Services (HHS) notifies federal agencies of the laboratories and Instrumented Initial Testing Facilities

(IITFs) currently certified to meet the standards of the Mandatory Guidelines for Federal Workplace Drug Testing Programs using Urine or Oral Fluid (Mandatory Guidelines).

A notice listing all currently HHS-certified laboratories and IITFs is published in the **Federal Register** during the first week of each month. If any laboratory or IITF certification is suspended or revoked, the laboratory or IITF will be omitted from subsequent lists until such time as it is restored to full certification under the Mandatory Guidelines.

If any laboratory or IITF has withdrawn from the HHS National Laboratory Certification Program (NLCP) during the past month, it will be listed at the end and will be omitted from the monthly listing thereafter.

This notice is also available on the internet at *https://www.samhsa.gov/workplace/resources/drug-testing/certified-lab-list.*

**FOR FURTHER INFORMATION CONTACT:** Anastasia Donovan, Division of Workplace Programs, SAMHSA/CSAP, 5600 Fishers Lane, Room 16N06B, Rockville, Maryland 20857; 240–276–2600 (voice); *Anastasia.Donovan@samhsa.hhs.gov* (email).

**SUPPLEMENTARY INFORMATION:** The Department of Health and Human Services (HHS) notifies federal agencies of the laboratories and Instrumented Initial Testing Facilities (IITFs) currently certified to meet the standards of the Mandatory Guidelines for Federal Workplace Drug Testing Programs (Mandatory Guidelines) using Urine and of the laboratories currently certified to meet the standards of the Mandatory Guidelines using Oral Fluid.

The Mandatory Guidelines using Urine were first published in the **Federal Register** on April 11, 1988 (53 FR 11970), and subsequently revised in the **Federal Register** on June 9, 1994 (59 FR 29908); September 30, 1997 (62 FR 51118); April 13, 2004 (69 FR 19644); November 25, 2008 (73 FR 71858); December 10, 2008 (73 FR 75122); April 30, 2010 (75 FR 22809); and on January 23, 2017 (82 FR 7920).

The Mandatory Guidelines using Oral Fluid were first published in the **Federal Register** on October 25, 2019 (84 FR 57554) with an effective date of January 1, 2020.

The Mandatory Guidelines were initially developed in accordance with Executive Order 12564 and section 503 of Public Law 100–71 and allowed urine drug testing only. The Mandatory Guidelines using Urine have since been revised, and new Mandatory Guidelines allowing for oral fluid drug testing have been published. The Mandatory Guidelines require strict standards that laboratories and IITFs must meet in order to conduct drug and specimen validity tests on specimens for federal agencies. HHS does not allow IITFs for oral fluid testing.

To become certified, an applicant laboratory or IITF must undergo three rounds of performance testing plus an on-site inspection. To maintain that certification, a laboratory or IITF must participate in a quarterly performance testing program plus undergo periodic, on-site inspections.

Laboratories and IITFs in the applicant stage of certification are not to be considered as meeting the minimum requirements described in the HHS Mandatory Guidelines using Urine and/or Oral Fluid. An HHS-certified laboratory or IITF must have its letter of certification from HHS/SAMHSA (formerly: HHS/NIDA), which attests that the test facility has met minimum standards. HHS does not allow IITFs for oral fluid testing.

### HHS-Certified Laboratories Certified To Conduct Oral Fluid Drug Testing

In accordance with the Mandatory Guidelines using Oral Fluid dated October 25, 2019 (84 FR 57554), the following HHS-certified laboratories meet the minimum standards to conduct drug and specimen validity tests on oral fluid specimens:

At this time, there are no laboratories certified to conduct drug and specimen validity tests on oral fluid specimens.

### HHS-Certified Instrumented Initial Testing Facilities Certified To Conduct Urine Drug Testing

In accordance with the Mandatory Guidelines using Urine dated January 23, 2017 (82 FR 7920), the following HHS-certified IITFs meet the minimum standards to conduct drug and specimen validity tests on urine specimens:

Dynacare, 6628 50th Street NW, Edmonton, AB Canada T6B 2N7, 780–784–1190. (Formerly: Gamma-Dynacare Medical Laboratories).

### HHS-Certified Laboratories Certified To Conduct Urine Drug Testing

In accordance with the Mandatory Guidelines using Urine dated January 23, 2017 (82 FR 7920), the following HHS-certified laboratories meet the minimum standards to conduct drug and specimen validity tests on urine specimens:

Alere Toxicology Services, 1111 Newton St., Gretna, LA 70053, 504–361–8989/800–433–3823. (Formerly: Kroll Laboratory Specialists, Inc., Laboratory Specialists, Inc.).

Alere Toxicology Services, 450 Southlake Blvd., Richmond, VA 23236, 804–378–9130 (Formerly: Kroll Laboratory Specialists, Inc., Scientific Testing Laboratories, Inc.; Kroll Scientific Testing Laboratories, Inc.).

Clinical Reference Laboratory, Inc., 8433 Quivira Road, Lenexa, KS 66215–2802, 800–445–6917.

Cordant Health Solutions, 2617 East L Street, Tacoma, WA 98421, 800–442–0438 (Formerly: STERLING Reference Laboratories).

Desert Tox, LLC, 10221 North 32nd Street Suite J, Phoenix, AZ 85028, 602–457–5411.

DrugScan, Inc., 200 Precision Road, Suite 200, Horsham, PA 19044, 800–235–4890.

Dynacare *, 245 Pall Mall Street, London, ONT, Canada N6A 1P4, 519–679–1630. (Formerly: Gamma-Dynacare Medical Laboratories).

ElSohly Laboratories, Inc., 5 Industrial Park Drive, Oxford, MS 38655, 662–236–2609.

Laboratory Corporation of America Holdings, 7207 N Gessner Road, Houston, TX 77040, 713–856–8288/800–800–2387.

Laboratory Corporation of America Holdings, 69 First Ave., Raritan, NJ 08869, 908–526–2400/800–437–4986 (Formerly: Roche Biomedical Laboratories, Inc.).

Laboratory Corporation of America Holdings, 1904 TW Alexander Drive, Research Triangle Park, NC 27709, 919–572–6900/800–833–3984 (Formerly: LabCorp Occupational Testing Services, Inc., CompuChem Laboratories, Inc.; CompuChem Laboratories, Inc., A Subsidiary of Roche Biomedical Laboratory; Roche

* The Standards Council of Canada (SCC) voted to end its Laboratory Accreditation Program for Substance Abuse (LAPSA) effective May 12, 1998. Laboratories certified through that program were accredited to conduct forensic urine drug testing as required by U.S. Department of Transportation (DOT) regulations. As of that date, the certification of those accredited Canadian laboratories will continue under DOT authority. The responsibility for conducting quarterly performance testing plus periodic on-site inspections of those LAPSA-accredited laboratories was transferred to the U.S. HHS, with the HHS' NLCP contractor continuing to have an active role in the performance testing and laboratory inspection processes. Other Canadian laboratories wishing to be considered for the NLCP may apply directly to the NLCP contractor just as U.S. laboratories do.

Upon finding a Canadian laboratory to be qualified, HHS will recommend that DOT certify the laboratory (**Federal Register**, July 16, 1998) as meeting the minimum standards of the Mandatory Guidelines published in the **Federal Register** on January 23, 2017 (82 FR 7920). After receiving DOT certification, the laboratory will be included in the monthly list of HHS-certified laboratories and participate in the NLCP certification maintenance program.

CompuChem Laboratories, Inc., A Member of the Roche Group).
Laboratory Corporation of America Holdings, 1120 Main Street, Southaven, MS 38671, 866–827–8042/800–233–6339 (Formerly: LabCorp Occupational Testing Services, Inc.; MedExpress/National Laboratory Center).
LabOne, Inc. d/b/a Quest Diagnostics, 10101 Renner Blvd., Lenexa, KS 66219, 913–888–3927/800–873–8845 (Formerly: Quest Diagnostics Incorporated; LabOne, Inc.; Center for Laboratory Services, a Division of LabOne, Inc.).
Legacy Laboratory Services Toxicology, 1225 NE 2nd Ave., Portland, OR 97232, 503–413–5295/800–950–5295.
MedTox Laboratories, Inc., 402 W County Road D, St. Paul, MN 55112, 651–636–7466/800–832–3244.
Minneapolis Veterans Affairs Medical Center, Forensic Toxicology Laboratory, 1 Veterans Drive, Minneapolis, MN 55417, 612–725–2088. Testing for Veterans Affairs (VA) Employees Only.
Pacific Toxicology Laboratories, 9348 DeSoto Ave., Chatsworth, CA 91311, 800–328–6942 (Formerly: Centinela Hospital Airport Toxicology Laboratory).
Pathology Associates Medical Laboratories, 110 West Cliff Dr., Spokane, WA 99204, 509–755–8991/800–541–7891x7.
Phamatech, Inc., 15175 Innovation Drive, San Diego, CA 92128, 888–635–5840.
Quest Diagnostics Incorporated, 1777 Montreal Circle, Tucker, GA 30084, 800–729–6432 (Formerly: SmithKline Beecham Clinical Laboratories; SmithKline Bio-Science Laboratories).
Quest Diagnostics Incorporated, 400 Egypt Road, Norristown, PA 19403, 610–631–4600/877–642–2216 (Formerly: SmithKline Beecham Clinical Laboratories; SmithKline Bio-Science Laboratories).
Redwood Toxicology Laboratory, 3700 Westwind Blvd., Santa Rosa, CA 95403, 800–255–2159.
U.S. Army Forensic Toxicology Drug Testing Laboratory, 2490 Wilson St., Fort George G. Meade, MD 20755–5235, 301–677–7085. Testing for Department of Defense (DoD) Employees Only.

**Anastasia Marie Donovan,**
*Policy Analyst.*

[FR Doc. 2020–04161 Filed 2–28–20; 8:45 am]
BILLING CODE 4162–20–P

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Substance Abuse and Mental Health Services Administration

### Agency Information Collection Activities: Submission for OMB Review; Comment Request

Periodically, the Substance Abuse and Mental Health Services Administration (SAMHSA) will publish a summary of information collection requests under OMB review, in compliance with the Paperwork Reduction Act (44 U.S.C. Chapter 35). To request a copy of these documents, call the SAMHSA Reports Clearance Officer on (240) 276–0361.

**Project: SAMHSA SOAR Web-Based Data Form (OMB No. 0930–0329)—EXTENSION**

In 2009 SAMHSA created a Technical Assistance Center to assist in the implementation of the Supplemental Security Income (SSI)/Social Security Disability Insurance (SSDI) Outreach, Access, and Recovery (SOAR) effort in all states. The primary objective of SOAR is to improve the allowance rate for the Social Security Administration's (SSA) disability benefits for people who are experiencing or at risk of homelessness, and who have serious mental illnesses.

During the SOAR training, the importance of keeping track of SSI/SSDI applications through the process is stressed. In response to requests from states implementing SOAR, the Technical Assistance Center under SAMHSA's direction developed a web-based data form that case workers can use to track the progress of submitted applications, including decisions received from SSA either on initial application or on appeal. This password-protected web-based data form is hosted on the SOAR website (*https://soartrack.prainc.com*). Use of this form is completely voluntary.

There are two parts to the SOAR Web-based Data Form. Part I of the SOAR Web-based Data Form is intended for SOAR-trained case workers to enter the outcomes of SOAR-assisted SSI/SSDI applications. Part II of the SOAR Web-based Data Form includes two sections reserved for SOAR State Team Leads to report annually. The first section of Part II collects quantitative summary data from states that do not track SOAR-assisted SSI/SSDI applications using the SOAR Web-based Data Form Part I. The second section of Part II collects qualitative (open-ended) questions on annual SOAR accomplishments, identified challenges, and collaborations.

Data from Part I of the form can be compiled into reports on decision results and the use of SOAR critical components, such as the SSA–1696 Appointment of Representative, which allows SSA to communicate directly with the case worker assisting with the application. These reports will be reviewed by agency directors, SOAR state-level leads, and the SAMHSA SOAR Technical Assistance Center to quantify the success of the effort overall and to identify areas where additional technical assistance is needed.

There are no proposed changes to Part I of this form. These questions will be answered by all 700 case worker respondents, on average 3 times per year. There are no proposed changes to Part II. These questions will be answered by 75 respondents once per year.

The estimated response burden is as follows:

| Form name | Number of respondents | Responses per respondent | Total responses | Hours per response | Total hour burden |
|---|---|---|---|---|---|
| SOAR Web-based Data Form (Part I) | 700 | 3 | 2,100 | .25 | 525 |
| Annual Report Questions (Part II) | 75 | 1 | 75 | 1 | 37.50 |
| Total | 775 | | 2,175 | | 562.50 |

Written comments and recommendations concerning the proposed information collection should be sent by April 1, 2020 to the SAMHSA Desk Officer at the Office of Information and Regulatory Affairs, Office of Management and Budget (OMB). To ensure timely receipt of comments, and to avoid potential delays in OMB's receipt and processing of mail sent through the U.S. Postal Service, commenters are encouraged to submit their comments to OMB via email to: *OIRA_Submission@omb.eop.gov.* Although commenters are encouraged to

STATE OF WEST VIRGINIA
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), 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 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 exceed five percent of the total contract amount.

**AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that: (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: RN Expertise Inc

Authorized Signature: Christina Steele Date: 4-17-20

State of Florida

County of Seminole, to-wit:

Taken, subscribed, and sworn to before me this 17th day of April, 2020.

My Commission expires 3/3/2023, 20___.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

DAVID OSMAN
MY COMMISSION # FF 205304
EXPIRES: March 3, 2023