



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](http://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](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 1

List View

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

<b>Procurement Folder:</b> 569704	<b>SO Doc Code:</b> CRFQ
<b>Procurement Type:</b> Central Master Agreement	<b>SO Dept:</b> 0618
<b>Vendor ID:</b> <input type="text" value="000000217801"/> <input type="button" value="Go"/>	<b>SO Doc ID:</b> BVH2000000004
<b>Legal Name:</b> SUNBELT STAFFING LLC	<b>Published Date:</b> 8/6/19
<b>Alias/DBA:</b>	<b>Close Date:</b> 8/13/19
<b>Total Bid:</b> \$0.00	<b>Close Time:</b> 13:30
<b>Response Date:</b> <input type="text" value="08/09/2019"/> <input type="button" value="Calendar"/>	<b>Status:</b> Closed
<b>Response Time:</b> <input type="text" value="8:09"/>	<b>Solicitation Description:</b> <input type="text" value="Addendum #1 Temp LPN"/>
<b>Total of Header Attachments:</b> 1	
<b>Total of All Attachments:</b> 1	



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

State of West Virginia  
 Solicitation Response

Proc Folder : 569704  
 Solicitation Description : Addendum #1 Temp LPN  
 Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-08-13 13:30:00	SR 0618 ESR08091900000000765	1

VENDOR
000000217801 SUNBELT STAFFING LLC

Solicitation Number: CRFQ 0618 BVH2000000004

Total Bid : \$0.00      Response Date: 2019-08-09      Response Time: 08:09:27

Comments: We have provided a response document with all required forms signed and notarized included within. Please contact me directly should you have any questions. Thank you for the opportunity to earn your business!  
 Whitney Shaw Department Manager  
 Sunbelt Staffing  
 www.sunbeltstaffing.com  
 3687 Tampa Rd., Ste 200 Oldsmar, FL 34677  
 O 813-792-3423

**FOR INFORMATION CONTACT THE BUYER**  
 Stephanie L Gale  
 (304) 558-8801  
 stephanie.l.gale@wv.gov

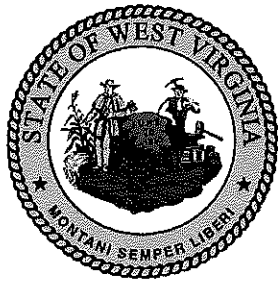
Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Temp LPN	0.00000	HOUR	\$47.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
85101601			

<b>Extended Description :</b>	Temp LPN
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**WEST VIRGINIA VETERANS HOME**  
**Solicitation: BVH200000004**

**Date: August 13, 2019**

Sunbelt  Staffing®



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

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

Proc Folder: 569704

Doc Description: Temp LPN

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2019-07-30	2019-08-13 13:30:00	CRFQ 0618 BVH2000000004	1

**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:

Sunbelt Staffing, LLC  
 3687 Tampa Road, STE 200  
 Oldsmar, FL 34677  
 813-792-3423

**FOR INFORMATION CONTACT THE BUYER**

Stephanie L Gale  
 (304) 558-8801  
 stephanie.l.gale@wv.gov

Signature X

*Whitney Shaw*

FEIN # 59-3675910

DATE 7/9/19

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



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

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

Proc Folder: 569704

Doc Description: Addendum #1 Temp LPN

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2019-08-06	2019-08-13 13:30:00	CRFQ 0618 BVH2000000004	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:

Sunbelt Staffing, LLC  
 3687 Tampa Road, STE 200  
 Oldsmar, FL 34677  
 813-792-3423

**FOR INFORMATION CONTACT THE BUYER**

Stephanie L Gale  
 (304) 558-8801  
 stephanie.l.gale@wv.gov

Signature X

FEIN # 59-3675910

DATE 7/9/19

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

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

**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.

Sunbelt Staffing, LLC

\_\_\_\_\_  
Company

*Whitney Shaw*  
\_\_\_\_\_  
Authorized Signature

7/9/19

\_\_\_\_\_  
Date

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



# Sunbelt Staffing®

August 13, 2019

Stephanie L Gale  
WV, Purchasing Division  
2019 WASHINGTON ST E  
CHARLESTON, WV 25305

Dear Ms. Gale:

On behalf of the healthcare staffing and solutions professionals at Sunbelt, we are pleased to present the following response to The State of West Virginia's RFQ for LPN services at the West Virginia Veterans Home.

Sunbelt isn't just another staffing company. With over 30 years of staffing experience, Sunbelt has a dedicated nursing practice that focuses exclusively on providing healthcare professionals to hospitals and hospital associations across the country. Our goal is to locate, qualify, screen and place only the best healthcare professionals. We have an experienced critical care RN on staff to review and monitor our candidates and their individual profiles and who is available to assist with resolving any clinical issues that may arise during an assignment.

Additionally, Sunbelt has a Gold Seal of Approval for Health Care Staffing Services by the Joint Commission, assuring you that our processes and standards are second to none. Coupled with a rigorous credentialing program, we believe these endorsements show that Sunbelt won't be just a staffing firm for WV Veterans Home- we will be your partner in providing the best nursing services for your organization.

Finally, Sunbelt is keenly aware of the importance in providing these necessary services to your patients and we are pleased to present a response that is sensitive to the issues described in your request. We appreciate your interest in our solutions and hope to continue the existing partnership between. If you have any questions, please contact me at 813.792.3423.

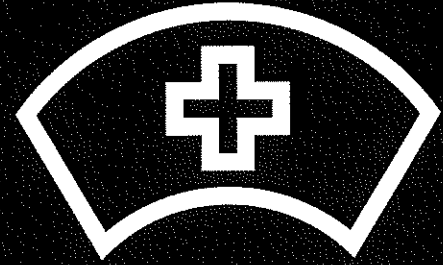
Sincerely,

  
Whitney Shaw  
Department Manager

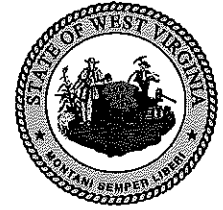
3687 Tampa Road, STE 200  
Oldsmar, FL 34677  
T: 813.792.3423  
Whitney.shaw@sunbeltstaffing.com

sunbeltstaffing.com

# TABLE OF CONTENTS



<b>Sunbelt Staffing</b> .....	<b>4</b>
<b>Account Management</b> .....	<b>4</b>
<b>Experience</b> .....	<b>9</b>
<b>Staffing Program</b> .....	<b>11</b>
<b>Recruiting</b> .....	<b>11</b>
<b>Credentialing Process</b> .....	<b>13</b>
<b>Training Policy</b> .....	<b>14</b>
<b>Required Forms</b> .....	<b>15</b>
<b>Designated Contact/Certification &amp; Signature</b> .....	<b>15</b>
<b>Pricing Page</b> .....	<b>15</b>
<b>Purchasing Affidavit</b> .....	<b>15</b>
<b>Disclosure of Interested Parties</b> .....	<b>15</b>
<b>Certificate of Insurance</b> .....	<b>15</b>



## Sunbelt Staffing

Founded in 1988, Sunbelt has been devoted to establishing lasting and rewarding relationships with healthcare facilities and nursing candidates nationwide for nearly 30 years. Through those decades, Sunbelt has become a leader in the nurse staffing industry and has remained a steadfast force in nursing and allied health travelers.

With a database of over 200,000 healthcare providers, as well as an aggressive Internet-based marketing approach, we are confident that we can find the staff you need, when you need them. We are owned by a Fortune Global 500 company, which because of its size, systems and benefits, allows us to pay our nurses weekly, offer top-of-the-line benefits including preventive medical, dental, vision, 401(k) and stock purchasing options, all of which sets us apart and gives us the tools necessary to ensure that our recruiting efforts remain fruitful. Furthermore, we have a critical care nurse with 11 years of experience on staff to review candidate profiles and resolve any clinical issues that may arise.

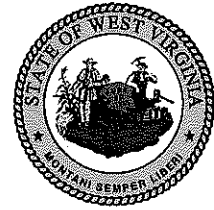
Why choose Sunbelt? Simply put, we have the most to offer:

- Nearly 30 years of experience in the temporary staffing industry
- Recognized name as a leader in healthcare staffing
- Extensive, refined database of facilities, healthcare professionals and candidates
- High concentration of healthcare professionals in rural, hard-to-staff locations
- Nationwide travel division
- Travel, permanent, or temp-to-perm assignments
- Flexibility to change as the marketplace changes
- Experienced and motivated staff devoted to timely callback and follow-up
- Excellent support system
- Exceptional housing and relocation service
- Efficient accounting department

Sunbelt is constantly expanding and changing to meet the needs of the sometimes-unpredictable healthcare industry. We have always treated every employee as an individual and we are committed to maintaining that attitude. Our personal touch, along with the support of our parent company, assures our clients that we will always be able to provide customized and efficient services. This commitment to you is what defines our past, present and future.

## Account Management

Sunbelt assumes complete responsibility for timely performance of all contractual responsibilities in accordance with federal and state laws, regulations, policies, and procedures. This will be accomplished through our "full-desk" account



management/recruiting model, a robust quality assurance process and our corporate back-office support team.

For the purposes of managing WV Veterans Home staffing needs, Sunbelt has selected Whitney Shaw. Mrs. Shaw will have complete ownership of your account and manage all of your daily needs. Through your interactions with her, we are confident you will find that our "full-desk" model provides a level of service that other firms can't deliver. Instead of having multiple contacts as you might with these other firms, with Sunbelt you will have one account manager who is your sole point of contact. However, rest assured your account manager has the support of a host of professionals to ensure you find the right healthcare professionals for your patients. Your account manager will:

- Identify hiring challenges
- Devise a plan of action to effectively overcome those challenges
- Manage marketing/advertising campaigns for recruiting efforts
- Manage the internal recruiting processes
- Interview, evaluate and select candidates to interview with you
- Facilitate the interview process
- Oversee the credentialing process prior to the healthcare professional's (HCP) start date
- Conduct quarterly performance evaluations for each HCP contracted on site
- Respond to and resolve issues should any arise
- Provide ongoing customer support

Your account manager's contact information is:

**Whitney Shaw** Department Manager  
**Sunbelt Staffing** | [www.sunbeltstaffing.com](http://www.sunbeltstaffing.com)

3687 Tampa Rd., Ste 200 Oldsmar, FL 34677  
o 813-792-3423

## ***Additional Support***

### ***Clinical Liaison***

#### **Rebecca Lee Ford, Clinical Nurse Liaison**

Our clinical nurse liaison, Rebecca Lee Ford, BSN, MSN, ANP-C, uses her extensive field experience to help source, screen, qualify and present candidates to meet our clients' nurse staffing requirements. Rebecca is instrumental when working alongside our healthcare consultants, recruiters and account executives. She will work with Mrs. Shaw, who will contact candidates and work with clients to make placements.



Rebecca has nearly two decades of professional nursing experience and has been with Sunbelt since 2015. She holds a BS in Nursing from Boston College and an MS in Nursing from the University of Massachusetts.

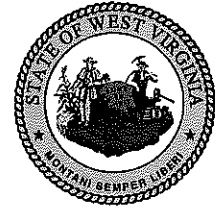
<b>Clinical Liaison</b>	
Name	Rebecca Ford
Job Title	Clinical Nurse Liaison
Years of Employment with Sunbelt	4
Work Address	3687 Tampa Road, STE 200, Oldsmar, FL 34677
Office Telephone Number	813.792.3434
Mobile Work Number	N/A
Email Address	<a href="mailto:Rebecca.ford@sunbeltstaffing.com">Rebecca.ford@sunbeltstaffing.com</a>
Role Played in Connection with RFP	Provide clinical consulting services as needed
Educational Background	BS in Nursing from Boston College
Related Experience on Similar Projects, Certifications & Merits	The purpose of this role at Sunbelt Staffing is for the clinical nurse liaison (CNL) to assist in the procurement of specialized nursing candidates to make placements based upon clients' needs. The CNL's professional experience is imperative when determining if a candidate has what it takes to fill a particular position with a certain skill type. The CNL works alongside our healthcare consultants, recruiters and account executives to help source, screen, qualify and present candidates that meet all requirements.

## **Senior Leadership**

### **Ken Kistner, Vice President**

Due to his military background (US Army 1986-1997), Ken Kistner understands the value of placing the right person in the right position. His introduction into the private sector was as a human resources professional with Andrew Corporation in 1997. He later joined Sunbelt as a Managing Director in 2003. Under his leadership, Sunbelt has increased its revenue stream and entered into partnerships with large volume hospitals nationwide. Additionally, Ken spearheaded the implementation of new internal interview and selection techniques that have set Sunbelt's talent apart from the competition.

After serving in the US Army, Ken graduated from UC Davis with a Certificate in Business and Human Resources. He is an experienced leader, patient trainer and efficient worker. He credits his success to his innate ability to recognize excellence



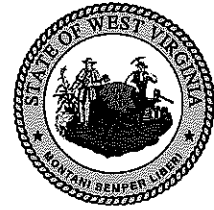
in individuals and to inspire team members to achieve their potential while working toward common goals.

<b>Senior Leadership</b>	
Name	Ken Kistner
Job Title	Vice President
Years of Employment with Sunbelt	16
Work Address	3687 Tampa Road, STE 200, Oldsmar, FL 34677
Office Telephone Number	813.261.2256
Mobile Work Number	N/A
Email Address	<a href="mailto:Ken.kistner@sunbeltstaffing.com">Ken.kistner@sunbeltstaffing.com</a>
Role Played in Connection with RFP	Oversees daily operations of entire department, would be point of escalation should an issue arise
Educational Background	UC Davis with a Certificate in Business and Human Resources
Related Experience on Similar Projects, Certifications & Merits	An experienced leader and trainer; able to prioritize and delegate tasks effectively to ensure timely project completion and that recognizes excellence in individuals that inspires team members to achieve their potential while working toward common goals

### **Corporate Back-office Support Team**

Sunbelt has divided responsibilities between our local branch office and our corporate back office support headquartered in Jacksonville, Florida. Our national account executives are responsible for recruiting and placing consultants, as well as building and maintaining strong client relationships. While many administrative tasks are handled in the local branch office, dedicated professionals in our corporate headquarters handle the vast majority of those administrative duties. The division of these responsibilities allows both our local and back offices to function smoothly and efficiently, which directly impacts our clients with streamlined and efficient service at all times. The functions handled by the 300+ employees working at our corporate headquarters include:

Payroll	Human Resources
Billing	Risk Management
Receivables Analysis and Collections	Legal Support
Marketing	Information Technology
Training and talent acquisition	Real Estate and Procurement



### **Danielle Capone-Sullo, Payroll Services**

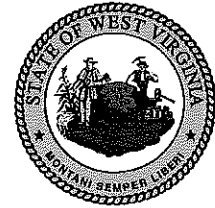
Danielle currently works as our payroll manager, ensuring the prompt processing of timesheets and timely generation of invoices. Additionally, Danielle works to resolve discrepancies on invoices and provides additional documentation needed for processing.

<b>Payroll Services</b>	
Name	Danielle Capone-Sullo
Job Title	Payroll Services Manager
Work Address	3687 Tampa Road, STE 200, Oldsmar, FL 34677
Office Telephone Number	813.792.3434
Mobile Work Number	N/A
Email Address	<a href="mailto:danielle.caponesullo@sunbeltstaffing.com">danielle.caponesullo@sunbeltstaffing.com</a>
Role Played in Connection with RFP	Point of contact for payroll questions and discrepancies

### **Kristie O'Brien, Credentialing**

Kristie will be responsible for maintaining each employee's file. If the licensure renewal period occurs during the period of the assignment, she will assist the consultant with the renewal process. Once the license is renewed, The County will receive a copy of the renewed state license.

<b>Credentialing</b>	
Name	Kristie O'Brien
Job Title	Credentialing Manager
Work Address	3687 Tampa Road, STE 200 Oldsmar, FL 34677
Office Telephone Number	813-792-3421
Mobile Work Number	N/A
Email Address	<a href="mailto:kristie.obrien@sunbeltstaffing.com">kristie.obrien@sunbeltstaffing.com</a>
Role Played in Connection with RFP	Responsible for running background and credential checks for all new healthcare professionals

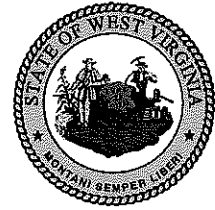


## Experience

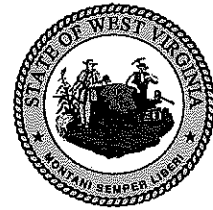
The nursing division of Sunbelt Staffing has specialized in providing medical professional staffing services since 1988. In our 20+ years, we have provided supplemental healthcare service professionals clients in all 50 states. Our team is dedicated to healthcare staffing solutions because we recognize the need for specialized services in our client's facilities. Our team is comprised of 45 National Hiring Managers that interview and screen our medical professional candidates. Typically, during the entire hiring process, from the time we are made aware of a vacancy, we can have an experienced candidate interviewed within three to five days. Once an offer is extended, within two (2) weeks, we are usually able to have the entire credentialing process completed and the professional ready to start the assignment. In 2018, Sunbelt's professionals worked 474,488.70 hours providing nursing services. Please see the table below which provides a breakdown of those placements by discipline.

NURSE PRACTITIONER	2651.75
NURSING	530.25
NURSING - CASE MANAGEMENT	104
NURSING - CATH LAB RN	7528.03
NURSING - CCU NURSE	7068.48
NURSING - CERTIFIED OR TECH	721.75
NURSING - CNA (NURSING ASST.)	63302
NURSING - CORRECTIONAL	1500
NURSING - CRNA	248
NURSING - CVOR NURSE	4584.85
NURSING - CVOR TECH	6241.29
NURSING - DIALYSIS	1163.3
NURSING - EMERGENCY ROOM NURSE	73038.5





NURSING - ENDO / GI	796
NURSING - HEALTH SERVICE WORKR	486.75
NURSING - HOME HEALTH NURSE	43550.62
NURSING - ICU NURSE	32479.92
NURSING - INT. RADIOLOGY	1608.27
NURSING - LONG TERM CARE	2553.17
NURSING - LPN	33475.44
NURSING - LTAC	282
NURSING - MED SURG NURSE	55579.93
NURSING - MEDICAL ASSISTANT	1524.75
NURSING - NICU NURSE	2198.5
NURSING - ONCOLOGY RN	98.5
NURSING - OPERATING ROOM NURSE	28788.58
NURSING - OR TECH	48895.14
NURSING - PACU RN	1096.66
NURSING - PCU	681.5
NURSING - PCU NURSE	5562.41
NURSING - PEDIATRICS	1368.79
NURSING - PICU NURSE	152.25
NURSING - RADIOLOGY	3903.58
NURSING - REHAB	698.25
NURSING - RNFA	285.5



NURSING - SICU NURSE	3325.25
NURSING - STERILE PROCESS TECH	12342.25
NURSING - SURGICAL ASSIST	3094.6
NURSING - TELEMETRY	6431.5
NURSING - TRAIGE NURSE	1026.25
NURSING PSYCHIATRIC NURSE	5162.75
<b>TOTAL</b>	<b>474,488.70</b>

## Staffing Program Recruiting

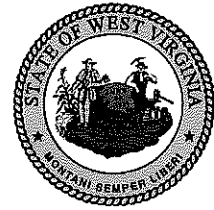
Our growth and unparalleled client list are evidence that Sunbelt is competing differently in the staffing arena. We consider our recruiting and screening methods the backbone of our business.

Our staff is comprised of industry professionals who play support and point roles for our clients and candidates. We retain a large contingent of experienced recruiting consultants with specific recruiting and employment law training. They are community leaders and proven achievers whose integrity and experience set them apart from the typical. Our consultants are cross-trained by specialty to better understand the nuances of each department.

Sunbelt matches our best candidates to your requirements. To identify a prime match, we consider all aspects of the job requirements gathered from the client's request, such as:

- Years of experience
- Specific skill sets for the position
- Professional certifications
- Ability to complete the assignment

Our representatives are trained to clearly and accurately query our clients regarding assignment length, work location, hours, titles and number of positions. We will respond to any changes in assignment specifications upon notification by the State of West Virginia. Once we receive the assignment details, we enter the work order



into our recruiting database and immediately begin the recruiting and screening process.

Some of our recruitment sources include:

- Advertising
- Bilingual/minority recruiting
- College career centers
- Community resources
- Consultant referrals
- Job fairs and open houses
- Networking
- Source recruiting
- Sunbelt's website job board
- State job services

### ***Interview Process***

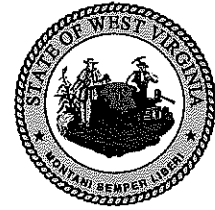
After recruiting a pool of promising candidates, we conduct pre-screen interviews of approximately 20 minutes. During this interview, our national account manager assesses candidates' technical skills and overall suitability as they relate to the position requirements. Our national account manager also determines the candidates' motivations for pursuing a new position, financial expectations and geographic limitations and non-technical skills.

Our in-person screening interview covers past and current positions, expectations and preferences. During this time, we communicate the specific needs of the client to the candidate. Probing questions, seeking detail and substantiation, reveal the true depth of the candidate's skill level. The candidate must also demonstrate a commitment to take the engagement if it is offered, as well as a commitment to stay on the engagement for the duration of the contract.

To confirm that a candidate has a strong history of job performance, we check a minimum of two (2) previous or current professional references for each consultant we hire. These references must reveal positive remarks regarding, work habits, attendance and technical and interpersonal skills. As we respect an individual's need for confidentiality while securing new employment, we may rely on previous employment references rather than the current employer. At the client's request, candidate references are submitted to the client along with the candidate's resume and profile sheet. Our entire screening and hiring process, from the receipt of an application to the extension of a job offer, is thoroughly documented.

### ***RECRUITING FOR TODAY'S GENERATION***

As one of the largest healthcare staffing firms in the world, we know our key to success lies with our ability to attract and retain top talent. In a competitive market characterized by perpetual change and growth, we combine our proven recruiting practices with innovative recruitment techniques, bolstered by our pervasive internet



presence, to catch the attention of the resources you need to keep your business moving forward.

Evolving with the world around them, our account managers have gone viral. By utilizing social media sites, such as Facebook, Twitter, YouTube and LinkedIn, account managers can connect with candidates on a personal level, making it easier than ever to place them in ideal opportunities.

## Credentialing Process

Sunbelt has a Credentialing Department whose sole purpose is to keep our healthcare professionals fully credentialed and able to work. Each healthcare provider (HCP) must submit a series of documents including licenses, certifications, health screening, OSHA and HIPAA training, etc. for meeting both Sunbelt's and the contracted facility's employment requirements. Passing scores for all OSHA and HIPAA training are set at 80%. Once received in full, the file is scanned and stored electronically on a secure hard drive which is subject to daily backup.

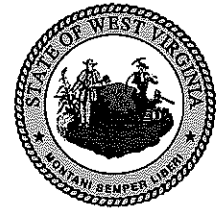
The completed credentialing file is submitted to the appropriate contact for the client facility within three days of the assignment start date or by the date required by the client. Credentials included in the file meet those requirements of the client based upon signed contracts and additional documentation, if applicable.

The Credentialing Department utilizes an internal computer system which allows for the tracking of expiring documents within 90 days of the expiration. Notices are sent to the HCP on a scheduled pace until the renewed document has been received. Each HCP is educated on the importance of keeping the documentation up to date and are required to sign a statement of understanding regarding our Expired Documents Policy.

## SKILLS TESTING

Sunbelt uses Prophecy Healthcare (formerly NurseTesting.com) to assess the clinical skill levels and knowledge of our healthcare professionals. Prophecy offers more than 225 assessments spanning the most common clinical specialties and covers nationally validated exam content. We measure the skill levels and critical thinking capabilities of our consultants to ensure successful placements with every client. Some of the Prophecy exam areas in which we test proficiency are listed below.

Nursing	Allied Health	Home Health	Annual Modules
Cardiac Cath Lab	Certified Surg Tech/Certified Scrub Tech	Clinical	Advanced Care Planning
CNA	CT Scan Tech	Home Health	Ethics
Critical Care	Medical Assistant	Medication	Fire Safety



LPN	OT	Nasal/Tracheal Suction	HIPAA
Medical-Surgical	PT	Pediatric Ventilator	Joint Commission Requirements
NICU	Phlebotomy	Vent/Trach Management	NPSG
RN/RN Pharmacology	Rad Tech/X-ray Tech	Wound Care	OSHA

Additionally, we use Prophecy's precision skills checklists that highlight the years of proficiency. Some of the clinical specialty checklists used are listed below.

CAT Technologist	SCAN	LPN	PEDS	CAT Technologist	SCAN
CNA		Medical/Surgical	Physical Therapist	CNA	
Critical Care		NICU	PICU	Critical Care	
Dialysis		PACU	Post Partum	Dialysis	
ER		Oncology	Psychiatric	ER	
Geriatric/LTC		Operating Room	Telemetry	Geriatric/LTC	
Labor & Delivery		Nuclear Medicine Technologist	X-ray/Rad Tech	Labor & Delivery	

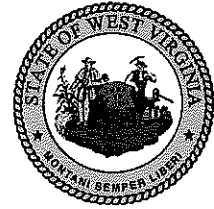
## Training Policy

At Sunbelt, we believe extended education of our employees is the key to providing the best outcomes for

The ongoing education of Sunbelt's employees and consultants plays a key role in providing quality services to our clients. We encourage our staff to keep up-to-date on the ever-changing special education and healthcare fields. We also provide resources to help them increase their knowledge base. In addition, we implement proficiency testing to determine our nurses and other healthcare professionals' skill level within their specialty and assesses their capacity to utilize and apply their knowledge to deliver safe and effective services.

We compensate our nurses for up to eight hours of facility-specific orientation before beginning their assignment. We also work closely with clients to determine the appropriate training program for our employees. We encourage our clients to provide pertinent written materials, forms, assessments and videotapes so we may share them with our nurses.

Sunbelt also offers a CEU (Continuing Education Unit) reimbursement program to each healthcare provider to promote quality improvement at all levels of the organization.



Throughout tenure with Sunbelt, continuous evaluation is performed and documented to ensure quality care is consistent with today's ever-changing standards and to comply with applicable regulations and requirements.

## Required Forms

**Designated Contact/Certification  
& Signature  
Pricing Page  
Purchasing Affidavit  
Disclosure of Interested Parties  
Certificate of Insurance**

Please see the following pages for the completed forms.

**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.

Whitney Shaw Department Manager  
(Name, Title)  
Whitney Shaw, Department Manager  
(Printed Name and Title)  
3687 Tampa Road, STE 200, Oldsmar, FL 34677  
(Address)  
813.792.3423  
(Phone Number) / (Fax Number)  
whitney.shaw@sunbeltstaffing.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.

Sunbelt Staffing, LLC  
(Company)  
Whitney Shaw, Department Manager  
(Authorized Signature) (Representative Name, Title)  
Whitney Shaw, Department Manager  
(Printed Name and Title of Authorized Representative)  
8/9/19  
(Date)  
813.792.3423  
(Phone Number) (Fax Number)





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 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 §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: Sunbelt Staffing, LLC

Authorized Signature: *Whitney Rose* Date: 8/9/19  
~~7/9/19~~

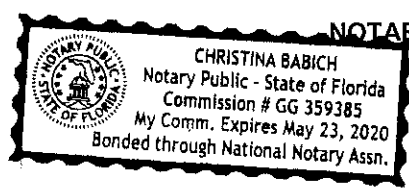
State of Florida

County of Duval, to-wit:

Taken, subscribed, and sworn to before me this 9 day of August, 2019.

My Commission expires 5/23, 2020

**AFFIX SEAL HERE**



**NOTARY PUBLIC**

*[Handwritten Signature]*

## West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Sunbelt Staffing, LLC Address: 3687 Tampa Road, STE 200  
Oldsmar, FL 34677

Authorized Agent: Whitney Shaw Address: \_\_\_\_\_

Contract Number: CRFQ BVH2000000004 Contract Description: Temp LPN Staffing

Governmental agency awarding contract: State of West Virginia

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: Whitney Shaw Date Signed: 8/9/19  
7/9/19

**Notary Verification**

State of Florida, County of Duval:

I, Whitney Shaw, 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 9 day of August, 2019

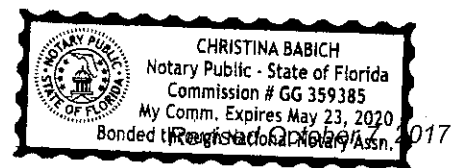
[Signature]  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/02/2019

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).

<b>PRODUCER</b> Marsh USA, Inc. 1166 Avenue of the Americas New York, NY 10036 Attn: Adecco.certs@Marsh.com Fax: 212-948-0018	<b>CONTACT NAME:</b> ..	
	<b>PHONE (A/C No. Ext):</b>	<b>FAX (A/C No.):</b>
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A : AXA Insurance Company</b>		33022
<b>INSURER B : National Union Fire Insurance Co Of Pittsburgh</b>		19445
<b>INSURER C : Insurance Company of the State of Pennsylvania</b>		19429
<b>INSURER D : New Hampshire Insurance Company</b>		23841
<b>INSURER E : American Home Assurance Company</b>		19380
<b>INSURER F : Hartford Fire Insurance Company</b>		19682

**COVERAGES**                      **CERTIFICATE NUMBER:** NYC-010704947-01                      **REVISION NUMBER:** 2

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>CONTRACTUAL LIABILITY</b>  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X X	PCS002071(19)	01/01/2019	01/01/2020	EACH OCCURRENCE	\$ 2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 2,000,000
						GENERAL AGGREGATE	\$ 4,000,000
						PRODUCTS - COMP/OP AGG	\$ 4,000,000
							\$
B	<b>AUTOMOBILE LIABILITY</b>		CA 9767446 (AOS)	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
B	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		CA 9767445 (FL)	01/01/2019	01/01/2020	BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X X	XS002072(19)	01/01/2019	01/01/2020	EACH OCCURRENCE	\$ 5,000,000
						AGGREGATE	\$ 5,000,000
							\$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>		WC 46912850 (AOS)	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
E	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	WC 46912851 (CA)	01/01/2019	01/01/2020	E.L. EACH ACCIDENT	\$ 2,000,000
C	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC 46912852 (FL)	01/01/2019	01/01/2020	E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
			CONTINUED ON ACORD 101			E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
F	<b>E&amp;O / PROFESSIONAL LIABILITY</b>		10 HH 0326579 19	01/01/2019	01/01/2020	EA. CLAIM/AGGREGATE	5,000,000
						SIR:	500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 State of West Virginia is/are included as additional insured (except workers' compensation, auto liability and crime) where required by written contract. General Liability is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract. Waiver of subrogation is applicable where required by written contract. The Workers' Compensation policy includes an Alternate Employer endorsement.  
 State of West Virginia is/are included as Loss Payee regarding Crime Policy where required by written contract.

<b>CERTIFICATE HOLDER</b>  State of West Virginia Attention: BVH2000000004 2019 Washington Street East Charleston, WV 25305-0130	<b>CANCELLATION</b>  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 of Marsh USA Inc.  Manashi Mukherjee <i>Manashi Mukherjee</i>

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AGENCY CUSTOMER ID: CN101540284

LOC #: New York



**ADDITIONAL REMARKS SCHEDULE**

Page 2 of 2

AGENCY Marsh USA, Inc.		NAMED INSURED Sunbelt Staffing, LLC 3687 Tampa Road, Suite 200 Oldsmar, FL 34677	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance**

WORKERS COMP CONTINUED:

INSURER: NEW HAMPSHIRE INSURANCE COMPANY

POLICY NUMBER: WC 46912853

STATES: MA, ND, WA, WI, WY

POLICY PERIOD: 01/01/2019 - 01/1/2020

LIMITS:

EL EACH ACCIDENT: \$1,000,000

EL DISEASE: \$1,000,000

EL DISEASE - EACH EMPLOYEE: \$1,000,000

EXCESS WORKERS COMP-OHIO ONLY:

INSURER: NATIONAL UNION FIRE INSURANCE COMPANY OF PA

POLICY NUMBER: XWC 5565586

POLICY PERIOD: 01/01/2019 - 01/01/2020

LIMITS:

SIR: \$3,000,000

EL EACH ACCIDENT: \$1,000,000

EL DISEASE: \$1,000,000

EL DISEASE - EACH EMPLOYEE: \$1,000,000

CYBER:

INCLUDING NETWORK SECURITY

PRIVACY EVENT EXPENSE

POLICY NUMBER: USF00034019

CARRIER: ALLIANZ UNDERWRITERS INSURANCE COMPANY

POLICY PERIOD: 01/01/2019 - 01/01/2020

LIMIT: \$5,000,000

DEDUCTIBLE: \$250,000

CRIME:

WITH THIRD PARTY COVERAGE

POLICY NUMBER: CRM1008415-04

CARRIER: ZURICH AMERICAN INSURANCE COMPANY

POLICY PERIOD: 04/08/2019- 04/08/2020

LIMIT: \$10,000,000