



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 4

List View

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

Procurement Folder: 855530

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0613

Vendor ID: 000000109245

SO Doc ID: VNF2100000020

Legal Name: JAYKAY INC

Published Date: 3/17/21

Alias/DBA: JAYKAY INC

Close Date: 3/25/21

Total Bid: \$227.44

Close Time: 13:30

Response Date: 03/25/2021

Status: Closed

Response Time: 12:42

Solicitation Description: Addendum No. 1  
Direct Care Nursing Staffing Services

Responded By User ID: MichelleMc

Total of Header Attachments: 4

First Name: Michelle

Total of All Attachments: 4

Last Name: McCatty

Email: mmccarty@jaykaymedicalsta

Phone: 8004425441



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 855530  
**Solicitation Description:** Addendum No. 1  
 Direct Care Nursing Staffing Services  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-03-25 13:30	SR 0613 ESR03252100000006612	1

**VENDOR**  
 000000109245  
 JAYKAY INC

**Solicitation Number:** CRFQ 0613 VNF2100000020  
**Total Bid:** 227.439999999999977262632455 **Response Date:** 2021-03-25 **Response Time:** 12:42:47  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Registered Nurse weekday rate				44.98

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:**

**Extended Description:**

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Registered Nurse weekend rate				49.98

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:**

**Extended Description:**

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	LPN weekday rate				35.49

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:**

**Extended Description:**

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	LPN weekend rate				40.49

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:**

**Extended Description:**

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	CNA weekday rate				26.25

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:**

**Extended Description:**

See Attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	CNA weekend rate				30.25

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:**

**Extended Description:**

See Attached



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

State of West Virginia  
 Centralized Request for Quote  
 Service - Prof

<b>Proc Folder:</b> 855530			<b>Reason for Modification:</b> Addendum No. 1
<b>Doc Description:</b> Addendum No. 1 Direct Care Nursing Staffing Services			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-03-17	2021-03-25 13:30	CRFQ 0613 VNF210000020	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 000000109245  
**Vendor Name :** Jaykay Services Inc. dba Jaykay Medical Staffing  
**Address :** 2054  
**Street :** Classique Lane  
**City :** Tavares  
**State :** FL **Country :** USA **Zip :** 32778  
**Principal Contact :** Michelle McCarty  
**Vendor Contact Phone:** 800-442-5441 **Extension:** 122

**FOR INFORMATION CONTACT THE BUYER**  
 David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

**Vendor Signature X** *Michelle McCarty* **FEIN#** 20-0131316 **DATE** March 24, 2021

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

**ADDITIONAL INFORMATION**

Addendum No. 1

1. To respond to vendor questions that are attached.
2. Bid opening remains on 3/25/2021 at 1:30 pm EST.

No other changes.

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WW 26301	CLARKSBURG	WW 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Registered Nurse weekday rate	7800		\$44.98/hr	\$350,844.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WW 26301	CLARKSBURG	WW 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Registered Nurse weekend rate	3,000		\$49.98/hr	\$149,940.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**

See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WW 26301	CLARKSBURG	WW 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	LPN weekday rate	22,000		\$35.49/hr	\$780,780.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**  
See Attached

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG	WW 26301	CLARKSBURG	WW 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	LPN weekend rate	9,000		\$40.49/hr	\$364,410.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**  
See Attached



INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG                      WW    26301 US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY  CLARKSBURG                      WW    26301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	CNA weekday rate	25,000		\$26.25/hr	\$656,250.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**  
See Attached

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG                      WW    26301 US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY  CLARKSBURG                      WW    26301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	CNA weekend rate	10,000		\$30.25/hr	\$302,500.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**  
See Attached

<b>SCHEDULE OF EVENTS</b>
---------------------------

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due 2:00 pm EST	2021-03-16

	Document Phase	Document Description	Page
VNF210000020	Draft	Addendum No. 1 Direct Care Nursing Staffing Services	5

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## **CRFQ VNF21\*20**

### **Addendum No. 1**

#### **Questions:**

- Q1. Please provide the current vendor(s) providing the service and the billable rates for each service.
- A1. This is public knowledge and can be seen on the Purchasing website.
- Q2. What is the estimated value of this RFP? If unknown, please specify previous spending. What will be the estimated annual budget (Spend) of this contract?
- A2. \$4 million over the span of 4 years including all vendors, which equates to \$1 million per year.
- Q3. Is this solicitation for contract assignments (13/26 week) or per diem healthcare professionals or a combination of both?
- A3. 13/26-week contracts would be accepted for filling shifts. No per diem.
- Q4. Is there a formal Orientation? If so, is it billable and at what rate? If so, how long is the Orientation period?
- A4. Yes, three 8-hour days. It is billable to regular weekday rates.
- Q5. What is the estimated number of HCPs needed for each discipline during a 1-year period?
- A5. This varies.
- Q6. Will job descriptions for each discipline be provided upon award of the contract?
- A6. Yes
- Q7. What is the turnaround time for approval from a candidate being submitted to a facility for a staffing need to the time the Contractor hears that the candidate is or is not accepted?
- A7. A couple of days normally.
- Q8. What type uniform is the healthcare professional required to wear for each facility?
- A8. Scrub pants and tops, these will not be provided by the facility.
- Q9. Will our RNs ever be asked to perform Charge Nurse duties, and if so, is this billable at a separate rate?
- A9. RNs will be RN supervisors and no there is no separate rate.
- Q10. How many estimated overtime hours were in the last 3-year contract, per year?
- A10. We do not have this readily available currently.

**Q11. Can you confirm if these positions will be offered 36 + hours per week and/or contracts (13 week Full-time assignments and/or Blocked Scheduling)?**

**A11. No guarantee, shifts vary depending on needs**

**Q12. Can you confirm if Travelers are allowed with guaranteed hours?**

**A12. These are traveling nurses who have a WV license, we would accept travelers with a WV license but cannot guarantee hours.**

**Q13. Would you like a breakdown of our costs listed under 4.3.6?**

**A13. No.**

**Q14. Will all “technically” acceptable responses be included in the awards vs. 3 vendors per modality so we can ensure facility coverage? How many vendors/agencies department has been planning to select under the contract?**

**A14. No. Only 3 vendors will be awarded.**

**Q15. Does the Facility authorize a competitive nature for contractor employees between the three companies while staff is working in WVVNF? Currently, the facility allows staff to stop working for the lowest bidder and move to the highest bidder, will this continue?**

**A15. Yes, there is nothing the facility can legally do to prevent Vendor’s staff from changing jobs.**

**Q16. In Section 1: The State clearly indicates this contract is to work differently. “This contract will be different in that WVVNF will be working directly with the Staffing Agency’s employees regarding their schedules”. Yet, in Section 4.3.14 it is indicated “If the Staffing Agency is unable to back-fill a position, they will be subject to a reduction of pay for those hours left unfilled. The dollar amount will be determined by the rate of pay for the specialty multiplied by the number of hours unfilled. This amount will be deducted from the Staffing Agency’s weekly invoice.”**

**If the Facility is contacting agency Staff Direct, which muddles around a Borrowed Employee giving WVVNF Management oversight and control, how can the Agency be subject to backfilling when WVVNF defines in Section 1, it is working directly with staffing agency employees regarding the schedule? Based on Section 1, the agency would not know the schedule of the employee until the timesheet arrives removing the agencies’ ability to manage employees and ensure coverage for shifts are maintained.**

**A16. Schedules will be completed at least monthly prior to the next period of work. Staffing agency will therefore be aware of any time off that is requested in advance. Staffing agency will be responsible for providing back-fill for any time off, scheduled or not. See Sections 4.3.13, 4.4.1, 4.4.2, 4.4.3.**

- Q17. Is this a re-compete RFP? If yes, -
- a) Could you please share the name of the Current Suppliers (who are currently providing services to the Agency)?
  - b) Could you please share the current Supplier's pricing and Proposals?
  - c) When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?
  - d) Can you please share the no. of positions served in previous years under this contract?
  - e) How many resources are currently engaged in the current contract?
  - f) Can you please share the amount of business each vendor did under this contract in previous years?

A17. Answer is Yes

- a. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.
- b. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.
- c. Existing contract started 5/01/2017. Annual spend approximately \$1.4 million per year since.
- d. RN, LPN, CAN.
- e. Currently, there are 5 vendors contracted.
- f. Approximately \$1.4 million per year across all vendors.

Q18. Are there any local preference for this contract?

A18. No.

Q19. What will be the estimated annual budget for this project?

A19. Estimated \$1.4 million annually.

Q20. How many positions we can expect under this contract throughout the given term?

A20. Depends on your rates. We will contract with lowest rate first. If they cannot provide the service, we'll then go on to the next lowest rate.

Q21. How many vendors agency is planning to select?

A21. Three.

Q22. Will it be a 13-week assignment or longer?

A22. The assignments are ongoing depending on the need. The direct care worker schedules vary with the state staff and what the needs are that the agency would need to provide coverage.

- Q23. Do we need to provide a crisis rate besides the regular rate?
- A23. No. We will not pay a crisis rate.
- Q24. Do we need to provide Bill Rate including Mark-Ups and Taxes or do we need to provide candidate pay rate including taxes? Please confirm.
- A24. Bill rate including mark-ups and taxes.
- Q25. Shift differential in section 2.16- Please confirm start and end time of the weekend shift differential.
- A25. Starts at midnight Friday night, ends at midnight Sunday night.
- Q26. Reduction in pay section 4.314 if agency is unable to backfill a position for hours left unfilled. It says amount will be deducted from agency's weekly invoice. Please elaborate, does this mean we do not get paid for the hours not worked or will we be getting deducted the hours/dollar amount not worked on any selected invoice?
- A26. Invoices are to be submitted on a weekly basis. If there are hours that were not backfilled, the hours/amount not backfilled will be deducted from a staffing agency invoice.
- Q27. The contract mentions in 4.3.3 that all employees need 30 hours of Alzheimer training and 8 hours annually, is this paid for by the VNF?
- A27. Yes, the hours the employee attends required training will be paid.
- Q28. Schedule- will Sunbelt be sent a schedule to fill in the open shifts left or will the VNF be sending out shift needs and creating the schedule in house?
- A28. We will work with the staffing agencies and/or their employees to fill shift needs. Staffing agencies will be copied on schedules at least weekly.
- Q29. Scorecard- how will agencies be scored on performance?
- A29. Staffing agencies will be scored on their ability to meet all specifications.
- Q30. Is there will be any preference given to the local candidates?
- A30. No preference will be given based on location of the staffing agency.
- Q31. Is a bid re-compete of an ongoing contract? If yes, then please share the details of the incumbents?
- A31. Yes, however, requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.
- Q32. How many temporary resources are currently engaged in the current contract?
- A32. Currently 5 vendors.

- Q33. Please also provide the bifurcation of the resources supplied by each incumbent.**
- A33. Requesting copies of previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.**
- Q34. When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception?**
- A34. Existing contract started 5/01/2017. Annual spend approximately \$1.4 million per year since.**
- Q35. Is there any defined Not-To-Exceed(NTE) budget of this bid for the base term?**
- A35. No.**
- Q36. Is there any specific certificate required to bid on this RFQ?**
- A36. No certificate is required to bid. See specifications for requirements for award.**

**SOLICITATION NUMBER: CRFQ – VNF2100000020**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as CRFQ VNF2100000020 (“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
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To answer technical questions.
2. Bid open remains the same.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**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 VNF210000020**

**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 that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Jaykay Services Inc. dba Jaykay Medical Staffing  
Company

Michelle McCarty

Authorized Signature

March 24, 2021

Date

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



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

State of West Virginia  
 Centralized Request for Quote  
 Service - Prof

<b>Proc Folder:</b> 855530		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Addendum No. 1 Direct Care Nursing Staffing Services		Addendum No. 1	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-03-17	2021-03-25 13:30	CRFQ 0613 VNF2100000020	2

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** 000000109245  
**Vendor Name :** Jaykay Services Inc. dba Jaykay Medical Staffing  
**Address :** 2054  
**Street :** Classique Lane  
**City :** Tavares  
**State :** FL **Country :** USA **Zip :** 32778  
**Principal Contact :** Michelle McCarty  
**Vendor Contact Phone:** 800-442-5441 **Extension:** 122

**FOR INFORMATION CONTACT THE BUYER**

David H Pauline  
 304-558-0067  
 david.h.pauline@wv.gov

**Vendor Signature X** *Michelle McCarty* **FEIN#** 20-0131316 **DATE** March 24, 2021

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**ADDITIONAL INFORMATION**

Addendum No. 1

1. To respond to vendor questions that are attached.
2. Bid opening remains on 3/25/2021 at 1:30 pm EST.

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US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Registered Nurse weekday rate	7800		\$44.98/hr	\$350,844.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**

See Attached

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Registered Nurse weekend rate	3,000		\$49.98/hr	\$149,940.00

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US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	CNA weekend rate	10,000		\$30.25/hr	\$302,500.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**

See Attached

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due 2:00 pm EST	2021-03-16

	Document Phase	Document Description	Page
VNF210000020	Final	Addendum No. 1 <input type="checkbox"/> Direct Care Nursing Staffing Services	5

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



**JAYKAY MEDICALSTAFFING**

**Connecting Top Talent with Careers They Desire,**

**And Clients with Their Next Great Hire!**



Jaykay Medical Staffing

**2054 Classique Lane, Tavares, FL 32778 \*Ph: 800-442-5441 X105 \* Fax: 800-805-9016**

Website: [www.jaykaymedicalstaffing.com](http://www.jaykaymedicalstaffing.com)

Email: Michelle McCarty, Proposal Writer, [mmccarty@jaykaymedicalstaffing.com](mailto:mmccarty@jaykaymedicalstaffing.com) 800-442-5441 X122 or

Purity Ndolo, President & CEO, [Pndolo@jaykaymedicalstaffing.com](mailto:Pndolo@jaykaymedicalstaffing.com) 800-442-5441 X101

Proposal Submitted To: State of West Virginia, Charleston

Bid/Solicitation Name: Direct Care Nursing Staffing Services

RFP# 0613 VNF2100000020 Due Date: March 25 1:30 PM



March 24, 2021

Re: RFP# 0613 VNF2100000020

State of West Virginia  
Department of Administration Purchasing  
Division  
Proposal #0613 VNF2100000020  
Attn: David H Pauline [david.h.pauline@wv.gov](mailto:david.h.pauline@wv.gov)  
2019 Washington St E  
Charleston, WV 25305

Jaykay Medical Staffing has successfully been providing talent recruitment for more than 15 years, with recruiters with more than 25 years of experience, specializing in the placement of licensed healthcare professionals across the United States. We have offices in Orlando and California, and we are well suited to meet your staffing needs.

We are pleased to present this proposal to the State of West Virginia Department of Administration Purchasing. Jaykay Medical Staffing is a quality search firm and our targeted recruiting methods and thorough screening process will provide you with exceptional Direct Care Nursing Staffing Services for the State of West Virginia Department of Administration Purchasing **in Charleston, as outlined in the RFP# 0613 VNF2100000020.**

Jaykay Medical Staffing is ready to implement services within one week of being awarded the bid.

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

Jaykay Medical Staffing has a long history of placing healthcare professionals including LPNs, RNs, Pharmacists, Licensed Clinical Social Workers, Licensed Therapists, Physicians and many more medical personnel with our clients seeking highly devoted, experienced and motivated temporary staffing candidates. We already have several clients in several states, and we look forward to the opportunity to serve you and continuing a long and rewarding relationship with the State of West Virginia Department of Administration Purchasing Division. I hope you find this proposal thorough having addressed everything requested in the IFB document. Jaykay Medical Staffing is ready to help you with "Your Next Great Hire."

Michelle McCarty, Proposal Writer  
Jaykay Medical Staffing  
2054 CClassique Lane  
Tavares, FL 32778  
800-442-5441 X122, [mmccarty@jaykaymedicalstaffing.com](mailto:mmccarty@jaykaymedicalstaffing.com)





## Supporting Special Needs

Jaykay Medical Staffing wishes to help provide qualified, professional, efficient, Direct Care Nursing Staffing Services , on an as needed basis, to support the State of West Virginia Department of Administration Purchasing in Charleston. At Jaykay Medical Staffing, it is our goal to connect top candidates with the careers they desire and deliver to our client's their Next Great Hire! It is the nature of healthcare professionals to want to jump into action and care for those in need. We are committed to finding you the nursing professionals you need to care for your patients.

## Advertising / Marketing Open Positions

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

## Always On Call

When our offices are closed, we are always available through our 800-442-5441 X106 On-Call number.



## Credentialing and Competency Tests and Assessment

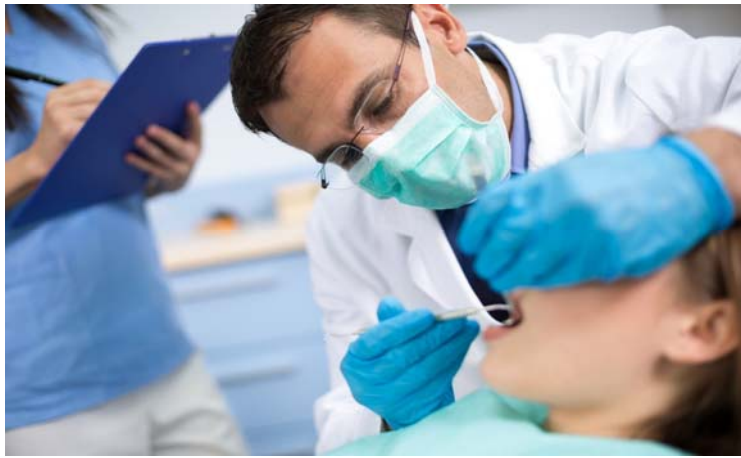
Jaykay Medical Staffing assesses, and documents clinical staff competence based on the techniques, procedures, technology, and skills needed to provide care, treatment, and services to the populations served. Jaykay Medical Staffing's initial assessment of clinical privileges and credentials and competencies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

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

We will complete any and all routine Livescan **background checks, including a fingerprint scan and criminal history background checks, and obtain Department of Justice Background clearance for all Direct Care Nursing Staffing Services performing work with the State of West Virginia Department of Administration Purchasing.** Each candidate will also provide at least 2 verifiable employment references.

We acknowledge all staff must possess professional licensing and registration requirements for the State of West Virginia. All temp staff will abide by all ordinances and laws pertaining to their operation and conduct all services in accordance with industry standards of care.

Jaykay Medical Staffing has the appropriate general liability, professional liability & Worker's Compensation coverage.



## Extensive Databank of Qualified Candidates

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

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

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

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

We will search our expansive networks, recruit top talent that meet your specifications, and conduct the required and extensive screenings, and ultimately presenting you with the best and most qualified candidates for the Direct Care Nursing Staffing Services *needs at the State of West Virginia Department of Administration Purchasing.*

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



## Meet Our Team

### PRESIDENT & CEO

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

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

### CHIEF OPERATING OFFICER

Ezra Ndolo is the Chief Operations Officer at Jaykay Medical Staffing with more than 30 years of recruiting across the states. He provides leadership and management oversight to the operational controls and reporting procedures to ensure the mission objectives are met as well as the financial strength and operating efficiency of the company. Ezra conducts site visits and attends pre-bid conferences upon request by clients. Additionally, Mr. Ndolo brings a unique perspective with more than 35 years of experience as a Registered Licensed Occupational Therapist (OTR) in the patient care arena.

### PROPOSAL WRITER

Michelle McCarty is the Proposal Writer for Jaykay Medical Staffing. Michelle has more than 15 years of bid experience. As Jaykay Medical Staffing's Proposal Writer, Michelle delivers attentive and exceptional customer service to our providers and project managers while processing our client proposals.



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

#### RECRUITING DEPARTMENT - CARIN KETCHUM

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

#### RECRUITING DEPARTMENT - Shane Davies

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

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

#### Equal Opportunity Employer

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



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

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

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

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



## REFERENCES

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

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INDUSTRY: Hospital  
CLIENT: Bon Secours Mary Immaculate Hospital  
ADDRESS: 3636 High St., Portsmouth, VA 23707  
CONTACT NAME: Tamra Shafer, Staffing Office, Nursing Administration  
PHONE: 757-633-2148 EMAIL: [tamra\\_shafer2@bshsi.org](mailto:tamra_shafer2@bshsi.org)  
VALUE OF SERVICE: \$500,000 Per Year

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INDUSTRY: State Hospital  
CLIENT: Department of Health And Human Services, WV  
ADDRESS: 1530 Norway Ave, Huntington, WV 25705  
CONTACT NAME: Sheridan Adkins, HR Assistant  
PHONE: 304-545-7801 ext.627 EMAIL: [Sheridan.j.adkins@wv.gov](mailto:Sheridan.j.adkins@wv.gov)  
VALUE OF SERVICE: \$800,000 Per Year

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INDUSTRY: Government Facility  
CLIENT: West Virginia Veterans Nursing Facility  
ADDRESS: One Freedom Way, Clarksburg, West Virginia 26301  
CONTACT NAME: Marianne Helm RN, Nurse Director 11/DON  
PHONE: 304-626-1600 Xt. 3030 EMAIL: [marianne.s.helm@wv.gov](mailto:marianne.s.helm@wv.gov)  
VALUE OF SERVICE: \$2,500,000 Per Year

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## *State of Florida Department of State*

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

The document number of this corporation is F04000006237.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on October 14, 2019, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Eighteenth day of March, 2020*



*Ronald R. Lee*  
Secretary of State

Tracking Number: 9952939382CU

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

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





## JAYKAY MEDICAL STAFFING IS THE RIGHT CHOICE

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

CORRECTIONAL FACILITIES

YOUTH CORRECTIONAL FACILITIES

BEHAVIORAL HEALTH FACILITIES

VETERANS FACILITIES & HOSPITALS

GOVERNMENT AGENCIES

INPATIENT & OUTPATIENT CLINICS

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



## Proposal Approval Sheet

Bid Solicitation Name: State of West Virginia Department of Administration Purchasing

Direct Care Nursing Staffing Services

RFP #: 0613 VNF2100000020

Proposal Due Date: 3/25/2021 1:30 PM

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

*Purity M Ndolo*

Purity Ndolo, President & CEO

Jaykay Medical Staffing

Date 3/24/2021

*Michelle McCarty*

Michelle McCarty, Proposal Writer

Jaykay Medical Staffing

Date 3/24/2021


**Exhibit A - CRFQ VNF21\*20**

**Direct Care Nursing Staffing Pricing Page**

Item No.	Description Of Services	Estimated Hours Per Contract Year	Hourly Rate/ Unit Price	Extended Total
	<b>Base Year One</b>			
	<b>Registered Nurse Shifts - Base Year One</b>			
1	Weekday Rate	7,800	\$ 44.98	\$ 350,844.00
2	Weekend Rate	3,000	\$ 49.98	\$ 149,940.00
	<b>Licensed Practical Nurse Shifts - Base Year One</b>			
4	Weekday Rate	22,000	\$ 35.49	\$ 780,780.00
5	Weekend Rate	9,000	\$ 40.49	\$ 364,410.00
	<b>Certified Nursing Assistant Shifts - Base Year One</b>			
7	Weekday Rate	25,000	\$ 26.25	\$ 656,250.00
8	Weekend Rate	10,000	\$ 30.25	\$ 302,500.00
	<b>Renewal Year One</b>			
	<b>Registered Nurse Shifts - Renewal Year One</b>			
10	Weekday Rate	7,800	\$ 45.73	\$ 356,694.00
11	Weekend Rate	3,000	\$ 50.73	\$ 152,190.00
	<b>Licensed Practical Nurse Shifts - Renewal Year One</b>			
13	Weekday Rate	22,000	\$ 36.24	\$ 797,280.00
14	Weekend Rate	9,000	\$ 41.24	\$ 371,160.00
	<b>Certified Nursing Assistant Shifts - Base Year One</b>			
16	Weekday Rate	25,000	\$ 27.00	\$ 675,000.00
17	Weekend Rate	10,000	\$ 31.00	\$ 310,000.00
	<b>Renewal Year Two</b>			
	<b>Registered Nurse Shifts - Renewal Year Two</b>			
19	Weekday Rate	7,800	\$ 46.48	\$ 362,544.00
20	Weekend Rate	3,000	\$ 51.48	\$ 154,440.00
	<b>Licensed Practical Nurse Shifts - Renewal Year Two</b>			
22	Weekday Rate	22,000	\$ 36.99	\$ 813,780.00
23	Weekend Rate	9,000	\$ 41.99	\$ 377,910.00
	<b>Certified Nursing Assistant Shifts - Renewal Year Two</b>			
25	Weekday Rate	25,000	\$ 27.75	\$ 693,750.00
26	Weekend Rate	10,000	\$ 31.75	\$ 317,500.00

Continued on Next Page

Renewal Year Three				
<b>Registered Nurse Shifts - Renewal Year Three</b>				
28	Weekday Rate	7,800	\$ 47.23	\$ 368,394.00
29	Weekend Rate	3,000	\$ 52.23	\$ 156,690.00
<b>Licensed Practical Nurse Shifts - Renewal Year Three</b>				
31	Weekday Rate	22,000	\$ 37.74	\$ 830,280.00
32	Weekend Rate	9,000	\$ 42.74	\$ 384,660.00
<b>Certified Nursing Assistant Shifts - Renewal Year Three</b>				
34	Weekday Rate	25,000	\$ 28.50	\$ 712,500.00
35	Weekend Rate	10,000	\$ 32.50	\$ 325,000.00
<b>Grand Total</b>				<b>\$ 10,764,496.00</b>

Vendor Information	
Printed Name	Michelle McCarty
Title	Proposal Writer
Signature	
Company:	JayKay Services, Inc, dba JayKay Medical Staffing
Phone	Office: 800-442-5441 ext. 122
Fax	800-805-9016
Email	mmccarty@jaykaymedicalstaffing.com

JayKay Services, Inc, dba  
JayKay Medical Staffing