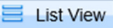






The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain 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 6 **General Information** [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)**Procurement Folder:** 797130**Procurement Type:** Central Master Agreement**Vendor ID:** 000000208791 **Legal Name:** MANPOWER**Alias/DBA:****Total Bid:** \$0.00**Response Date:** 12/09/2020 **Response Time:** 11:53**Responded By User ID:** ztreister1 **First Name:** Zach**SO Doc Code:** CRFQ**SO Dept:** 0618**SO Doc ID:** BVH2100000001**Published Date:** 12/7/20**Close Date:** 12/10/20**Close Time:** 13:30**Status:** Closed**Solicitation Description:** Addendum No.2  
WV Veteran's Home Temporary LPN**Total of Header Attachments:** 6**Total of All Attachments:** 6



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:** 797130  
**Solicitation Description:** Addendum No.2  
 WV Veteran's Home Temporary I/DN  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2020-12-10 13:30	SR 0618 ESR12092000000004130	1

**VENDOR**  
 000000208791  
 MANPOWER

**Solicitation Number:** CRFQ 0618 BVH2100000001  
**Total Bid:** 0  
**Response Date:** 2020-12-09  
**Response Time:** 11:53:04  
**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	Temporary LPN	0.00000	HOUR	36.310000	0.00

Comm Code	Manufacturer	Specification	Model #
85101601			

**Commodity Line Comments:** LPN Rate Base Year One - Weekday Rate. Rest of rates (weekday, weekend, holiday) are included on Exhibit A Request for Quotation.

**Extended Description:**

See Pricing Exhibit A page attached  
 Vendor's must attach "Exhibit A" to their electronic bid if submitting through WVOASIS.



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  
 Medical

<b>Proc Folder:</b> 797130			<b>Reason for Modification:</b> Addendum No.1
<b>Doc Description:</b> Addendum No.1 WV Veteran's Home Temporary LPN			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2020-11-30	2020-12-09 13:30	CRFQ 0618 BVH2100000001	2

**BID RECEIVING LOCATION**


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

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name:** Manpower  
**Address:** 58 Alission Way, Suite 100  
**Street:**  
**City:** Scott Depot  
**State:** W **Country:** USA **Zip:** 25560  
**Principal Contact:** ZACH Treister  
**Vendor Contact Phone:** 304.757.3338 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor Signature X**  **FEIN#** 104 366 72 **DATE** 12/9/20

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

**ADDITIONAL INFORMATION**

Addendum No.1 issued to provide response to vendor questions. See attached pages.

Bid opening remains 12/09/2020 1:30 pm

No other changes.

INVOICE TO	SHIP TO
WEST VIRGINIA VETERANS HOME 512 WATER ST  BARBOURSVILLE WV 25504 US	WEST VIRGINIA VETERANS HOME 512 WATER ST  BARBOURSVILLE WV 25504 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary LPN	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**  
See Pricing Exhibit A page attached  
Vendor's must attach "Exhibit A" to their electronic bid if submitting through WVOASIS.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical Questions Due by 10:30 am	2020-11-30

# SOLICITATION NUMBER: CRFQ BVH2100000001

## Addendum Number: 1

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The purpose of this addendum is to modify the solicitation identified as CRFQ BVH2100000001 ("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

### Additional Documentation:

1. To respond vendor questions that are attached.
2. Bid opening remains on 12/9/2020 at 1:30pm

### 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.

**CRFQ BVH2100000001**  
**ADDENDUM NO. 1 – ATTACHMENT A**

**Questions:**

- Q1. How many LPNs do you anticipate needing on a weekly basis?**
- A1. The Pricing Page included in the solicitation provides estimated annual hours—a weekly estimate could be ascertained based on the numbers already provided, however, over the life of the contract, the usage will vary according to the needs of the Agency. It is up to the vendor to adequately supply qualified LPN's as requested by the Agency.**
- Q2. What is the estimated value of this contract? The Pricing Page included in the solicitation provides estimated annual hours.**
- A2. The Vendor's proposed hourly rate(s) multiplied by the estimated hours extrapolated across all years would provide an estimation of the value of the contract. It is important to note that the estimated hours are for bid purposes only; the actual hours could be more or less, depending on the needs of the Agency.**
- Q3. Who is your current vendor?**
- A3. There is no current contract in place for these services.**
- Q4. What are your current bill rates and pay rates for these services?**
- A4. 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.**
- Q5. Why are these services being put out to bid?**
- A5. These services are being put out to bid to combine the Temporary LPN's weekdays and Temporary LPN's weekends into one contract, which will be a standard West Virginia solicitation of one (1) base contract year with three (3) optional one (1) year renewals.**
- Q6. Is this procurement a sole-source award or a multi-award?**
- A6. This Request for Quotation procurement will be awarded to the lowest bidder meeting all mandatory requirements of the solicitation.**
- Q7. Are the hours estimated based on historical requirements or for RFP evaluation purposes?**
- A7. The estimated hours are for bid purposes only; the estimated hours could be more or less than the estimate provided depending on the needs of the Agency.**

**Other Information:**

- 1. The bid opening remains at 12/09/2020 1:30 pm.**



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ BVH2100000007**

**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 checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input checked="" 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.

  
\_\_\_\_\_  
Company  
  
\_\_\_\_\_  
Authorized Signature  
12/9/20  
\_\_\_\_\_  
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  
 Medical

<b>Proc Folder:</b> 797130	<b>Reason for Modification:</b>		
<b>Doc Description:</b> Addendum No.2 WV Veteran's Home Temporary LPN	Addendum No.2		
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2020-12-07	2020-12-10 13:30	CRFQ 0618 BVH2100000001	3

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name:** *Manpower*  
**Address:** *58 Mission Way, Suite 100*  
**Street:**  
**City:** *Scott Depot*  
**State:** *W* **Country:** *USA!* **Zip:** *25560*  
**Principal Contact:** *Zach Twister*  
**Vendor Contact Phone:** *304.757.3338* **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

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

**Vendor Signature X**  **FEIN#** *10436672* **DATE** *12/9/20*

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

**ADDITIONAL INFORMATION**

Addendum No.2 issued to provide response to vendor questions inadvertently omitted from the previous addendum. See attached pages.

Bid opening changed from 12/09/2020 to 12/10/2020 1:30 pm

No other changes.

INVOICE TO	SHIP TO
WEST VIRGINIA VETERANS HOME 512 WATER ST  BARBOURSVILLE WV 25504 US	WEST VIRGINIA VETERANS HOME 512 WATER ST  BARBOURSVILLE WV 25504 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary LPN	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**

See Pricing Exhibit A page attached

Vendor's must attach "Exhibit A" to their electronic bid if submitting through WVOASIS.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical Questions Due by 10:30 am	2020-11-30

**SOLICITATION NUMBER: CRFQ BVH2100000001**  
**Addendum Number: 2**

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The purpose of this addendum is to modify the solicitation identified as CRFQ BVH2100000001 ("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

**Additional Documentation:**

1. To respond vendor questions that are attached.
2. Bid opening has been changed from 12/09/2020 to 12/10/2020 at 1:30pm

**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.

**CRFQ BVH2100000001**  
**Addendum NO.2 – Attachment A**

- Q1) Can we review the historical pricing?**
- A1) 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.**
- Q2) Will overtime be billable?**
- A2) No, overtime will not be billable to the West Virginia Veteran's Home (WVH).**
- Q3) Should overtime be "blended" into the hourly bid rate?**
- A3) As per the Pricing Page, an all- inclusive hourly rate should be billed for all hourly lines.**
- Q4) Please provide bill rates for the incumbent suppliers.**
- A4) 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.**
- Q5) What is the estimated annual spend of this contract?**
- A5) The Pricing Page included in the solicitation provides estimated annual hours. The Vendor's proposed hourly rate(s) multiplied by the estimated hours extrapolated across all years would provide an estimation of the value of the contract. It is important to note that the estimated hours are for bid purposes only; the actual hours could be more or less, depending on the needs of the WVH.**
- Q6) What is the total amount of spend broken down by vendor over the last year? Over the duration of the contract period?**
- A6) 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.**
- Q7) On the rate sheet, can we provide ranges or do we need a specific rate?**
- A7) A specific rate is required.**
- Q8) Will vendor be required to bill Medicare/Medicaid or any third-party insurance?**
- A8) See Specifications**
- Q9) Is orientation billable?**
- A9) Yes.**

**CRFQ BVH210000001**  
**Addendum NO.2 – Attachment A**

- Q10) How is time for registry /per diem captured today?
- A10) Current Staffing Agency provides a time sheet for the WVH Nursing supervisor.
- Q11) Do you have a current payroll provider?
- A11) It is up to the Vendor to pay their staff for hours worked at the WVH. Vendor will bill the WVH for hours worked.
- Q12) How many agencies are you using today?
- A12) There is no current contract in place for these services.
- Q13) Who are the incumbent suppliers?
- A13) There is no current contract in place for these services.
- Q14) How long have the incumbent suppliers held this contract?
- A14) There is no current contract in place for these services.
- Q15) What is your motivation to change suppliers?
- A15) There is no current contract in place for these services.
- Q16) Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?
- A16) There is no current contract in place for these services.
- Q17) Please list the top three areas for improvement you would like to see from new contract providers.
- A17) There is no current contract in place for these services.
- Q18) What is the current amount of contractor usage over the past year? Entire contract period?
- A18) There is no current contract in place for these services.
- Q19) Is this contract open due to an expired contract, or is this during a renewable cycle?
- A19) There is no current contract in place for these services.
- Q20) What is the main cause or reason to send this project to bid?
- A20) These services are being put out to bid to combine the Temporary LPN's weekdays and Temporary LPN's weekends into one contract, which will be a standard West Virginia solicitation of one (1) base contract year with three (3) optional one (1) year renewals.
- Q21) Was the expiring contract held by one vendor, or multiple?
- A21) There is no current contract in place for these services.

**CRFQ BVH210000001**  
**Addendum NO.2 – Attachment A**

**Q22) What technology is used currently to manage this program internally?**

**A22) PointClickCare® is the medical record software currently being used.**

**Q23) Are shifts 12 hours?**

**A23) No, the shifts are 8 hours**

**Q24) What is the expectation and frequency for on-call needs?**

**A24) The WVH does not expect any on-call usage on the contract.**

**Q25) What is expectation and frequency for replacing a candidate that is ill/calls off?**

**A25) As per the specifications "If a staffing Agency's employee calls off, that staffing agency must fill the shift".**

**Q26) Is there a minimum experience requirement for the personnel sent to your facility?**

**A26) Please see specifications section of the solicitation.**

**Q27) What is the average length of assignment (12 months, 3 months, per diem)?**

**A27) This average length of assignment varies and is dependent upon the needs of the WVH.**

**Q28) What is the current requisition process in place?**

**A28) Please see the solicitation package**

**Q29) What can we expect for lead time for requisitions for per-diem vs. travel?**

**A29) As per the specifications lead time for per diem must be at least two (2) hours prior to start of shift. No travel nurses will be requested**

**Q30) What timekeeping process/system will be utilized? For full time contractors/travelers? For registry/per diem?**

**A30) The Vendor will provide a time sheet for their employees. The WVH will keep a copy**

**Q31) What is entailed in the current orientation process?**

**A31) The orientation varies dependent upon which shifts will be worked. Evening shift and day shift will require at least a week of orientation. Midnights are normally two or three.**

**Q32) Are staff member resumes required to be submitted with our bid response?**

**A32) Please see specifications section of solicitation.**

**Q33) Are the profiles/resumes of our healthcare professionals required to be submitted with our bid response? If so, how many would you like us to include?**

**A33) Please see specifications section of solicitation.**

**CRFQ BVH210000001**  
**Addendum NO.2 – Attachment A**

- Q34) Can you provide details as to projected volume and headcount for each discipline included in the scope of work?
- A34) The Pricing Page included in the solicitation provides estimated annual hours—a weekly estimate could be ascertained based on the numbers already provided, however, over the life of the contract, the usage will vary according to the needs of the Agency. It is up to the vendor to adequately supply qualified LPN's as requested by the Agency.
- Q35) How does a department/unit determine what company(s) to use after these contracts are awarded, assuming that there will be multiple awards made and different bill rates?
- A35) There will not be multiple awards for this contract. The awarded Vendor's bill rates will be the contract bill rates.
- Q36) What is the vendor selection criteria and overall process?
- A36) Please see specifications and Terms & Conditions.
- Q37) What scorecard criteria will be utilized to evaluate bidders?
- A37) The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages
- Q38) Who is on the selection committee? What are their job titles?
- A38) There is no selection committee. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages
- Q39) Is this for clinical only or all contingent staff?
- A39) Please reference specifications
- Q40) What is your current time to fill by discipline?
- A40) The WVH makes a concerted effort to provide ample lead time for filling shifts. Current fill time is one (1) week.
- Q41) What is your current fill rate?
- A41) One full time employee (weekdays) and one part time employees (weekends). This is based on the needs of the WVH and is subject to change.
- Q42) What is your current EMR system/platform?
- A42) Point Click Care
- Q43) Do you anticipate your current staffing volume to change in the next year or next 2 years? For example, do you have any significant projects coming up (EMR conversion, new facilities, etc.)?
- A43) No. Not at this time



**CRFQ BVH210000001**  
**Addendum NO.2 – Attachment A**

- Q44) What GPO are you aligned with and do your suppliers for this effort need to be affiliated with?**
- A44) We are currently supplied by the Veteran’s Affairs Memorial Center (VAMC), Huntington, WV. No additional affiliation needed**
- Q45) Can the Agency be permitted to terminate agreement without cause upon a 30-day or 60-day notice to the District?**
- A45) Please refer to the Terms and Conditions**
- Q46) Is the Agency permitted to do general solicitation, if not directed specifically to employees of the District or another third party?**
- A46) The WVVA does not engage in solicitation of employees**
- Q47) Is the Agency responsible for indemnifying the District for claims that arise due to the District’s negligence and willful misconduct?**
- A47) The agency, Veteran’s Assistance, should not indemnify the District, vendor, for the District’s negligence. As the vendor is performing work for Veteran’s Assistance, the vendor should have insurance to provide for the vendor’s negligence and misconduct.**





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  
 Medical

<b>Proc Folder:</b> 797130		<b>Reason for Modification:</b>	
<b>Doc Description:</b> WV Veteran's Home Temporary LPN			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2020-11-20	2020-12-09 13:30	CRFQ 0618 BVH2100000001	1

**BID RECEIVING LOCATION**


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

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name:** Manpower  
**Address:** 88 Alissian Way, Suite 100  
**Street:**  
**City:** Scott Depot  
**State:** W **Country:** USA **Zip:** 25560  
**Principal Contact:** Zach Trister  
**Vendor Contact Phone:** 304.757.3338 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

David H Pauline  
 304-558-7022  
 david.h.pauline@wv.gov

**Vendor Signature X**  **FEIN#** 10436672 **DATE** 12/9/20

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

**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Veteran's Home located at 512 Water St., Barboursville, WV 25504 to establish an open end contract for Temporary Licensed Practical Nurses (LPN) for direct care staffing, per the attached documentation.

Vendors must attach pricing page "Exhibit A" to electronic bid if submitting through WVOASIS

INVOICE TO				SHIP TO			
WEST VIRGINIA VETERANS HOME 512 WATER ST				WEST VIRGINIA VETERANS HOME 512 WATER ST			
BARBOURSVILLE		WV 25504		BARBOURSVILLE		WV 25504	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Temporary LPN	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
85101601			

**Extended Description:**

See Pricing Exhibit A page attached

Vendor's must attach "Exhibit A" to their electronic bid if submitting through WVOASIS.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Technical Questions Due by 10:30 am	2020-11-30

	Document Phase	Document Description	Page 3
BVH2100000001	Final	WV Veteran's Home Temporary LPN	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

REQUEST FOR QUOTATION  
CRFQ BVH21\*01  
Direct Care Staffing for Temporary Licensed Practical Nurses

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**11. MISCELLANEOUS:**

**11.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Zack Trester  
**Telephone Number:** 304.757.3338  
**Fax Number:** 304.757.3339  
**Email Address:** Zack.Trester@manpower.com

**Pricing Page BVH21\*01  
Temporary LPN Contract**

Description	Hourly Rate/Unit Price	Estimated Hours	Extended Total
<b>Licensed Practical Nurse Shifts</b>			
Weekday Rate-Base Year One	\$36.31	2,080	\$75,524.80
Weekend Rate-Base Year One	\$37.53	2,496	\$94,423.68
Holiday Rate-Base Year one	\$56.74	72	\$4,085.28
<b>\$ Total</b>			<b>174,033.76</b>
<b>Weekday Rate-Optional Renewal Year One</b>			
Weekday Rate-Optional Renewal Year One	\$37.58	2,080	\$78,166.40
Weekend Rate-Optional Renewal Year One	\$38.15	2,496	\$97,718.40
Holiday Rate-Optional Renewal Year one	\$58.73	72	\$4,228.56
<b>\$ Total</b>			<b>\$180,113.36</b>
<b>Weekday Rate-Optional Renewal Year Two</b>			
Weekday Rate-Optional Renewal Year Two	\$38.90	2,080	\$80,912
Weekend Rate-Optional Renewal Year Two	\$40.52	2,496	\$101,137.92
Holiday Rate-Optional Renewal Year Two	\$60.78	72	\$4,376.16
<b>\$ Total</b>			<b>\$186,426.08</b>
<b>Weekday Rate-Optional Renewal Year Three</b>			
Weekday Rate-Optional Renewal Year Three	\$40.26	2,080	\$83,746.80
Weekend Rate-Optional Renewal Year Three	\$41.94	2,496	\$104,682.24
Holiday Rate-Optional Renewal Year Three	\$62.91	72	\$4,529.52
<b>\$ Total</b>			<b>\$192,958.56</b>

**Overall Total Cost**

**\$ 733,525.76**

**Notes**

- Hours are estimates for bid purposes only. Actual hours may be more or less than the estimated amount.
- Vendor should bid an all-inclusive hourly rate for all hourly lines.
- Holiday hours are estimated for Thanksgiving, Christmas Day and New Year's Day.
- Vendor should multiply the hourly rate by the estimated hours to get the total for each line.
- For each Year Vendor should total all rates multiplied by estimated hours.
- The grand total is all yearly totals combined. The winning vendor will be the lowest grand total meeting all mandatory specifications.

**REQUEST FOR QUOTATION  
CRFQ BVH21\*01  
Direct Care Staffing for Temporary Licensed Practical Nurses**

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- 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee if the cards or keys become lost or stolen.
- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

**10. VENDOR DEFAULT:**

- 10.1. The following shall be considered a vendor default under this Contract.
  - 10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
  - 10.1.2. Failure to comply with other specifications and requirements contained herein.
  - 10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
  - 10.1.4. Failure to remedy deficient performance upon request.
- 10.2. The following remedies shall be available to Agency upon default.
  - 10.2.1. Immediate cancellation of the Contract.
  - 10.2.2. Immediate cancellation of one or more release orders issued under this Contract.
  - 10.2.3. Any other remedies available in law or equity.



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4.1.2.7 All staffing agency's employees must attend mandatory meetings and in-service trainings.

**5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should complete the Pricing Page by providing the requested all-inclusive hourly rate/unit price for requested staffing levels. The hourly rate unit price should be multiplied by the estimated hours to get an extended total. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document.

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay an all-inclusive hourly rate, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

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**4.1.2 Staffing requirements**

- 4.1.2.1** Successful vendor must provide healthcare staffing as requested by the Facility to be compatible with weekdays, weekends, and holidays (Holidays include Thanksgiving Day, Christmas Day and New Year's Day).
- 4.1.2.2** Successful vendor must provide hourly rates that are inclusive of all federal, state, and local withholding taxes, social security, and Medicare taxes, as well as all unemployment compensation, workers compensation, general and professional liability premiums.
- 4.1.2.3** Successful vendor shall provide the Facility with information on each healthcare staff member prior to sending them to the WVH for a scheduled shift. The information must be submitted to the Agency and must include the CPR Certifications and the unencumbered licensure confirmation. A memo/email stating a successful drug screen and registration of the staff member with WV CARES will suffice to ensure that no LPN provided may have a substance abuse issue or criminal background. No nurse providing services to the Facility under this agreement will have been investigated and substantiated by the Board of Nursing or currently subject to discharge results from an investigation by the Board of Nursing.
- 4.1.2.4** The Vendor will agree to provide required number of staff needed for a shift and/or assignment for at least two (2) hours prior to the start of the shift or assignment to be worked. If a staffing agency's employee calls off, that staffing agency must fill the shift.
- 4.1.2.5** All temporary staffing must adhere to the policies and procedures of our facility, including attendance, tardiness, and mandatory trainings. Facility will discipline staff per our policy and procedures. All disciplinary actions given by the facility will be sent to the staffing agency.
- 4.1.2.6** WVH will pay the Agency for lunch breaks.

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**3. QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

- 3.1. LPN(s) must hold an unencumbered valid WV Licensed Practical Nurse License with no disciplinary actions.
- 3.2. LPN(s) must have a current Cardiopulmonary Resuscitation (CPR) Card.
- 3.3. LPN(s) must successfully pass a ten-panel drug screen, at no expense to the WVH.
- 3.4. LPN(s) must be registered with WV CARES and affiliated with the Staffing Agency.

**4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

- 4.1.1 LPN(s) must be licensed and in good standing with the West Virginia Board of Nursing
  - 4.1.1.1 LPN(s) must assist professional nursing staff in providing care to residents, including administering medications and assisting in care planning and recording.
  - 4.1.1.2 LPN(s) must record all work in resident charts and PointClickCare®.
  - 4.1.1.3 LPN(s) must ensure documentation into residents' electronic medical records or paper chart are entered in a timely manner per the policies, procedures, and common practices of the facility. Proper methods of documentation will be discussed in greater detail during the facility orientation.

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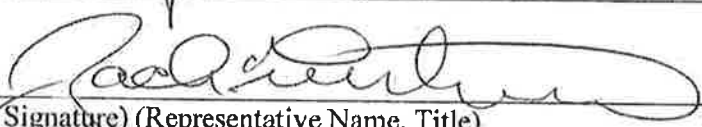
SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Veteran's Home located at 512 Water St., Barboursville, WV 25504 to establish an open end contract for Temporary Licensed Practical Nurses (LPN) for direct care staffing.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **"Contract Services"** means the services as outlined in these specifications to satisfy all requirements of the agency facility located at 512 Water St., Barboursville, WV 25504 as noted herein.
  
  - 2.2 **"Pricing Page"** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
  
  - 2.3 **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  
  - 2.4 **"LPN"** means Licensed Practical Nurse.
  
  - 2.5 **"Agency"** means West Virginia Veteran's Home
  
  - 2.6 **"Staffing Agency"** means the prospective vendor.
  
  - 2.7 **"PointClickCare®"** means the medical records software utilized by the Agency.
  
  - 2.8 **"WVVH"** means West Virginia Veteran's Home located at 512 Water St., Barboursville, WV 25504.
  
  - 2.9 **"Ten-panel drug screen"** means a drug test for the presence of Amphetamines, barbiturates, benzodiazepines, cocaine, marijuana metabolites (THC), methadone, methaqualone, opiates, phencyclidine (PCP), and propoxyphene
  
  - 2.10 **WV CARES"** means the West Virginia Clearance for Access: Registry & Employment Screening administered by the WV Department of Health and Human Resources to conduct background checks on all prospective direct patient access employees.

**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.

ZACH Treister, Director of Business Development  
(Name, Title)  
ZACH Treister, Director of Business Development  
(Printed Name and Title)  
58 Mission Way, Suite 100 Scott Depot, WV 25560  
(Address)  
304.757.3338  
(Phone Number) / (Fax Number)  
ZACH.Treister@manpower.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.

Manpower  
(Company)  
  
(Authorized Signature) (Representative Name, Title)  
ZACH Treister  
(Printed Name and Title of Authorized Representative)  
12/8/20  
(Date)  
304 757. 3338 / 304 757 3339  
(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: Margaret  
Authorized Signature: [Signature] Date: 12/9/20  
State of West Virginia  
County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 9 day of 2020, 20\_\_.



June 30, 2024

NOTARY PUBLIC [Signature]

# WBENC

WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

Manpower of WV, Inc. DBA Manpower

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council Ohio River Valley, a WBENC Regional Partner Organization.

Certification Granted: November 30, 2015  
Expiration Date: November 30, 2021  
WBENC National Certification Number: 2005127835



**WBECORV**  
WOMEN'S BUSINESS ENTERPRISE COUNCIL  
OHIO RIVER VALLEY  
JOIN FORCES. SUCCEED TOGETHER.

Authorized by Sheila Mixon, Executive Director Women's  
Business Enterprise Council Ohio River Valley

NAICS: 561311, 561320  
UNSPSC: 80111600, 80111603, 80111611, 80111614, 80111617, 80111618, 80111620, 80111700, 80111710, 80111716

 Center for Women & Enterprise

Great Lakes  
Women's  
Business  
COUNCIL

 GREATER  
WOMEN'S  
BUSINESS  
COUNCIL

 WOMEN'S  
BUSINESS  
COUNCIL  
SOUTHWEST

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BUSINESS  
DEVELOPMENT  
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 WOMEN PRESIDENTS'  
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