



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 3

List View

- General Information
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1120188

Procurement Type: Central Master Agreement

Vendor ID: 000000214594

Legal Name: US NURSING NETWORK INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 10/27/2022

Response Time: 13:20

Responded By User ID: USNN2001

First Name: Jennifer

Last Name: Arbonaise

Email: jennifer@usnursingnetwc

Phone: 304-623-5777

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2300000004

Published Date: 10/18/22

Close Date: 10/27/22

Close Time: 13:30

Status: Closed

Solicitation Description: Prequalification of Vendors for DCSS

Total of Header Attachments: 3

Total of All Attachments: 3



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: 1120188
Solicitation Description: Prequalification of Vendors for DCSS
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2022-10-27 13:30	SR 0613 ESR10272200000002139	1

VENDOR
 000000214594
 US NURSING NETWORK INC

Solicitation Number: CRFQ 0613 VNF2300000004
Total Bid: 0
Response Date: 2022-10-27
Response Time: 13:20:25
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	Nursing services	0.00000	DAY	1.000000	0.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

Prequalification of Vendors for Direct Care Staffing Service



14 Chenoweth Drive
Bridgeport, WV 26330
Phone (304) 623-5777
Fax (304) 623-4172
www.usnursingnetwork.com

October 27, 2022

WV Purchasing Division
Attn: David Pauline, Sr. Buyer
2019 Washington St. East
Charleston, WV 26305

Dear Mr. Pauline,

Thank you for your interest in U.S. Nursing Network, Inc. We are pleased to provide this information in regards to the Prequalification of Vendors for Solicitation #CRFQ 0613 VNF230....04.

Regarding Section 2. VENDOR QUALIFICATIONS:

- 3.1 U.S. Nursing Network, Inc. has been in business and successfully staffing per diem and travel nursing staff to Long Term Care Facilities, Hospitals, Homecare and other agencies since April 1, 2001. We have worked with the VNF in Clarksburg, WV since the facility opened in 2008, with the exception of two gaps in contract.
- 3.2 U.S. Nursing Network, Inc. operates at our physical location in Bridgeport, WV during normal business hours, Monday through Friday, 8am-5pm. There is a Staffing Coordinator on call at all times between the hours of 5pm-8am on weekdays and all weekends and holidays. The on-call cell phone number will be provided upon successful award of contract.
- 3.3 U.S. Nursing Network, Inc. has been in the business of providing Direct Care Staff in Long Term Care Facilities since 2001; therefore, we are proficient in compliance with Federal and WV laws, regulations, and rules.
- 3.4 U.S. Nursing Network, Inc. will provide all licenses, permits, and certification that are required in the performance of this contract prior to the start date of service.

3.5 U.S. Nursing Network, Inc. currently has an account with WV Cares and all staff are cleared.

3.6 Staffing Plans:

3.6.1 U.S. Nursing Network, Inc. will be able to provide coverage for open shifts at the VNF, including weekends, holidays, vacations, and call-offs by utilizing our current staff as well as recruiting new staff. Through a combination of full-time/travel/contract staff wo we hope to be able to lock into a “set schedule” if possible and use of part-time/per diem staff, we believe we can successfully meet a large percentage of the open shifts at the WV Veterans Nursing Facility. We will be able to provide RN’s, LPN’s, and CNA's/HSW’s through both full-time and part-time/per diem placements.

3.6.2 U.S. Nursing Network, Inc. is located in Bridgeport/Clarksburg, WV. Almost all of our staff are from this and the surrounding area in WV. Recruitment will be no issue for us in this area. We will continue our recruitment/retention plans as we have for the past 21.5 years, which has proved to be successful in maintaining a pool of RN’s, LPN’s, and CNA’s/HSW’s adequate to meet the needs of our Staffing Agencies.

If you have questions or need additional information, please feel free to contact me at 304-623-5777 or by email. Thank you for the opportunity to present our information for consideration!

Sincerely,

Jennifer Arbonaise

Jennifer Arbonaise
MPA, CHA, BA, LPN
President & CEO

Enclosures



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

Proc Folder: 1120188			Reason for Modification: Addendum No. 1
Doc Description: Prequalification of Vendors for DCSS			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-10-18	2022-10-27 13:30	CRFQ 0613 VNF2300000004	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 000214594
Vendor Name: U.S. Nursing Network Inc.
Address: P.O. Box 4070 Clarksburg WV 26302
Street: 1st Chenaveth Dr.
City: Bridgeport
State: W **Country:** Harrison **Zip:** 26330
Principal Contact: Jennifer Arbonause
Vendor Contact Phone: 304-623-5777 **Extension:**

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

Vendor Signature X *Jennifer Arbonause* **FEIN#** 56 224 5504 **DATE** 10/26/22

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

ADDITIONAL INFORMATION

Addendum No. 1

To publish responses to vendor technical questions, see attached.

Bid opening remains October 27, 2022 at 1:30 pm est.

No other changes.

INVOICE TO**SHIP TO**DIVISION OF VETERANS
AFFAIRS
1 FREEDOMS WAYVETERAN'S NURSING
FACILITY
1 FREEDOMS WAYCLARKSBURG WV
USCLARKSBURG WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Nursing services	0.00000	DAY		

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:

Prequalification of Vendors for Direct Care Staffing Service

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Technical Questions Dub by 11:00 am est.	2022-10-18

	Document Phase	Document Description	Page
VNF2300000004	Draft	Prequalification of Vendors for DCSS	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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.

(Printed Name and Title) Jennifer Arbonaise, President
(Address) P.O. Box 4070 Clarksburg WV 26302
(Phone Number) / (Fax Number) 304-844-0080 / 304-623-6044
(email address) Jennifer@usnursingnetwork.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

U.S. Nursing Network, Inc.
(Company)
Jennifer Arbonaise
(Signature of Authorized Representative)
Jennifer Arbonaise, President 10-26-2022
(Printed Name and Title of Authorized Representative) (Date)
304-844-0080 / 304-623-6044
(Phone Number) (Fax Number)
Jennifer@usnursingnetwork.com
(Email Address)

SOLICITATION NUMBER: CRFQ VNF2300000004
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ VNF2300000004 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
- To respond to technical questions
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Additional Documentation:

1. **To respond to vendor technical questions, see attached.**
2. **Bid opening date and time remains October 27, 2022, at 1:30 pm**
3. **No other changes.**

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

CRFQ 0613 VNF2300000004

DCSS Prequalification Bid

Addendum 1 - Questions & Responses

QUESTION 1: Technical questions regarding inputting of information correctly into the online bid: Under Group 1 Default Commodity Group Are you looking to have individual modalities (Health service worker, CNA, LPN, and RN) all listed here or are these supposed to be left blank?

- a. Additionally, if these are left here, do you prefer to have 1 line per modality listed? Does the "Delivery days" pertain to a specific number?
- b. Lastly, if this information does not go here, do we simply leave it blank?

ANSWER 1: Do not enter or provide any pricing information. This award is based on Vendor Qualifications only. Pricing will be requested separately under the "Requests for Bids". See Specifications Section 5.

QUESTION 2: Along with the 37 page solicitation document, do you have a preference on how you would like potential bill rates to be presented? I did not see a pricing list available to complete and wanted to ensure I was uploading and providing this correctly.

ANSWER 2: Do not enter or provide any pricing information. This award is based on Vendor Qualifications only. Pricing will be requested separately under the "Requests for Bids". See Specifications Section 5.

QUESTION 3: Can you please answer section 4.1 to confirm what is meant by "purchase order?"

ANSWER 3: The purchase order will be the Award Document as defined in the General Terms & Conditions.

QUESTION 4: Does this mean each time there is a need a RFQ will drop for agencies to fill open needs and/or does it mean it will be awarded to a pool of vendors and the request to fill will be sent out each month?

ANSWER 4: See Specifications Section 5. The frequency of Requests for Bids is undetermined. The Requests for Bids will be sent to Prequalified Vendors only. Schedules will continue to be sent out monthly, first to the lowest bidder, then the next lowest, and so on.

QUESTION 5: Can you confirm if you will be sending out a pricing table for us to complete

ANSWER 5: Yes, with the Requests for Bids. See Specifications Section 5.2

QUESTION 6: You only have one line for nurses day shift. What is the method of representing one day for all nurse positions? Not sure what number you are looking for. A total of all three positions for 12 hours totaled perhaps?

ANSWER 6: Do not enter or provide any pricing information. This award is based on Vendor Qualifications only. Pricing will be requested separately under the "Requests for Bids". See Specifications Section 5.

END OF ADDENDUM 1 – QUESTIONS & ANSWERS

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO VNF2300000004

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.

U.S. Nursing Network Inc.
Company

Jennifer Arlione
Authorized Signature

10/24/22
Date

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