

10/24/22 15:18:03
WV Purchasing Division



SAUNDERS STAFFING INCORP

"The answer to your staffing needs"

PERSONNEL POOL OF VA, INC.

400 North Street, Bluefield, WV 24701 (Corporate Office)
304-325-3369 | 304-325-6817 | www.saundersstaffing.net

FAX

TO: David Pauline

FROM: Connie Sauer

FAX: 304 558 3970

PAGES:

PHONE: 304 558 0067

DATE: 4/24/22

RE: CRFQ 0613 VNF

CC:

- Urgent
- For Review
- Please Comment
- Please Reply
- Please Acknowledge

Comments:

Confirm Receipt

Vendor Name Saunders Staffing

Buyer David Pauline

Solicitation No CRFQ 0613 VNF230

Bid opening Date October 27, 2022

Bid opening time 1:30pm est

Fax Number 304 558 3970



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 M
Doc Description: Prequalification of Vendors for DCSS			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-10-13	2022-10-27 13:30	CRFQ 0613 VNF2300000004	1

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

Vendor Customer Code:
 Vendor Name: *Saunders Staffing, Inc*
 Address: *1116 Smith Street / Mail P.O. Box 2*
 Street: *Bluefield*
 City: *Charleston*
 State: *WV* Country: *US* Zip: *25301*
 Principal Contact: *Connie Saunders*
 Vendor Contact Phone: *304-344-4733* Extension: *1007*

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

Vendor Signature X *Connie Saunders* FEIN# *55068283* DATE *10/24*

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

The State of West Virginia Purchasing Division, is soliciting bids for the West Virginia Veterans Nursing Facility, to qualification of Vendors for Direct Care Staffing Services (Nursing: RN, LPN, HSW) at the WV Veterans Nursing Facility, Freedom's Way, Clarksburg, WV, per the attached documentation.

DIVISION OF VETERANS AFFAIRS		VETERAN'S NURSING FACILITY	
1 FREEDOMS WAY		1 FREEDOMS WAY	
CLARKSBURG	WV	CLARKSBURG	WV
US		US	

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

Comm Code	Manufacturer	Specification	Model #
85101601			

Extended Description:
Prequalification of Vendors for Direct Care Staffing Service

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

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

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Connie Saunders President
(Address) 1116 Smith St Charleston WV 25301
(Phone Number) / (Fax Number) 304-344-4733 304-344-4733
(email address) Saundersem@saundersstaffing.net

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; I am submitting this bid, offer or proposal for review and consideration; that this bid or offer is 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 understanding, agreement, or connection to any other entity that could be considered a violation of State law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, and all 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.

Saunders Staffing, Inc
(Company) Connie Saunders
(Signature of Authorized Representative)
(Printed Name and Title of Authorized Representative) (Date) 304-344-4733 3043256817
(Phone Number) (Fax Number)
(Email Address) Saundersem@saundersstaffing.net



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

Mark D. Scott
CABINET SECRETARY

W. V.

State of West Virginia Bid Opportunity

Solicitation Type CRFQ
Solicitation No. VNF2300000004
Description: Prequalification of Vendors for DCSS
Deadline for Q&A: 10/18/2022 at 11:00am ET
Mandatory Bid Conference: N/A
Bid Closing Date and Time: 10/27/2022 at 1:30pm ET

Dear Potential Bidder:

Your business has been identified as a potential vendor by the requesting agency for the solicitation noted above.

Should your business be interested in this bid opportunity, please visit www.wvOASIS.com, click on the Vendor Self Service (VSS) Portal. At the welcome screen, please review the announcements and log into your account or click on the "Public Access" button in the left of the page in order to view the *West Virginia Purchasing Bulletin*. At the *West Virginia Purchasing Bulletin* page, you may view all bid opportunities or you may search for the solicitation noted above by typing the solicitation number in the "keyword search" box. Modifications to solicitations prior to award will be noted as an "addendum" and also at this same location.

The *West Virginia Purchasing Bulletin* lists all bid opportunities more than \$10,000 for the State of West Virginia. Solicitations prefaced with an "A" are agency-delegated bid opportunities expected to be \$25,000 or less; those prefaced with an "C" are central Purchasing Division solicitations expected to exceed \$25,000.

Additional information may be accessed by clicking on the summary or details of the solicitation.

Should you decide to bid on this opportunity, you may submit a bid through the accepted delivery methods including electronic submission via *wvOASIS* system, hand delivery, by courier, or by facsimile; however, the Purchasing Division cannot accept bids via electronic mail.

Thank you for your interest in doing business with the State of West Virginia. Should you have any questions regarding becoming a registered vendor with the Purchasing Division, please visit our vendor registration webpage at <http://www.state.wv.us/admin/purchase/VendorRegistration>.

West Virginia Purchasing Division
WVPurchasing.gov

SAUNDERS STAFFING, INC

PREQUALIFICATION OF VENDORS response

Department of Administration

Purchasing Division

2019 WASHINGTON ST E

CHARLESTON, WV 25306

October 27, 2022

3:30 PM

Methodology

SAUNDERS STAFFING, INC.

1116 Smith Street, Charleston, WV 25301

304-344-4733

Thank you for the opportunity to be of service and prequalify as a Vendor for DCS have responded as follows:

PLAN FOR PROVIDING TEMPORARY EMPLOYMENT SERVICES for various nursing positions.

Saunders Staffing, Inc.. opened as a small woman owned agency in 1989 in Bluefield, Virginia. We are a small family owned, DBE, SWAM vendor. We started with \$100 dollars, a Sears typewriter, a borrowed phone line and myself. I did everything. My goal was to make a difference in how things are done and work by the golden rule. I came from big business work to have a business model that answers the phone, and says please and thank you. I do not want to be a large agency with too many screens and systems. We have a sister corporation, Personnel Pool of Virginia, Inc. which started in 1994. We are closely held and have separate FEIN numbers. We use the same database and software. Saunders Staffing covers all of WV. Personnel Pool covers WV, VA, and Kentucky.

We will have six coordinators from Saunders Staffing, Inc. . Inc to work as a team in different categories of staff.

We strive for a seamless transition and will be present to answer questions. While the transition is going on of unrolling who is on the contract, there will be questions and we will need to be present.

We will meet with any facility personnel that have need for our input. We have a current database of nurses to place from based on availability and interest.

Hiring new staff is as simple as registering on our website, which is www.saundersstaffing.com. Our local office will handle their new hire packet and introduce them to our staff in HR and payroll once they have been approved by the requesting coordinator from the Veterans Affairs location.

RECRUITING PROCESS

We recruit from many different avenues such as our website, Nurse Recruiter, Indeed, ZipRecruiter, state workforce, local recruiting, job fairs, expos, job boards, referral, etc. All our staff are criminal background checked, and interviewed as well as e-verify screening. All nurses will meet your checklist and state requirements.

We have been in business for thirty -four years and our process is consistent and best practice.

We will work at the direction of the agency that we are providing staff for through this process. Making sure the supervisors who are on site see no difference in service and all is a smooth process for training and supervisors are served completely with excellent services, which is our number one goal. We are very flexible and work at your direction.

We have a large database of applicants that meet the requirements from the job description. We are pre-qualified successfully, and eventually, the successful bidder, the screening process would be expedited, and some screening would already be completed on key staff. We are recruiting as of this date for more staff.

Corporate Experience

Saunders Staffing, Inc... is a small, disadvantaged, women owned company, also a Small Business Vendor as well as small DBE, and SBA certified corporation, which prides it as one of the industry leaders in providing administrative, and medical staffing as well as back office services.

We have been providing professional personnel to the state and medical facilities in Virginia for several years as well as through our sister corporation Saunders Staffing in Virginia for more than 28 years. As a leader in providing premier staffing services to a growing and evolving workforce community, our professional staff is dedicated to developing long-term relationships with our clients and applicants.

We are committed to accurately assessing client's needs and effectively evaluating the applicant's personal skills and qualifications to meet the requirements. With our considerable experience, we excel in quality connections that work for all parties involved in the professional employment.

Saunders Staffing, Inc. opened in 1989; and is multi-location organization that offers professional staffing solutions with a strong commitment to collaborating with our clients to maximize productivity and to assist our associates in the achievement of their career objectives.

We have a staff of twelve in house coordinators and supervisors, 150 associates in field offices, an average and 30,000 applicants to recruit. Our corporate office is in Bluefield and branches in Beckley, Charleston, WV, Roanoke, VA., as well as Bastian, Va.. We have 34 years of experience in staffing and thirty-five years' experience in human resources.

We belong to SHRM, ASA, NISA, and we are a SWAM and SBA status agency for information needs on all employer and human resource requirements.

SERVICES TO OUR CLIENT

WE OFFER:

- 24 HR Satisfaction Guarantee to employer
- Work to increase productivity
- Customized reporting
- Payroll Services
- Strong Safety Program

APPLICANT TRACKING

We use e-Empact software for tracking and communicating with our staff. We can communicate quickly through text or email as well as phone calls with our nurses for needs.

PAYROLL PROCESSING

We process payroll in house so we can respond to our employees needs quickly if need and to make sure they are paid on time and in full plus correctly. Our staff may have a deposit or a paycard. Our data is in the Bond cloud and is secure from cyber attacks of confidentiality. Our parent company is Bullhorn which is world wide.

Payday is every Friday. No fees and we are an EOE employer.

BENEFITS

We offer an MEC Health Plan through Essentialstaffcare. Our employee has an array of different insurances to choose from for family or individual coverage.

We have PTO and after one year of employment our staff add two more holidays beyond the contract offers.

EMPLOYEE SELECTION CRITERIA

Our minimum requirements during employee selection are

- resume
- references
- Security Compliance
- We drug-test all of our employees to have a drug-free workplace
- We arrange background checking in any field that represents risk to our client and our fellow employee.
- Training certifications
- Two years experience in their field
- Interview and have flexible characteristics with good people skills.
- According to your checklist

We use e-Empact as our computer program, which makes searching and documenting searches easily. This program records the project as an order and matches our staff to client's needs. The staff are paid on Friday and invoicing occurs the following Monday.

We do quality check calls to make sure that the staff placed are performing to expectations. If there are any concerns the staff will be counseled and if the issue cannot be resolved, the staff will be removed from the facility and the process of replacing staff will begin with the office requesting services.

COMPLIANCE

We follow all labor laws and work to always be compliant and be an equal opportunity employer. Our program does not record race, age or any other information that would cause the staff to discriminate in the placement.

EMPLOYEE ASSESSMENT TOOLS USED

Saunders Staffing, Inc. provides high quality personnel, which will fully comply with all requirements listed in the Job Description, provided by the employer.

- In order to assure recruitment of quality personnel, we have standard minimum requirements that all our employees have to meet in order to qualify. (Please see the EMPLOYEE SELECTION CRITERIA section, given above).
- We will have a face to face interview, check references, handle all screening and background screening according to the requirements of this contract.
- Our closest representative to the Clarksburg office is Carolyn Cosby assisted by Steptoe as a team.
- We will recruit on a regular basis in surrounding cities, and other West Virginia locations recruiting on a regular basis for top quality staff. Our staff will be on call and closely work hand in hand with the present team on site.

For Employee Attendance tracking, we use our online system. Please see below steps of procedure flow:

1. After recruitment, our employees as well as their direct supervisors receive welcome their email, with special link and user name.
2. With given user name they register online in our system, where they can access their information as well as time cards.
3. After completion of each week employees fill out their time cards online, which after completion go onto their direct supervisors for approval (online).

4. Finally, time sheets, after being approved by direct supervisor ~ come to our system payroll personnel process them in order to follow up with timely payment of the salary week on Friday.

We then complete all the forms that are required for payroll and build the personnel file. We utilize onboarding for an easy way to start the personnel file and then human resources handles the rest of the hiring process.

We have access to an MEC affordable healthcare plan if employees are interested. They can choose between direct deposit and pay card as their way of being paid. The individual is orientated to the position for good communication.

We follow all labor laws and work to always be compliant and be an equal opportunity employer. Our program does not record race, age or any other information that would cause the employer to discriminate in the placement.

We follow SHRM best practice in our client's facility and for record keeping.

Our hiring procedure is as follows;

After we have screened and interviewed candidates with experience and skills needed, their resume will be forwarded to the supervisor requesting staff for review.

Interviews can be done on zoom, over the phone or in person.

Screening is completed and results forwarded to the supervisor for review.

The successful staff are sent onboarding to create their personnel file. Docusign is used for

For any agreements or contracts that are needed to be easily signed..

Onboarding covers direct deposit and ID. E-Verify is processed through Efficient Forms and file.

Healthcare is available, and is offered to all of our employees.

Orientation is done, and safety training is a combined effort according to environment and needs that are expected in the work place.

ID's are issued to be worn at all times, unless the facility uses their time card machine..

SCHEDULING

Our staff use our software to let us know what shifts they are available for each week. We contact them through our software to let them know a shift is available and the nurse can respond that they are available and accept the shift.

We will then match the nurse to what shifts are open. We have PRN nurses as well as contract nurses; 12 week, 25 week six month to a year contracts are available as well as staff.

For Employee Attendance tracking, we use our online system. Please see below steps of procedure flow:

1. After recruitment, our employees as well as their direct supervisors receive welcome their email, with special link and user name.
2. With given user name they register online in our system, where they can access the information as well as time cards.
3. After completion of each week employees fill out their time cards online, which after completion go onto their direct supervisors for approval (online).
4. Finally, time sheets, after being approved by direct supervisor – come to our system payroll personnel process them in order to follow up with timely payment of the salary, week on Friday.

INVOICING

Invoicing is done on a weekly basis and can be mailed or emailed to the supervisor for

Our terms are 30 days but 60 can be worked with if necessary.

CUSTOMER SERVICE

We work each day to provide coordinators that are available to provide professional customer services through any questions or issues that may arise. If there are any concerns with our current or future staff, we will work to resolve the issue and stay in touch with our contact and the supervisor or Director of Nursing that we are working with at the Veterans Facility in the placement and management of our staff that on the floor working or in the process of being placed.

We work at your direction and here to make sure you are pleased with our services as well as we have happy staff.

1. We acknowledge all amendments to this contract.

Connie Saunders

President

Saunders Staffing, Inc.

www.saundersstaffing.net

888-799-2110 #1007

We are an equal opportunity employer

Rick Wellons, Carolyn Cosby, June Harman, and Renee Steptoe, Patty Peebles as well as Saunders will be the key personnel to assist in the transition and work with our Alexandria Public Schools contact to get everyone transitioned and orientated. Together we have 6 years of experience in the staffing industry. Priscilla Leedy, Anne Vogt, Patty Peretti, and Saunders are our back office staff.

Required training will begin as soon as possible through various resources in the area. Training will be updated, and any new certifications or training sent to the supervisor.

One of our staff, on a rotation basis, would be available 24/7 to make sure everything is smooth. We will place experienced staff from the area that has the needed background and level of skills. Our website is www.saundersstaffing.net.

In the event that a staff would need replaced, for whatever reason, we have been in the Virginia for several years and have a database of staff from which to place from the beginning of the contract.

Our staff signs an agreement that they will give ample notice unless it is a matter of death or health reasons to leave an assignment.

We use several companies for testing if needed. Our background screening is through Good Egg and Good Egg. We use Med Express for our drug testing. They have complete packages according to the needs of our client.

We are also flexible, and would work at your direction to design communication and evaluation that is consistent with your needs. We are here on demand until we have a smooth process.

place and the transition was successful. After that period of 90 days, we would be in on a regular basis that is to your schedule to make sure all is well.

- a. Identify the location of office or offices that will service the agency involved in Virginia.

116 Smith Street, Charleston, WV. Beckley, WV, Bluefield, WV 1327 Grandlin Road, S Roanoke, Virginia 24015. We are new to Roanoke and growing. We have worked in VA at different locations since 1994 and have a large database of staff who live in various regions.

- b. Describe the typical turnaround time for confirming the availability of a temporary placement.

Typically, turn around would be 48 hours in the beginning. We will have to check with our nurses to see who is available for the needs and locations quickly. As we establish a pool of staff, less time would be needed. Length of contract is a factor.

- c. Describe the average period for placement of temporary employee into requested location. This would depend on how long a temporary employee can work on an assignment. A thousand hours is usual, but this is per contract.

e. Identify your regular and holiday office hours. Our office is open from 8-5pm. Monday through Friday. If needed, we can be reached after hours on a cell phone. Our holidays are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Again, we can be reached after hours.

- f. Identify an account representative to handle and assist in all scheduling billing and problem solving.

Rick Wellons and June Harmon as well as Connie Saunders

G Describe Offers willingness to meet periodically with the contract administrator who is required to discuss all services.

We would be happy to meet with you any time needed.

2. Rates

A Identify recommended hourly pay rate, bill rate, overtime rate, and overtime bill rate for each position classifications listed in Attachment C.

See attached excel spreadsheet with rates.

B. Provide a plan for adjusting rates during the initial contract period and subsequent renewals.

Our rates are focused on competitive wages, worker's comp classification and any other employer obligations that figure in to our burden as the employer. As worker's comp and unemployment rates, etc. fluctuate, we would be happy to pass that along to you and our policies. Once we see the value of the contract, it is possible to negotiate a discount.

c. Our data is handled by our software, which is e-Empact from Atlanta Ga. This software tracks any aspect of staffing from recruiting to paying and billing. e-Empact is designed specifically for staffing and records all of their hours, what they were paid and has human resources reports for us to access should you need more information about an order or staff.

. There is a complete payroll module. Each week on Monday the hours are sent in, either by timecard or electronically. The hours are entered, and on Tuesday all data is balanced. The pay process starts on Wednesday and our employees have direct deposit or paycard. All payroll is processed in house, so if there is any type of error, the correction can be made swiftly and the employee paid stat.

It also bills from these same calculations. We can present a payroll report for any employee and reports on your billing. These reports are how we pay unemployment, workers comp and report healthcare calculations, produce w-2 at the end of the year, etc. It is a complete payroll package. We are in the cloud, which means all of our data is protected through firewall and out of site, and backed up each day.

The agencies involved in Virginia will have access to their records in our system at their need.

The billing process is managed from the payroll entry also so you will always be billed for what was paid. We bill the first part of the week after the staff are paid on Friday. Invoices are generated from work orders that are in the system with the correct pay rate and bill rate.

We can bill electronically or on paper. Each month a statement can be generated as we accept credit card, electronic transfer or check. We have a payroll administrator, as well as an accounts receivable clerk to make sure invoices are prepared properly.

Priscilla Leedy is our payroll administrator backed up by Rick Wellons

Anne Vogt is our accounts receivable staff who would take calls about an invoice or statement.

3. Qualifications/Experience

a. Describe Offertory's qualifications and experience in providing temporary employment services.

Please see our capability statement attached.

b. Identify account manager to which will be assigned to contract and describe their qualifications and experience.

Connie Saunders see resume

These are all recruiters who could take your order and assist you in any way needed.

c. List names, qualifications and experience of other staff that may provide services under contract.

Rick Wellons, 24 years of experience

June Harmon, 7 years

Carolyn Cosby, 9 years

Wendy Philpott, one year

Renee Steptoe one year

Connie Saunders 34 years

4. References

1. WVNF, Division of Veterans Affairs,

1 Freedom Way, Clarksburg, WV 26301, Brandi Tomey, DON, 304-626-1600

We place RN's, LPN's, and HSW and certified nursing assistants as well.

We have provided service for ten years and still providing services.

2. Mildred Bateman Hospital

1530 Norway Ave, Huntington, WV 25705, Sheridan Adkins, 304-525-7801. We place RN's, LPN's, HSW, and Med Techs; we have been working with Mildred Bateman for at least 10 years.

3. Jackie Withrow, Hospital, 105 Eisenhower Drive, Beckley, WV 25801, 304-256-6600
Croy.

We have worked for five years providing services and placing nursing staff, RN, LPN, HSW, and other staff.

4. Bland County Medical Clinic, 12301 Grapevine Road, Bland, VA 24314. Amy Melvin
276-688-4331

Ten years, we place medical front desk.

We are on the VASCUPP Contract for the state at this time. Contract William & Mar

5. Participation of Small, Women-owned and Minority owned Business (SWAM) Busi

We are a SWAM vendor number 6119

Thank you again for this opportunity to share about our company and we look forward
of service to you in the near future.

Sincerely

Connie Saunders

President

www.saundersstaffing.net

888-799-2110 #1007

10/24/2022 15:54

3043256817

Received:3043256817

SAUNDERS EMP SVCS

Oct 24 2022 03:22pm

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PAGE 19/19

