



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 @ 1

List View

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

Procurement Folder: 1340813

Procurement Type: Central Master Agreement

Vendor ID: VS0000042827

Legal Name: American Medical Staffing, Inc.

Alias/DBA:

Total Bid: \$185,250.00

Response Date: 01/03/2024

Response Time: 13:52

Responded By User ID: AMSBisDev

First Name: Katlin

Last Name: McAvoy

Email: businessdevelopment@amer

Phone: 4103214267

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2400000006

Published Date: 12/15/23

Close Date: 1/4/24

Close Time: 13:30

Status: Closed

Solicitation Description: Nurse Practioner

Total of Header Attachments: 1

Total of All Attachments: 1



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: 1340813
Solicitation Description: Nurse Practioner
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-01-04 13:30	SR 0613 ESR01032400000003147	1

VENDOR
 VS0000042827
 American Medical Staffing, Inc.

Solicitation Number: CRFQ 0613 VNF2400000006
Total Bid: 185250
Response Date: 2024-01-03
Response Time: 13:52:42
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				185250.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: NP Hourly Rate is priced at \$95.00 for (per the bid specifications) 1,950 hours.

Extended Description:

See Exhibit "A" Pricing Page
Nurse Practitioner for the WVNF



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: 1340813			Reason for Modification: Addendum No. 1
Doc Description: Nurse Practioner			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-12-15	2024-01-04 13:30	CRFQ 0613 VNF2400000006	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000042827
Vendor Name : American Medical Staffing, Inc.
Address : Executive Plaza 2, Suite 401
Street : 11350 McCormick Road
City : Hunt Valley
State : MD **Country :** USA **Zip :** 21031
Principal Contact : Perla Duynhouwer
Vendor Contact Phone: 443-393-7806 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X *Kate M. Aug* **FEIN#** 82-3749902 **DATE** 12/22/2023

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

ADDITIONAL INFORMATION

Addendum No. 1

To provide responses to Vendor Technical Questions, see attached

Bid Opening date and time remains January 4, 2024, 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				

Comm Code**Manufacturer****Specification****Model #**

85101601

Extended Description:

See Exhibit "A" Pricing Page

Nurse Practitioner for the WVVNF

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Technical Questions Due By 11:00 am., est.	2023-12-15

	Document Phase	Document Description	Page
VNF240000006	Final	Nurse Practitioner	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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WV Veterans Nursing Facility (WVVNF)

Nurse Practitioner

RFQ CRFQ VNF24*06

Due: January 4th, 2024 | 1:30PM (EST)

Responding Agency: American Medical Staffing, Inc.

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About American Medical Staffing, Inc.

History and Qualifications:

American Medical Staffing (AMS) is a nurse-founded, nurse-lead corporation that has been providing premier staffing services to our clients since 2001. We provide a suite of healthcare services across multiple settings, and place a variety of clinicians from allied health, imaging, nursing, school-based care, and advanced practice.

Throughout the years, AMS has established an exceptional reputation for delivering quality staffing services and successful workforce solutions. These solutions include Managed Service Provider programs (MSPs), direct hires, short and long-term temporary staffing, recruitment outsourcing and temporary-to-hire opportunities.

AMS has developed a company-wide expertise in providing healthcare support to a vast array of client settings. Our client settings include:

-  Acute Care (Hospitals, Clinics)
-  Schools (Public and Private)
-  Rehabilitation Centers
-  COVID response teams
-  COVID Testing and Vaccination Sites
-  Corrections
-  Long Term Care/Home Health
-  Occupational/Employee Health

The types of services we provide include, but are not limited to:

-  Nurse Practitioners
-  Speech Language Pathologists
-  Physical Therapists
-  Occupational Therapists
-  Respiratory Therapists
-  LPNs
-  CNAs
-  RNs, including Psych RNs
-  RN Managers
-  Social Workers

Recruitment is at the foundation of what we do. Our team is comprised of experienced, specialty-focused recruiters committed to finding the right clinical professionals for each client's unique needs. We have a robust pool of over 300 clients which we serve, including several state governments. These state governments include, but aren't limited to the...

-  WV Department of Health and Human Resources
-  VA Department of Behavioral Health and Developmental Services
-  MO Department of Mental Health
-  SC Department of Corrections
-  VA Department of Corrections
-  KS Department of Administration



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Services for our government contracts are often served to multiple state facilities, structured similarly to the scope of work outlined in this RFQ. AMS is thoroughly experienced in coordinating staff, adjusting to new areas with needs, and maintaining consistent service and delivery across the state.

Our years of experience have provided us with the ability to implement customized solutions that meet the precise needs of each client we support. We have a unique approach to the recruitment and retention of our professionals. We have developed a strong and experienced team of tenured recruiters with the sole purpose of identifying and retaining the best possible candidates. Our structure, our systems, our marketing strategies, our focus on hiring quality professionals and our daily efforts on acquiring and keeping these exceptional professionals is what has set American Medical Staffing apart from the competition.

Recruitment Capabilities

The recruiting capabilities at AMS are industry leading. Improving care for the West Virginia Veterans Nursing Facility will be at the center of our recruiting efforts, to find those professionals who will positively impact the lives of the consumers.

Our Recruiting Teams are broken down into divisions, each specifically structured and trained to source for a specific area of service. This allows us to provide specialized attention to our clients, sourcing clinicians that exactly meet the experience and qualifications each facility needs.

For the WV Veterans Nursing Facility, AMS offers a designated Hospitals Division, comprised of tenured staffing professionals with proven skills in servicing hospitals and clinics across the United States. We employ acute-focused recruiters with outstanding experience within the industry. Their experience includes years of sourcing for long term care, psychiatric facilities, and more. Through their own recruiting histories and experience they have brought to this exceptional AMS team, your recruiters are expertly familiar with the roles and responsibilities and hiring management of this talented group.

Another fundamental member of this team is Perla Duynhouwer, our Executive Director of Staffing, who will be the WV Veterans Nursing Facility's designated Account Manager. Perla Duynhouwer is highly regarded in the staffing world. She will serve as the single point of contact to provide exceptional service and ensure RFP specifications are met by the professionals we place. It has been our experience through our partnership with many clients that a streamlined approach provides clarity and alignment when communicating with the state.



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Our extraordinary team is well equipped to staff all the positions presented in this solicitation. The following lists provide a sample – though not the full scope – of the skill sets we can provide.

Nurse Practitioner (NP)

- Uses knowledge and practices in accordance with (1) the Nurse Practice Act, (2) Standards of Nursing Practice, (3) Standards of Patient Care, (4) JCAHO, state, and local laws, (5) Patient's Bill of Rights, and (6) American Medical Staffing policies and procedures.
- Adapts to the needs of the unit and patient by collaborating synergistically with the facility's staff, i.e. the Dietary Manager, Wound Care Nurse, and pharmacy consultant.
- Communicates with the Physician, Director of Nursing, the Administrator, and outside health care providers, as needed.
- Utilizes the nursing process to assess, plan, implement and evaluate patient care.
- Reviews patient charts for quality, quantity, and progress notes for medical documentation
- Write medical history, program for treatment, care, records, referrals, and discharges
- Gathers data regarding patient status and documents the patient's plan of care
- Prioritizes care based on nursing assessment and other available data
- Always ensures patient safety
- Performs interventions and revisions according to identified priorities, plan of care, and facility's policies and patient care outcome standards
- Prescribe orders for laboratory and diagnostic tests, as needed
- Initiates and evaluates patient and/or family education
- Attend and participate in site meetings, as needed
- Ability to deal effectively with stress

General Principles and Skills:

- Demonstrates a positive attitude in accepting her/his patient assignment
- Provide case management services, including quarterly communication, observation, and evaluation summaries, as directed
- Monitor patient progress and report findings, and document as appropriate
- Develop a treatment plan and provide direct contact, as appropriate
- Conduct direct treatment, evaluations, and assessments, as necessary
- Eligible to bill Medicaid
- Knowledgeable of the principles and practices applicable to their field, including prevention, screening, evaluations, and care plan development and implementation





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- Effective communication and documentation
- Provide crisis intervention services as needed
- Educate and train personnel as needed under scope of practice
- Follow guidelines of facility, state, and federal regulation
- Respond to referrals, as appropriate
- Collaborate with staff, other specialties, and family members (when appropriate)
- Provide services to patients in their scope of practice in a variety of ways
- Support any telehealth efforts as needed
- Keep pertinent records & manage documentation as requested and required

Should a need arise for substitute coverage, our recruiting department understands the importance of moving quickly. **AMS places a focus on building relationships with staff, which is evident in our industry-leading Net Promoter Score of 90%. This level of engagement means that when AMS calls, staff stand ready to respond.** Our staffing team is well versed on the needs of each individual facility, and so are able to mobilize and place staff quickly.

Additionally, our staffing system, HealthCare Source, allows us to quickly identify which staff have marked availability for any given day, so that we can swiftly run a report to see who is available for which requests. The result is a prompt determination if we have someone available for any given request. We will confirm staff quickly and relay to the facility that coverage has been secured. If the appropriate candidate is not readily available, we will quickly assemble an action plan to coordinate and immediately provide an alternate option.

Customer Service

AMS offers 24/7 on-call support. We have an expert team of Off Hours Staffing Specialists aligned to support clients and field staff 24/7. Our Off Hours team are comprised of AMS employees and not an answering service. Having an internal on-call team that is familiar with the state's needs allows us to quickly respond to any requests or concerns. With customer service at our core, this 24/7 service lets us better serve our partners.

Sourcing and Retention:

The level of professionalism and career partnership AMS recruiters bring to candidate conversations exudes passion and purpose for the candidates they are recruiting. **Unlike our competition who will often take a "sales" or "transactional" approach, this team digs in to get to the root of what drives a candidate to ensure they are the perfect fit for each facility.** The perfect-fit candidates will not only possess the clinical skills required for the role, but will also be individuals who display passion and fit into the community where they are working.

We know the importance of a blended recruiting strategy:

- ✿ We utilize grass roots cold calling campaigns in targeted geographic markets, both urban and suburban.
- ✿ Substantial financial investments into Job board campaigns ensure AMS is well positioned to provide quality candidates.
- ✿ We deploy targeted campaigns consisting of personal calls, text blasts and email campaigns all funneled through this dynamic database.
- ✿ Often forgotten within the staffing industry is the effectiveness of a direct mail campaign. We have seen success when we target local communities with a clever postcard mailed to the homes of the candidates we are pursuing.
- ✿ One of the leading competitive advantages AMS has is our Win-Win Referral Program. Unlike referral programs of yesterday, this program pays a referral bonus to the referring person as well as the referral. We have seen our Referrals increase by 142% through this lucrative and rewarding program.
- ✿ Social media has emerged as a large-scale platform to impact recruiting initiatives. Our social media campaigns are robust and supported by a dedicated Marketing team. Driving candidates from social media will be an additional complement to our traditional recruiting campaigns.

AMS recognizes and places emphasis on the understanding that recruiting the right person for the right position goes hand in hand with the retention of the professionals that we deploy. Led by our Manager of People and Culture, we have implemented the following benefits as part of our retention strategies.

Comprehensive benefit packages include:

- ✿ 401K with matching
- ✿ Paid Time Off
- ✿ Benefits effective on the first day of employment
- ✿ Four unique Health Insurance plans to choose from
- ✿ Short-Term and Long-Term Disability
- ✿ Pet Insurance
- ✿ Employee Discount Program
- ✿ Employee Wellness Program
- ✿ Continuing Education Offerings for all staff
- ✿ Mental Health Support through Better help



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American Medical Staffing has partnered with **CONTINUED** to provide you with company-paid access to **SPEECHPATHOLOGY.COM**, **OCCUPATIONALTHERAPY.COM**, **PHYSICALTHERAPY.COM**, OR **CONTINUED SOCIAL WORK**

SPEECHPATHOLOGY.COM

- ASHA Approved CE Provider
- 500+ courses

OCCUPATIONALTHERAPY.COM

- AOTA Approved Provider CE
- NBCOT® Professional Development Provider
- 600+ courses

PHYSICALTHERAPY.COM

- Nationally recognized CEU provider
- BOC Approved Continuing Education Provider
- 500+ courses

CONTINUED SOCIAL WORK

- ASWB Approved Continuing Education Provider
- 250+ courses



How CONTINUED works for you

- Unlimited access to your discipline-specific library
- Courses available in a variety of formats (live webinar, recorded, text, audio)
- Courses presented by industry-leading experts
- New courses added to each site weekly
- Mobile friendly
- Course completion certificates provided

Contact your Recruiting Manager for more information about this continuing education benefit from American Medical Staffing!



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HEALTH & WELLNESS RESOURCES

MENTAL

- Wellness PTO
- Travel Discounts via Working Advantage & Hotel Engine
- Employee Assistance Program
- Clinical Escalation Process
- Meditation, mindfulness, & sleep classes with Burnalong

PHYSICAL

- Industry-leading Health Insurance with Day One Coverage
- 14,000+ diverse on-demand & daily live classes via Burnalong

FINANCIAL

- 401K program with Company Match
- Customized Pay Packages (Local & Travel)
- Financial Wellness classes via Burnalong
- MyFreeCE Platform (Coming Soon)

DISCOUNTS FOR HEALTHCARE PROFESSIONALS

Adidas	30%	Nike	25%
Asics	40%	Reebok	50%
Lululemon	15% (Nurses)		

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EMPLOYEE PERKS

Handpicked perks for you & your family: free to choose, free to use

WELLNESS PROGRAM
Burnalong is a digital health and wellness platform that offers a diverse range of well-being classes, inclusive challenges, and social motivation. Accessible from any device, at any time.

DAY ONE BENEFITS
Choose the Medical, Dental, and Vision plans that work for you.

WELLNESS PTO
Build 36 or 72 hours of PTO into your pay package.

HOTEL ENGINE:
Save up to 60% when booking hotel rooms, with access to more than 700,000 deeply discounted hotels worldwide.

WORKING ADVANTAGE:
A one-stop shop for savings on brands and discounts for local/traveling experiences.

SCRUB IN: 20% off all scrubs in our customized AMS portal.

PET INSURANCE: Compare multiple insurers' policies & discounted pricing in one location.

WIN-WIN REFERRAL PROGRAM
You and your referral each receive a \$500 bonus once 450 hours have been worked. There is no limit to how many people an individual can refer, and any Health Care Professionals can be referred!

RECOGNITION PROGRAMS
From Clinician Spotlights, monthly giveaways, to hours worked recognition, we spread our attitude of gratitude far & wide!

OUR INDUSTRY SEASONED HEALTH CARE STAFFING PROFESSIONALS AS WELL AS OUR CNO ARE HERE AT YOUR FINGERTIPS. WE LOOK FORWARD TO WORKING WITH YOU!
*Eligibility for benefits contingent on being classified as a full-time Employee

To further our commitment to staff engagement and retention, AMS partners with the outside firm, ClearlyRated, to obtain feedback regarding our retention and satisfaction efforts. Our clinicians are surveyed at the beginning, middle and end of their assignments by ClearlyRated so that we can address any concerns and implement any necessary measures to improve their experience with each assignment. Similarly, we periodically send out survey opportunities to our clients, inviting them to provide feedback, testimonials, or suggestions for improvement. This way, we can always be sure we are maintaining the highest levels of service.

We are proud to share that our Employee Satisfaction score is 89%. This means that 89% of our employees would recommend AMS to a friend or colleague as an exceptional employer. An 89% rating is considered World Class Service and a score as high as this is rarely seen in the Healthcare Staffing world.



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American Medical Staffing has earned the "Best of Staffing Client Satisfaction" award in both 2022 and 2023 for providing remarkable service to our clients.

AMS also earned the "Best of Staffing Talent Satisfaction" award for 2022 and 2023.



And finally, AMS once again received the "Best of Staffing Employee Satisfaction" award in 2023, which means we have achieved the "Triple Crown" of awards granted by ClearlyRated for two years in a row.



Fewer than 2% of all staffing agencies in the U.S. and Canada earn the best of staffing designation for both Client and Talent. Fewer than 1% earn best of staffing for internal employee satisfaction. On average, clients of winning agencies are twice as likely to be completely satisfied, and candidates who have been placed by winning agencies are twice as likely to be completely satisfied with the services provided compared to those working with non-winning agencies.

Clearly Rated uses the Net Promoter Score, which allows us to measure and grow client satisfaction and service quality within our organization. Please take a moment to review our [ClearlyRated profile](#).

Ongoing Compliance

The AMS hiring and credentialing process is completed by the team of trained HR professionals and provides American Medical Staffing the ability to vet our applicants and employees based on the highest standards. Our team will track, maintain, and ensure all staff will be fully credentialed prior to their start date and during the entirety of the placement. This includes, but is not limited to, skills checklists, competency testing, background checks, fingerprinting, vaccination records, and references. This team is led by our Chief Nursing Officer, Terri, who also oversees all clinical quality initiatives.



During our most recent Joint Commission audit in 2023, we obtained a score of 100% and there were no recommendations for improvement. As a Joint Commission Accredited organization, we ensure that we are hiring and submitting qualified, experienced, and compassionate professionals who will provide the highest quality of care. Additionally, HealthCare Source sends prompts regarding impending compliance. The automated prompts provide a proactive approach that notifies as far out as 90-days prior to due date and continues to provide prompts up to and until the required compliance has been uploaded into the system. The scheduling component of HealthCare Source does not allow for any placement of staff that are not fully compliant.

Once these professionals are cleared and placed, our work is not done. The credentialing team takes additional measures to ensure these professionals maintain the highest level of care. Through our periodic performance evaluations, if an area of opportunity is recognized by AMS or the state, our HR Team is standing by to assist. They consult with the field staff, your Account Manager, and our CNO to find a resolution.

We look forward to providing this same level of specialized support to the WV Veterans Nursing Facility.

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) Perla Duynhouwer, Executive Director of Staffing

(Address) 11350 McCormick Road, EP2, Ste 401, Hunt Valley, MD 21031

(Phone Number) / (Fax Number) 443-393-7806 / 410-321-4980


(email address) pduynhouwer@americanmedicalstaffing.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.

American Medical Staffing, Inc.

(Company)



(Signature of Authorized Representative)

Katlin McAvoy, Business Development Coordinator

(Printed Name and Title of Authorized Representative) (Date)

410-321-4267, 410-321-4980

(Phone Number) (Fax Number)

businessdevelopment@americanmedicalstaffing.com

(Email Address)

REQUEST FOR QUOTATION – CRFQ VNF24*06
NURSE PRACTITIONER

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the WV Veterans Nursing Facility (Agency/WVVNF) located at One Freedom Way in Clarksburg, WV to establish an open-end contract for a Licensed Nurse Practitioner.
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 Item(s)”** means the items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the solicitation responses.
 - 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 **“NP”** means Nurse Practitioner as defined by the WV Legislature.
3. **QUALIFICATIONS:** Vendor’s “NP” must have the following minimum qualifications:
 - 3.1 “NP” must hold a valid WV registered Nurse Practitioner License.
 - 3.2 “NP” must know and abide by all Federal and State Long Term Care regulations.
 - 3.3 “NP” must have at least three (3) years of Long-Term Care Experience.
 - 3.4 “NP” must have and keep a current Cardiopulmonary Resuscitation (CPR) card.
4. **MANDATORY REQUIREMENTS:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
 - 4.1 “NP” must pass a drug screening and will be subject to a random drug screening at any time. Any associated cost will be paid by the Vendor.
 - 4.2 “NP” must pass a criminal background check and will be subject to such at any time during the contract. Any associated costs will be paid by the Vendor. Any federal

REQUEST FOR QUOTATION – CRFQ VNF24*06
NURSE PRACTITIONER

criminal history or current federal criminal charges will prohibit any person from working at the WVVNF.

- 4.3 Vendor must provide resumes and supporting documentation for selection and Agency will interview Vendors' suggested "NP(s)" prior to placement in the Agency.
- 4.4 Agency reserves the right to request removal and/or replacement of any "NP" at any time for any reason.
- 4.5 Agency desires to keep the same "NP" for the duration of the contract. However, Agency understands this may not be possible.
- 4.6 If/when an "NP" leaves the vendor will provide a replacement "NP" as soon as possible.
- 4.7 If no replacement is provided within two weeks, Vendor may be considered in default of contract and the WVVNF reserves the right to look for another Vendor.
- 4.8 "NP" must perform clinical evaluations and treatment programs.
- 4.9 "NP" must write medical history, programs for treatments, care, records, referrals, and discharges.
- 4.10 "NP" must review charts for quality, quantity, and progress notes for medical documentation.
- 4.11 "NP" must prescribe orders for laboratory and diagnostic tests as needed.
- 4.12 "NP" must complete referrals for specialized medical services.
- 4.13 "NP" must make daily rounds to residents.
- 4.14 "NP" must collaborate with health care providers that include the Dietician and or Dietary Manager concerning weight loss/gains and diet changes.
- 4.15 "NP" must collaborate with the Wound Care Nurse for treatment of Pressure, Diabetic, Vascular, and Arterial Ulcers.
- 4.16 "NP" must collaborate with the pharmacy consultant for medication management, and other health care providers that work in coordination to care for the residents.
- 4.17 "NP" normal work hours are Monday through Friday 8am to 4pm with WV State holidays off. Agency will not pay for time off.

REQUEST FOR QUOTATION – CRFQ VNF24*06
NURSE PRACTITIONER

4.17.1 Official State Holidays are: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Day.

4.17.2 In addition, time off is given for the following:

- When Christmas Day and New Year’s Day fall on Tuesday, Wednesday, Thursday, or Friday, the preceding half day (not to exceed four hours) on Christmas Eve (December 24) and New Year’s Eve (December 31) are given as time off.
- Any day on which a Primary or General election is held throughout the State, and such other days as the President, Governor, or other duly constituted authority proclaim to be official holidays or days of special observance or thanksgiving, or days for the general cessation of business, is given as time off.

4.18 “NP” must communicate with the attending Physician, Director of Nursing, and the Administrator as needed.

4.19 “NP” must communicate with families and residents about treatment and care.

4.20 “NP” must communicate with outside Health Care Providers and Medical Facilities in coordination with caring for the health of the residents.

4.21 “NP” must refer residents to the Physician or other Health Care Providers for specialty care while maintaining the responsibility of the continuity of care for the residents.

4.22 “NP” must be a member of the Agency’s Interdisciplinary Team which includes attending on site meetings for falls and other care concerns as required.

4.23 “NP” must document in the progress notes, treatment, orders, and perform assessments in the electronic medical records.

4.24 “NP” position shall report directly to the Administrator.

4.25 “NP” will not manage the Nursing Department.

4.26 “NP” will not be an employee of the Agency.

REQUEST FOR QUOTATION – CRFQ VNF24*06
NURSE PRACTITIONER

4.27 “NP” is expected to be available by phone 24/7, and the Agency will provide a cell phone at vendors request.

4.27.1 Agency does not expect the “NP” will receive numerous calls during non-working hours, but the “NP” must respond as needed.

5. CONTRACT AWARD:

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

5.2 Pricing Pages: Vendor should complete the Pricing Pages by providing an all-inclusive hourly rate for services. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor’s bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should enter the total bid amount in wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: David.H.Pauline@wv.gov.

6. ORDERING AND PAYMENT:

6.1 Ordering: After award of this contract, Agency shall then issue a release order against this contract covering the agreed upon specifications.

6.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

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- 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
 - 7.1.2 Failure to comply with other specifications and requirements contained herein.
 - 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 7.1.4 Failure to remedy deficient performance upon request.
- 7.2 The following remedies shall be available to Agency upon default.
- 7.2.1 Immediate cancellation of the Contract.
 - 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
 - 7.2.3 Any other remedies available in law or equity.
- 8. 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:
- 8.1 Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 8.2 Vendor will be responsible for controlling cards and keys and will pay replacement fee of \$100 per occurrence, if the cards or keys become lost or stolen.
 - 8.3 Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- 9. MISCELLANEOUS:**
- 9.1 **Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

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9.2 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

10. CONTRACT MANAGER: Vendor must designate and maintain a primary manager responsible for overseeing Vendor's responsibilities under the contract. The manager must be available during normal business hours to address any customer service issues related to the contract and/or purchase orders.

Vendor Name American Medical Staffing, Inc.

Contract Manager Perla Duynhouwer

Telephone Number 443-393-7806

Fax Number 410-321-4980

Email Address pduynhouwer@americanmedicalstaffing.com

**Exhibit A - Pricing Page
Nurse Practitioner**

Item No.	Description Of Services	Estimated Hours*	Hourly Rate	Total
1	Nurse Practitioner Hourly Rate	1,950	\$95.00	\$ 185,250 -
			Grand Total	\$ 185,250 -

*Estimated number of hours is not guaranteed.

Vendor Information	
Vendor: <u>American Medical Staffing, Inc.</u>	Printed Name: <u>Katlin McAvoy</u>
Address: <u>11350 McCormick Road</u> <u>Executive Plaza 2, Suite 401</u> <u>Hunt Valley, MD 21031</u>	Title: <u>Business Development Coordinator</u>
Office Phone: <u>410-321-4267</u>	*Signature <u></u>
Cell Phone: <u>443-393-7806</u>	*I hereby certify I am authorized by the Vendor to sign this document.
Fax: <u>410-321-4980</u>	Email: <u>businessdevelopment@americanmedicalstaffing.com</u>

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ VNF2400000006

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.

American Medical Staffing, Inc.

Company



Authorized Signature

12/22/2023

Date

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