



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:

Legal Name: Adelphi Medical Staffing, LLC

Alias/DBA:

Total Bid: \$282,750.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

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:

Total of Header Attachments: 1

Total of All Attachments: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Nursing services				282750.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: Contract amount is based on the estimated hours provided (1950) and our hourly billing rate (\$145).

Extended Description:

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



Adelphi Medical Staffing

PROPOSAL SUBMITTED TO:



**THE STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
CRFQ: 0613 VNF2400000006
NURSE PRACTITIONER
JANUARY 4TH 2023, 1:30 PM EST**

Prepared by
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Adelphi Medical Staffing, LLC
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COVER LETTER

January 3, 2023

David H Pauline
Senior Buyer
WV Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Re: CRFQ: 0613 VNF240000006 : Nurse Practitioner

Adelphi Medical Staffing, LLC, herein referred to as "Adelphi", is pleased to submit our response to CRFQ: 0613 VNF240000006 : Nurse Practitioner from the West Virginia Department of Administration, Purchasing Division.

We are a nationwide staffing agency dedicated to providing staffing solutions to government agencies and private facilities located all across the US. With over six years of healthcare staffing experience and a sterling reputation in the industry, we source and supply advanced practitioners including nurse practitioners, physicians, nurses, allied health professionals, and non-clinical personnel. Our team of recruiters is highly skilled in sourcing, screening, and evaluating job candidates, ensuring that we place highly qualified medical professionals in all our client facilities.

It is our understanding that the Department is seeking to engage a highly qualified contractor to provide a nurse practitioner that will provide services at the WV Veterans Nursing Facility in Clarksburg. After reviewing the solicitation's specifications, we are confident in our ability to provide the required NP that will meet the facility's specific needs.

Throughout our years in business, we have successfully recruited and placed numerous nurse practitioners in diverse healthcare settings across the United States. Our team of staffing experts are all individuals that have a deep understanding of the healthcare industry and are committed to providing the highest level of service and support to our clients. We have a proven track record of success in providing similar services as outlined in the solicitation, and thus will have an abundance of experience to draw from in the performance of a resulting contract with the West Virginia Purchasing Division.

We will abide by the solicitation's terms and conditions and assert that the information contained in this response accurately depicts all aspects of Adelphi's services.

We are grateful for the opportunity to be considered for this contract. If you have any questions or require additional information, please do not hesitate to contact me using any of the information listed below.

Kind Regards,



Dayne Troupe
Managing Partner
Adelphi Medical Staffing, LLC
Tel: 678-365-1101; Fax: 678-257-2992
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FIRM'S PROFILE AND QUALIFICATIONS

FIRM'S PROFILE

COMPANY PROFILE

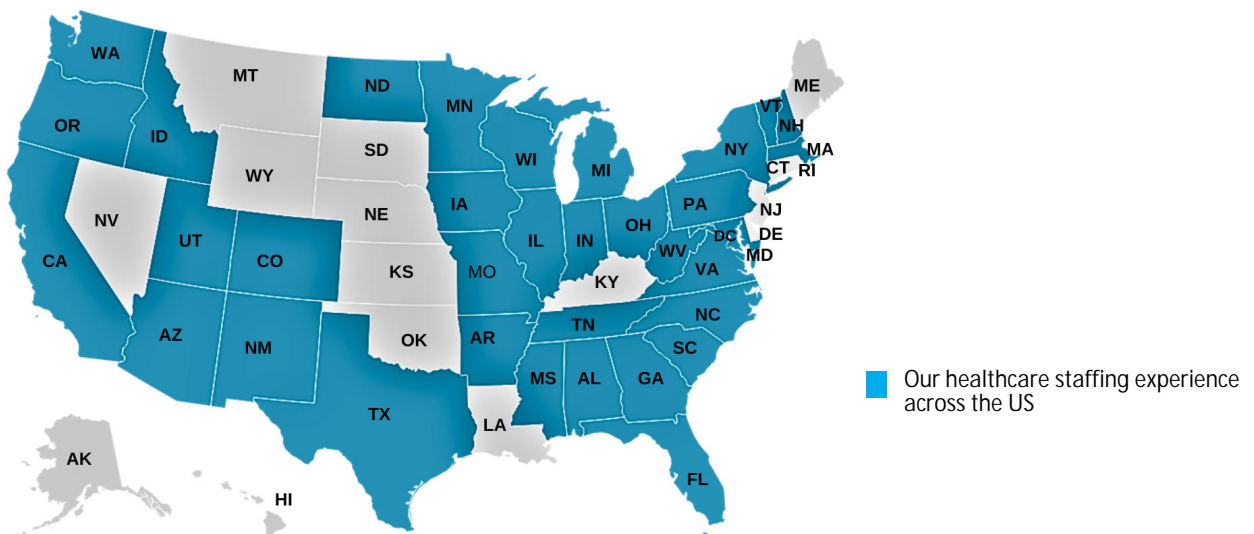
Adelphi Medical Staffing, LLC is a Joint Commission certified, nationwide staffing agency that specializes in providing staffing solutions for both government agencies and private facilities located in various states across the US. Our clients include federal government facilities, state facilities, private healthcare systems, penal institutions, and educational institutions; entities that range in size from a few hundred to over a thousand employees.

Adelphi has been a trusted and reliable staffing partner to our clients. During the course of the years that we have been in business, we have supplied numerous nurse practitioners for various facilities and organizations all across the US. Our team of recruiting specialists, credentialing specialists and client service team are all experts in their core department functions. These individuals are well experienced in temporary staffing having managed similar staffing contracts; and thus, will have an abundance of experience to draw from when performing under the resulting contract with the West Virginia Purchasing Division.

Our staffing solutions are specific and tailored to the needs of each of our clients. Our mission in every staffing assignment is to achieve the goals of our clients with cost efficiency, effectiveness, and expediency. We recognize that human capital is a vital component of any organization's core business and are committed to ensuring our clients get skilled, and qualified candidates with a proven record of accomplishment and career experience, verified through a disciplined and rigorous vetting process.

OUR HEALTHCARE STAFFING EXPERIENCE ACROSS VARIOUS US STATES

Adelphi has maintained a steadfast reputation as a dependable healthcare staffing partner to our clients. Our commitment to exceeding expectations has solidified our reputable standing and driven our steady growth. Our client base spans across the entire United States, and below, we provide an overview of our extensive healthcare staffing experience in various states across the nation.



As Adelphi continues to move towards becoming a leading provider of staffing services across the United States, it would be our esteemed privilege to supply the Nurse Practitioner needed to provide services at the WV Veterans Nursing Facility in Clarksburg.

OUR SERVICES AND STAFFING SPECIALTIES

OUR SERVICES



Figure 1. Our Services

HEALTHCARE STAFFING SPECIALTIES

Our areas of expertise include providing staffing services for the following healthcare specialties or job categories:

1. **Advanced Practice Providers:** We recruit and provide advanced practitioners including: Nurse Practitioners (NPs), Physician Assistants(PAs), Advanced Practice Registered Nurses (APRNs), Certified Registered Nurse Anesthetists (CRNAs), and Clinical Nurse Specialists (CNSs).
2. **Physicians:** We recruit and provide physicians in all specialties that include; general practice, family medicine, internal medicine, psychiatry, anesthesiology, emergency medicine, pediatrics, cardiology, obstetrics and gynecology, public health, and many more.
3. **Nurses:** We recruit and provide Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and Certified Nursing Assistants (CNAs).
4. **Allied Health Professionals:** We recruit and provide allied health professionals that include dental assistants, dental hygienists, medical technicians, diagnostic medical sonographers, dietitians, medical technologists, social workers, occupational therapists, physical therapists, radiographers, respiratory therapists, and speech language pathologists.
5. **Non-clinical staff:** We also recruit staff for non-clinical roles that include; management executives, human resource professionals, IT Staff, medical billers and coders, transcriptionists, receptionists, biomedical technicians and administrative assistants.

AFFILIATIONS AND ACCREDITATION

JOINT COMMISSION CERTIFIED STAFFING COMPANY

Adelphi is among an elite group of companies nationwide that are Joint Commission certified. The Joint Commission is the nation's oldest and largest standards-setting and accrediting body in healthcare that seeks to continuously improve healthcare for the public, in collaboration with other stakeholders. The Joint Commission Gold Seal of Approval™ means our organization passed extensive evaluation in demonstration of compliance with standards in such key areas as leadership, HR management, information management, and performance measurement and improvement that align with the standards of the commission and its goal for better patient care.

Being a recipient of the Joint Commission's Gold seal of Approval® means that we fully comply with the highest national standards for safety and quality of care as a healthcare staffing agency. Our Joint Commission certification demonstrates our commitment to delivering the highest possible standards of service in all our commitments.

As a rapidly growing organization, it was part of Adelphi's strategic plan for our organization to achieve this accreditation. Our aim was for our clients to have confidence in our recruiting processes and ensure that the quality of the staff we recruit for their organizations have met or even exceeded the standards and requirements established by The Joint Commission.



ADELPHI'S MEMBERSHIP IN THE NATIONAL ASSOCIATION OF LOCUM TENENS ORGANIZATION (NALTO)

Adelphi has been one of the leading companies in the NALTO since 2019. NALTO emphasizes honesty, integrity, objectivity and competency in all its core practices with members. NALTO promotes best practices in the recruitment field, set standards and protocols, and promotes exemplary business ethics across the industry. Adelphi has made NALTO's goal our own, which is to set clear and effective parameters of behavior for all individuals affected by the industry; including both healthcare professionals and clients.



ADELPHI'S MEMBERSHIP IN THE NATIONAL ASSOCIATION OF TRAVEL HEALTHCARE ORGANIZATIONS (NATHO)

The National Association of Travel Healthcare Organizations (NATHO) is an organization that represents travel healthcare staffing agencies. Companies of NATHO, are expected to adhere to certain standards and qualities to ensure professionalism, ethical conduct, and quality service. As a fellow member, Adelphi stresses the importance of integrity, competency, honesty and objectivity.



WHY CHOOSE ADELPHI



VAST STAFFING EXPERIENCE

Adelphi has extensive staffing experience. We have recruited and placed numerous APPs including Nurse Practitioners, in diverse government facilities and some of the largest private healthcare systems with multiple facilities located all across the US. Our staff are well versed and experienced in handling staffing contracts of similar scope to this one and are well able to service the contract with excellence, efficiency, and within the required service timeframes.



EFFICIENT STRATEGY IN RECRUITMENT AND PLACEMENT

Our recruitment process is a multi-step, in-depth process that is streamlined to ensure we quickly and efficiently get the candidates with the best skills, experience, work ethic and personality to fit the job. We tailor our undertakings to meet client needs and contract specifications. Our meticulous recruitment process ensures that the candidates we recommend to our clients are the best match for the position and this contributes to provider longevity in the role.



PROPRIETARY DATABASE WITH STRONG RESUME POOL

Adelphi has developed a proprietary database containing a vast pool of over 850,000 healthcare professionals that include Nurse Practitioners. Our database complements our fresh recruitment efforts. The utilization of our extensive database enables us to streamline the hiring process by quickly accessing a wide range of qualified professionals. This gives us a competitive edge in promptly responding to our clients' staffing requirements and ensuring efficient placements.



DEDICATED RELATIONSHIP MANAGEMENT

At Adelphi, our clients are more than just accounts. We cultivate long-standing relationships in all our client undertakings and go over and beyond as we believe in building lasting relationships with both our clients and providers. A dedicated relationship manager is assigned to each contract to ensure smooth processing between parties and is always available to answer any queries when they arise.

OUR VALUES

Our core values that are outlined below act as our guiding principles in all our dealings with our clients, employees and the broader community at large, and they define our company culture. With Adelphi you get; excellence in contract execution and management, integrity and transparency in all interactions, accountability to both our clients and providers, and excellent synergy amongst all of Adelphi's teams in helping our clients achieve their staffing objectives.



Figure 2: Our Values

OUR STAFFING EXPERIENCE AND CAPABILITIES

STAFFING EXPERIENCE – PUBLIC SECTOR

Adelphi has consistently served as a reliable partner in healthcare staffing, successfully filling roles from entry-level to highly specialized positions for a wide range of organizations. Our commitment to exceeding expectations has solidified our reputable standing and driven our steady growth. The following is a brief overview of our experience with esteemed public sector clients:

	<u>INSTITUTION</u>	<u>SERVICES</u>
	COMMONWEALTH OF VIRGINIA - Department of Health	Statewide Contract for the supply of nurse practitioners, physicians of various specialties, psychologists, social workers, among other healthcare providers.
	THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY	Statewide Contract for the supply of advanced practitioners, physicians, nurses, and other healthcare professionals.
	INTEGRAL CARE, TEXAS	Contract for the supply of nurse practitioners and physicians.
	COMMONWEALTH OF VIRGINIA - Department of Corrections	Statewide contract for temporary staffing services for diverse healthcare professionals including nurse practitioners.
	FAIRFAX COUNTY, VIRGINIA	Contract for temporary staffing services for Medical Director among other providers.
	STATE OF ARIZONA - Department of Health	Contract for the supply of nurse practitioners and physicians.
	KERN COUNTY CALIFORNIA	Contract for the supply of advanced practitioners, physicians, among others.
	STATE OF WYOMING - Department of Administration & Information	Contract for the recruitment of advanced practitioners, physicians, among others.
	THE STATE OF MISSOURI – Office of Administration	Statewide contract for Temporary Staffing Services for advanced practitioners among other healthcare providers.
	THE STATE OF KANSAS – Department of Administration	Statewide Contract for the supply of advanced practitioners, nurses, and other healthcare professionals
	THE STATE OF LOUISIANA - Office of State Procurement	Statewide Contract for Healthcare Staffing Services
	ESCAMBIA COUNTY, FLORIDA – Office of Purchasing	Contract for the supply of advanced practitioners, physicians, among other healthcare providers.

STAFFING EXPERIENCE – PRIVATE SECTOR

Adelphi has delivered high-quality healthcare staffing solutions to some of the nation's prominent health systems, including HCA Healthcare, Tenet Health, and CHS Community Health Systems, among others. Through our dedication to excellence, integrity, and outstanding customer service, we have consistently met and exceeded our clients' staffing needs. Below is a selection of our private sector clients:

	<u>INSTITUTION</u>	<u>SERVICES</u>
	Providence Health	Psychiatry, General Surgery, Internal Medicine, Emergency Medicine, Obstetrics & Gynecology,
	Community Health Systems (CHS)	Interventional Cardiology, Radiology Oncology, Certified Nurse midwife, Nocturnist, Pediatrics, Pulmonology – Critical Care among others.
	Tenet Health	Neurosurgery, Vascular Surgery, Urgent care, Certified Registered Nurse Anesthetist
	Scion Health	Obstetrics & Gynecology, Emergency Medicine, General Surgery, Family Medicine, Pediatrics among others.
	Nova Medical Centers	Emergency Medicine, Internal Medicine, Family Medicine, Hospitalists, Physician Assistants among others.
	McLaren Healthcare	Anesthesiology, Pediatrics, among others.
	Tower Health	General Surgery, Interventional Cardiology, Pathology – Anatomic and Clinical among others.
	Absolute Care	Family Medicine as well as Hospitalist specialties.
	Lifepoint Health	Obstetrics & Gynecology, Emergency Medicine, General Surgery, Family Medicine, Internal Medicine, Urgent Care, Pediatrics among others.
	Ardent Health Services	Internal Medicine, Physical Medicine and Rehabilitation among others.
	East Georgia Regional Medical Center	Hospitalists, Cardiologists, Internal Medicine, Physician Assistants, Nurse Practitioners, among others.
	Tift Regional Health System	Physicians, advanced practitioners, among others

SOME OF OUR OTHER CLIENTS



SOUTH CAROLINA
State Fiscal
Accountability
Authority



MARYLAND
Department of
Health



CLARK COUNTY
WA



HCA HEALTHCARE



COUNTY OF ESSEX,
NJ



BUTTE COUNTY
Department Of
Behavioral Health



CALIFORNIA
Department of
Veteran Affairs



THE UNIVERSITY
OF UTAH



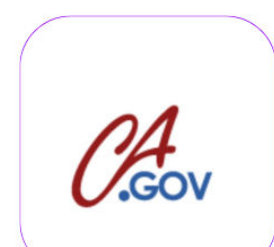
MCHENRY
COUNTY, IL



CITY OF
CLERMONT



TEXAS Health &
Human Services
Commission



CALIFORNIA
Department of
Developmental
Services



INDIAN HEALTH
SERVICES



OHIO Department of
Veterans Services



SOMERSET
COUNTY,
NJ



KAISER
PERMANENTE

PROJECT IMPLEMENTATION STRATEGY

OUR APPROACH TO FULFILLING THE SCOPE OF WORK

Adelphi has a proven track record of effectively servicing similar contracts and possesses both the necessary expertise and capacity to successfully recruit, thoroughly evaluate, and place the nurse practitioner needed to provide services in at the WV Veterans Nursing Facility, Clarksburg. Our approach to fulfilling the scope of work and achieving project objectives will be comprehensive, encompassing the following steps:

1. NEEDS ASSESMENT – SCHEDULE A KICK OFF MEETING WITH THE DEPARTMENT/FACILITY’S CONTRACT LIAISON

Upon being awarded the contract, one of our top priorities will be to schedule a kick-off meeting with the contract liaison. This will enable us gain a more comprehensive understanding of the facility’s expectations, goals, any unique considerations that need to be taken into account with regard to the staffing of the facility, and any other pertinent information that may help us in staffing and contract implementation. We will also introduce Adelphi’s team that will be in charge of implementing the contract, and establish communication channels.

Information gathered during this meeting will enable us to align our approach and resources with the facility's objectives, and ensure that our staffing solutions are tailored to the facility's specific requirements. Additionally, the kick-off meeting will allow us to establish a strong foundation for successful collaboration throughout the duration of the staffing contract.

2. ESTABLISH POOL OF QUALIFIED CANDIDATES

Our team of recruitment specialists will have an established pool of qualified candidates for submission to the facility’s contract liaison upon issuance of a staffing request.

Our candidate pool will consist of nurse practitioners that have been thoroughly vetted and have the necessary qualifications as required by the facility. We are committed to ensuring that the candidate(s) submitted to the facility possesses the necessary credentials, qualifications, and expertise to effectively meet the service requirements of the facility. Our detailed process for candidate vetting is outlined in subsequent pages of this proposal.

3. CANDIDATE SUBMISSION AND INTERVIEW SCHEDULING

Once a staffing request has been issued, our team will forward qualified candidate profile packets to the facility’s liaison. The candidate’s profile packet will include the following key information:

- The Nurse Practitioner’s resume and professional certifications.
- Proof of a minimum of 3 years of long-term care experience as required.
- A copy of their West Virginia License
- Current CPR Certification
- Professional references

Our team will collaborate with the facility liaison to arrange interviews for the candidates. This process will involve efficient communication and coordination to identify suitable interview times that accommodate the availability of the hiring representative and the candidate.

4. COMPLETION OF PRE-EMPLOYMENT PREREQUISITES

Upon receiving approval from the facility's liaison for a candidate, our team will initiate the fulfillment of pre-employment prerequisites. These prerequisites encompass; comprehensive background screening, which includes federal and state criminal record checks, pre-employment drug screening, and other checks as specified in the RFQ. Health screenings as required will also be conducted prior to the commencement of the assignment at the facility.

5. COORDINATE WITH THE FACILITY'S LIAISON FOR PLACEMENT OF SELECTED PROVIDER

Once all pre-employment requirements have been met, Adelphi will collaborate with the facility to facilitate the placement of the provider. This process involves close coordination with the facility's representative to ensure a smooth transition and successful integration for the provider into their role. We will coordinate with the facility to ensure that the provider is fully onboarded and integrated into their role, including setting up necessary access to systems and equipment, and ensuring that they have access to necessary resources to support the provider's seamless onboarding and enable them to perform their duties effectively. Our goal is to streamline the placement process and ensure that the provider has everything they need to seamlessly begin their work and contribute to the facility's operations.

Our team will work in collaboration with the facility liaison to ensure orientation for provider to ensure they understand the expectations of their role, the facility's policies and procedures, and the needs of the population they will serve.

6. CREDENTIALLING AND ONBOARDING ASSISTANCE

Credentialling Assistance:

Our team of credentialling specialists will offer comprehensive support in the credentialing process for the nurse practitioner submitted to the facility. Our experienced team will guide and assist the provider through every step of the credentialing process to ensure that all documentation is submitted promptly and accurately.

By offering dedicated credentialing support, we aim to streamline the often complex and time-consuming process, saving valuable time and effort for the facility. Our expertise in navigating credentialing requirements and our familiarity with industry standards and regulations enable us to proactively address any potential issues that may arise.

Throughout the credentialing process, we maintain transparent communication channels, providing regular updates to the facility and promptly addressing any inquiries or concerns. Our ultimate goal is to ensure that providers are fully credentialed and ready to deliver exceptional care upon commencement of their assignments.

Onboarding Assistance:

To ensure a seamless transition for the provider into the facility, our team will provide comprehensive onboarding assistance. We understand the importance of a smooth onboarding process in enabling providers integrate quickly and effectively into their new roles.

Our dedicated team will guide the provider through the necessary onboarding steps, ensuring that all required documentation, training, and orientation processes are completed efficiently. We will work closely with the facility to understand their specific onboarding protocols and requirements, ensuring compliance with their policies and procedures.

We understand the importance of a smooth onboarding experience in helping providers quickly adapt to their new environment and make a positive impact. With this in mind, we strive to make the onboarding process as seamless and efficient as possible, ensuring that providers acclimate quickly and can begin contributing effectively in their respective roles.

7. STAFFING AND CONTRACT MANAGEMENT

Upon contract award, Adelphi will implement a comprehensive strategy for staff and contract management, guaranteeing the contract's successful execution and the delivery of high-quality staffing services. This strategy will encompass the following key elements:

- ✓ **Account management team:** The account management team tasked with overseeing the successful implementation of this contract will comprise of a contracting specialist and client service coordinator, recruitment specialist and credentialing specialist. These individuals will oversee all aspects of contract implementation. Leveraging their expertise and experience in managing similar staffing contracts, this team will adeptly address the staffing requirements of the WV Veterans Nursing Facility and proactively handle any necessary adjustments. Their proactive approach, meticulous attention to detail, and consistent track record of success have consistently contributed to the overall effectiveness of Adelphi's staffing management strategy.
- ✓ **Efficient Staffing Coordination:** Our team will collaborate closely with the facility to streamline the placement of the required provider. They will proactively oversee the entire staffing process, encompassing candidate vetting, submission and placement, and foster effective coordination with the facility. Throughout the contract duration, we will maintain transparent communication channels with the WVVNF's representative, promptly addressing any modifications or additional staffing requirements that may arise.
- ✓ **Ongoing Performance Monitoring:** We will continuously monitor the performance of the provider. Regular feedback will be gathered from the facility and any concerns or issues will be promptly addressed. This feedback loop will enable us to maintain a high standard of service and address any performance gaps, ensuring client satisfaction throughout the contract period.
- ✓ **Contract Compliance and Reporting:** Adelphi will adhere to all contractual obligations, including compliance with regulations, reporting requirements, and timelines. We will maintain accurate records of all necessary documentation to ensure full compliance with the contract terms and conditions.
- ✓ **Timesheets and Invoicing:** Once the work schedule has been established, we will ensure that timesheets are filled out by the provider based on number of hours worked over each pay cycle. Once timesheets have been approved by the facility, invoices will be generated based on the contractual agreements regarding invoice periods, and payment terms. We will also ensure the provider is compensated in a timely manner.
- ✓ **Continuous Improvement:** We will actively seek feedback and input from the facility and contract liaison to identify areas for improvement. Adelphi is committed to continuous improvement, and we will use client feedback, industry best practices, and lessons learned to refine our processes and enhance the overall service delivery.

CONCLUSION

Our comprehensive approach will serve as the foundation for the successful execution of this contract. By implementing this strategy, we will ensure efficient operations, exceptional client satisfaction, and successful delivery of temporary staffing services for the nurse practitioner required to provide services at the WV Veterans Nursing Facility.

CANDIDATE VETTING

OVERVIEW

Having carefully reviewed the scope of work outlined for this contract, we are unwavering in our commitment to ensuring that the individual(s) we place possesses the necessary credentials, qualifications, and expertise to effectively meet the service requirements of the facility. To uphold this commitment, we employ a rigorous selection process that includes thorough screening, verification, and evaluation of all our providers. We meticulously verify their educational background, certifications, licenses, and any specialized training relevant to the services they will be offering. This ensures that they have the appropriate qualifications to deliver exceptional service.

Our team has extensive experience in recruiting for similar roles and has a deep understanding of the regulatory landscape, including relevant licensing and verification requirements for nurse practitioners. They will conduct comprehensive screenings, verify credentials, and conduct thorough reference checks to ensure that candidates meet our client's standards.

Our recruitment approach is both comprehensive and strategic. We go beyond simply assessing a candidate's qualifications and certifications; we consider various other factors to ensure that we pinpoint the most qualified and suitable candidates tailored to the specific requirements of a facility. We understand the facility's preference for maintaining the same nurse practitioner throughout the contract's duration. Our team is committed to conducting thorough candidate evaluations that extend beyond their qualifications, ensuring their commitment to the role for the entire contract period.

CANDIDATE VETTING: CHECKS CONDUCTED

We are meticulous about the process of screening and vetting of providers during the hiring and placement process and also during the lifetime of the contract. During our in-depth candidate vetting process, we conduct the following:

- ✓ Education verification
- ✓ Skills Checklist
- ✓ Drug screen
- ✓ Multi-state background checks (BCI, OIG, etc.)
- ✓ Physical and Health Examination
- ✓ Health Records - Applicable immunization records if required by the client
- ✓ Peer References
- ✓ USCIS I-9 - Employment Eligibility Verification
- ✓ Driving record Gov. Issued ID - Driver's License
- ✓ Certifications and applicable licenses
- ✓ OSHA (Occupational Safety and Health Administration) Training
- ✓ Any other compliance requirements required by the client

The aforementioned checks are essential in ensuring that each candidate we present to a client facility is fully verified and capable of meeting the required tasks. These checks are further detailed below:

1. **License verification:** This involves verifying that the provider has a valid medical license and has not had any disciplinary action taken against them.
2. **Education and training verification:** This involves verifying that the provider has completed the necessary education and training to practice in their field.
3. **Employment history:** This involves verifying the provider's work history, including previous employers and any gaps in employment.
4. **Multi-state criminal background checks (BCI, OIG, etc.):** This involves checking for any criminal convictions or pending charges that could affect the provider's ability to practice in their respective field.
5. **USCIS I-9 - Employment Eligibility Verification** – to verify identity and employment eligibility.

6. **Drug screening:** This involves testing the provider for illegal drugs or prescription drug abuse.
7. **Reference checks:** This involves contacting the provider's references to confirm their employment history, skills, and work ethic.
8. **Sanctions and exclusion checks:** This involves checking to see if the provider has been excluded from any government-funded healthcare programs, such as Medicare or Medicaid, or has had any sanctions imposed on them by regulatory bodies.

Overall, these checks are designed to ensure that all candidates submitted to work in any client facility, are qualified, ethical, and able to provide safe and effective patient care.

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PROJECT MANAGER PROFILE

PROFILE OF PROJECT MANAGER AND KEY CONTACT PERSON

PROJECT MANAGER PROFILE

Dayne Troupe who is one of Adelphi's managing partners is directly responsible for overseeing fulfillment and performance on all public-sector contract operations. Since 2017, he has overseen numerous similar temporary staffing projects for the provision of nurse practitioners. He will be the corporate point of contact upon award and will oversee all performance under the contract with WV Purchasing Division.

Dayne is a results-driven leader with over six years of experience in the healthcare staffing industry. He is an effective, seasoned and versatile professional with a proven track record and his strengths include the following:

<ul style="list-style-type: none">▪ Contract acquisition and negotiations▪ Recruitment and Retention▪ Human Resource and Workforce Operations▪ Client Communications▪ Staff Training/Leadership	<ul style="list-style-type: none">▪ Project Implementation▪ Process & Performance Improvements▪ Employee Relations▪ Federal, State Labor Law Compliance
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Outlined below are a few of the public sector staffing contracts that Dayne has overseen as the project manager and lead. He has continually demonstrated outstanding leadership of all project teams, and executes his duties with excellence and integrity:

- State of Missouri - Statewide Contract for the supply of diverse healthcare professionals including advanced practitioners.
- Commonwealth of Virginia, Department of Corrections – Statewide staffing contract for diverse healthcare professionals including nurse practitioners.
- State of Kansas, Department of Administration – Statewide contract for the supply of diverse healthcare professionals including advanced practitioners.
- State of North Carolina, Department of Public Safety – Statewide temporary staffing contract for diverse healthcare professionals.
- Commonwealth of Virginia, Department of Behavioral Health – Statewide staffing contract for temporary staffing services for diverse healthcare professionals including nurse practitioners.
- Integral Care Texas - Contract to supply advanced practitioners and physicians.
- State of Arizona, Department of Health Services - Contract to supply advanced practitioners and physicians.

The contracts listed above are not an exhaustive list but give a glimpse of his leadership capabilities as a project lead. He will oversee the implementation of the contract with the WV Purchasing Division for the required nurse practitioner that will provide services at the WVVNF.

PROJECT MANAGER CONTACT INFORMATION	
Contact Person	Dayne Troupe
Position	Managing Partner
Phone Number	678-365-1101
Fax	678-257-2992
Contact Email	govt@adelphimedicalstaffing.com

OUR REFERENCES

OUR REFERENCES

Adelphi Medical Staffing, LLC (Adelphi) has maintained a good reputation for delivering on our promises and meeting our clients' needs. Adelphi has provided temporary staffing services to the following facilities over the years and continues to service these contracts with excellent performance. Below is a list of some of our clients, for whom we have consistently met our contractual responsibilities throughout our working relationship.

REFERENCE 1			
Name of Organization	East Georgia Regional Medical Center	Contact Person	Kathy Holmes
Organization Address	1499 Fair Rd. Statesboro GA 30458	Contact Email	kathy.holmes@eastgeorgiaregional.com
Contract Start Date	July 2017	Contact Phone	912-486-8473
Contract End Date	Ongoing		
Description of Service: Since 2017, we have successfully deployed temporary healthcare providers to fulfill East Georgia's staffing needs. Leveraging our vast network of highly skilled professionals, we have successfully placed diverse healthcare providers in the facility.			
REFERENCE 2			
Name of Organization	Nova Medical Center	Contact Person	Diane Gaddy
Organization Address	2425 Fountain View Dr. #160 Houston TX 77057	Contact Email	dianegaddy@n-o-v-a.com
Contract Start Date	April 2019	Contact Phone	832-320-3171
Contract End Date	Ongoing		
Description of Service: Since April 2019, Adelphi has consistently delivered staffing solutions to Nova for a wide range of healthcare professionals, while upholding the highest standards of excellence, integrity, and efficiency.			
REFERENCE 3			
Name of Organization	Fairfax County Juvenile Detention Center	Contact Person	Daniel Reilly
Organization Address	Fairfax Virginia 22035	Contact Email	daniel.reillyjr@fairfaxcounty.gov
Contract Start Date	September 2021	Contact Phone	703-246-2844
Contract End Date	Ongoing		
Description of Service: Temporary Staffing Services – Supply of diverse healthcare professionals.			

CLIENT REFERENCE LETTERS



LETTER OF RECOMMENDATION

Kathy Holmes
East Georgia Regional Medical Center
1499 Fair Rd
Statesboro, GA 30458
(912) 486-8473
kathy.holmes@eastgeorgiaregional.com

To Whom it May Concern,

Reference for Adelphi Medical Staffing

As the undersigned signatory of East Georgia Regional Medical Center, I hereby certify that Adelphi Medical Staffing has placed healthcare providers in our facility and continues to service this contract.

The contract commenced in July 2017 and is ongoing, and Adelphi has met the facility's expectations in sourcing and placing screened and competent providers.

I would recommend the company to offer similar staffing services to potential clients.

If you require any additional information, please contact me at **(912) 486-8473** or email:

kathy.holmes@eastgeorgiaregional.com.

Yours truly,


A handwritten signature in cursive script that reads "Kathy Holmes".

Kathy Holmes
Director of Medical Staff Services



 eastgeorgiaregional.com

 kathy.holmes@eastgeorgiaregional.com

 (912) 486-1000



Diane Gaddy

Nova Medical Center

2425 Fountain View

Dr #160 Houston, TX 77057

To Whom it May Concern,

Re: Adelphi Medical Staffing

Nova Medical Center certifies that Adelphi Medical Staffing has provided healthcare staffing services in our facility.

Adelphi has met Nova Medical Center's expectations in providing credentialed and qualified providers since April 2019 with a contract that is ongoing. The company has had complete success in providing the contracted services while adhering to the contract's terms and conditions.

For any clarification, please contact me at **(832) 320-3171** or email dianegaddy@n-o-v-a.com.

Yours truly,

Diane Gaddy

Diane Gaddy

 **Email**
dianegaddy@n-o-v-a.com

 **Phone**
(832) 320-3171

 **Website**
<https://n-o-v-a.com/>



LETTER OF REFERENCE

Daniel Reilly
Assistant Superintendent for Operations
Fairfax County Juvenile Detention Center
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Email: daniel.reillyjr@fairfaxcounty.gov
Tel: 703-246-2844

To Whom it May Concern,

Reference for Adelphi Medical Staffing, LLC

Fairfax County Juvenile Detention Center attests that Adelphi Medical Staffing has provided physicians and other healthcare staffing services to our organization. The company's contract commenced in September 2021 and is ongoing.

Adelphi is one of our medical staffing solution partners, and it diligently continues to service its contract with a 100% fill rate. The company has maintained good performance by placing pre-screened healthcare providers in our correctional facility.

In case of any further inquiries, kindly reach me via the provided contact details.

Yours truly,

Daniel Reilly



www.fairfaxcounty.gov



daniel.reillyjr@fairfaxcounty.gov



703-246-2844

LICENSES AND CERTIFICATIONS

State of West Virginia



Certificate

I, Mac Warner, Secretary of State of the State of West Virginia, hereby certify that

ADELPHI MEDICAL STAFFING, LLC

was duly authorized under the laws of this state to transact business in West Virginia as a foreign limited liability company on November 04, 2021.

The company is filed as an at-will company, for an indefinite period.

I further certify that the company has not been revoked or administratively dissolved by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Cancellation or Termination to the company.

Accordingly, I hereby issue this Certificate of Authorization

CERTIFICATE OF AUTHORIZATION

Validation ID:1WV3K_P9XN7



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
December 28, 2023*

Mac Warner

Secretary of State

STATE OF GEORGIA
Secretary of State
Corporations Division
313 West Tower
2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

CERTIFICATE OF EXISTENCE

I, **Brad Raffensperger**, the Secretary of State of the State of Georgia, do hereby certify under the seal of my office that

Adelphi Medical Staffing, LLC
a Domestic Limited Liability Company

was formed in the jurisdiction stated below or was authorized to transact business in Georgia on the below date. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.

Docket Number : 26193706
Date Inc/Auth/Filed: 01/17/2017
Jurisdiction : Georgia
Print Date : 11/21/2023
Form Number : 211



Brad Raffensperger

Brad Raffensperger
Secretary of State

CERTIFICATE OF DISTINCTION

has been awarded to

Adelphi Medical Staffing, LLC

Kennesaw, GA

for

Health Care Staffing

by



The Joint Commission

based on a review of compliance with national standards.

September 22, 2022

Certification is customarily valid for up to 24 months.


Jane Englebright, PhD, RN, CENP, FAAN
Chair, Board of Commissioners

ID #664336

Print/Reprint Date: 09/22/2022


Jonathan B. Perlman, MD, PhD, MSHA, MACP, FACMI
President and Chief Executive Officer

The Joint Commission is an independent, not-for-profit national body that oversees the safety and quality of health care and other services provided in certified organizations. Information about certified organizations may be provided directly to The Joint Commission at 1-800-994-6610. Information regarding certification and the certification performance of individual organizations can be obtained through The Joint Commission's web site at www.jointcommission.org.



This reproduction of the original certification certificate has been issued for use in regulatory/payer agency verification of certification by The Joint Commission. Please consult Quality Check on The Joint Commission's website to confirm the organization's current certification status and for a listing of the organization's locations of care.

RFQ FORMS



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:

Vendor Name : Adelphi Medical Staffing, LLC

Address :

Street : 965 Geneva Walk NW

City : Kennesaw

State : GA

Country : USA

Zip : 30152

Principal Contact : Dayne Troupe

Vendor Contact Phone: 678-365-1101

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor
 Signature X

FEIN# 81-4797062

DATE 1/3/2024

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

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.

Adelphi Medical Staffing, LLC

Company



Authorized Signature

1/3/2024

Date

NOTE: This addendum acknowledgement 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

Proc Folder: 1340813			Reason for Modification:
Doc Description: Nurse Practioner			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-12-12	2024-01-04 13:30	CRFQ 0613 VNF2400000006	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 : Adelphi Medical Staffing, LLC

Address :

Street : 965 Geneva Walk NW

City : Kennesaw

State : GA **Country :** USA **Zip :** 30152

Principal Contact : Dayne Troupe

Vendor Contact Phone: 678-365-1101 **Extension:**

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

Vendor Signature X  **FEIN#** 81-4797062 **DATE** 1/3/2024

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

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) Dayne Troupe, Managing Partner

(Address) 965 Geneva Walk NW, Kennesaw, GA 30152

(Phone Number) / (Fax Number) Tel: 678-365-1101 Fax: 678-257-2992


(email address) govt@adelphimedicalstaffing.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.

Adelphi Medical Staffing, LLC

(Company)



(Signature of Authorized Representative)

Dayne Troupe, Managing Partner

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

Tel: 678-365-1101; Fax: 678-257-2992

(Phone Number) (Fax Number)

govt@adelphimedicalstaffing.com

(Email Address)

REQUEST FOR QUOTATION – CRFQ VNF24*06
NURSE PRACTITIONER

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 Adelphi Medical Staffing, LLC

Contract Manager Dayne Troupe

Telephone Number 678-365-1101

Fax Number 678-257-2992

Email Address govt@adelphimedicalstaffing.com

PRICING

**Exhibit A - Pricing Page
Nurse Practitioner**

Item No.	Description Of Services	Estimated Hours*	Hourly Rate	Total
1	Nurse Practitioner Hourly Rate	1,950	\$145	\$ 282,750 -
			Grand Total	\$ 282,750 -

*Estimated number of hours is not guaranteed.

Vendor Information	
Vendor: <u>Adelphi Medical Staffing, LLC</u>	Printed Name: <u>Dayne Troupe</u>
Address: <u>965 Geneva Walk NW</u>	Title: <u>Managing Partner</u>
<u>Kennesaw, GA, 30152</u>	*Signature <u></u>
Office Phone: <u>678-365-1101</u>	*I hereby certify I am authorized by the Vendor to sign this document.
Cell Phone: <u>678-365-1101</u>	
Fax: <u>678-257-2992</u>	Email: <u>govt@adelphimedicalstaffing.com</u>