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Header 1

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Procurement Folder: 1412431


Procurement Type: Central Master Agreement

Vendor ID: VS0000009010 

Legal Name: Wise Medical Staffing Inc

Alias/DBA:

Total Bid: \$201,344.00

Response Date: 04/24/2024 

Response Time: 14:38

Responded By User ID: msheppard 

First Name: Morgan

Last Name: Sheppard

Email: msheppard@wisemedical

Phone: 7407754108

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2400000010

Published Date: 4/29/24

Close Date: 5/1/24

Close Time: 13:30

Status: Closed

Solicitation Description: Registered Dietician and Consultant for WVNF

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:** 1412431  
**Solicitation Description:** Registered Dietician and Consultant for WVVNF  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-05-01 13:30	SR 0613 ESR04242400000006345	1

**VENDOR**  
VS0000009010  
Wise Medical Staffing Inc

**Solicitation Number:** CRFQ 0613 VNF2400000010  
**Total Bid:** 201344  
**Response Date:** 2024-04-24  
**Response Time:** 14:38:55  
**Comments:**

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

<b>Vendor Signature X</b>	<b>FEIN#</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

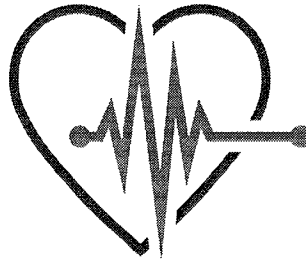
Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Registered Dietician Consulting Services	0.00000			201344.00

Comm Code	Manufacturer	Specification	Model #
85151605			

Commodity Line Comments:	Registered Dietician	58.50	48,672
	Registered Dietician	59.50	49,504
	Registered Dietician	61.00	50,752
	Registered Dietician	63.00	52,416

Extended Description:

Please see the attached Exhibit "A" Pricing page to input your pricing.  
Registered Dietician and Consulting Services for the WVVNF



# **Wise Medical Staffing**

STAFFING & HOME CARE

Corporate Office

6 Health Drive

Chillicothe, Ohio 45601

877.207.7060

Eric Greco, CEO

Terri Scott, VP of Operations

Morgan Sheppard, Director of Finance

State Of West Virginia

Registered Dietician & Consultant Fr WVVNF

CRFQ 0613 VNF2400000010

## COVER LETTER

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Wise Medical Staffing confirms that the proposer has read the project in its entirety, including all links, and all addenda released in conjunction with the project. Wise Medical Staffing agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and agrees to comply with all instructions, terms and conditions, and attachments.

**Confidential**

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## Introduction

Wise Medical Staffing Inc. has been in business since 2001 and we have a passion for working within the Healthcare Industry. We take great pride in recruiting quality candidates to work in the healthcare sector and matching them to our client's needs. We have an array of client companies including Hospitals, Specialty Hospitals, Skilled Nursing Facilities, Assisted Living Facilities, Hospices, Veterans Homes, Clinics, Industrial plants, Correction Facilities, and Schools.

We can provide a full-service staffing solution by having consultative discussions about the overall goal of a company's hiring and employment strategies. If we can establish an annualized baseline projection of your internal employment needs including potential risks such as workers' compensation and turnover costs, we may be able to develop a plan that can save you money. These cost savings can be realized by reducing Overtime (OT), the need to pay hiring bonuses, unemployment expenses through turnover, and workers' compensation expenses and exposure. Additionally, we may be able to reduce the ongoing expense of sourcing, recruiting, credentialing, orientating, and other costs associated with hiring.

At Wise Medical Staffing we want to be more than an "agency" by being a true staffing partner. Our services include direct-hire, temporary-to-hire, block, short- and long-term contracts including travel as well as building PRN pools to work with the ebbs and flows of your business. Our Branch Managers, Recruiters, and Schedulers are complimented by our own internal Credentialing team which supports the tedious requirements of ensuring every Field Associate is in compliance by following Joint Commission Guidelines. Our on-staff Registered Nurse meets regularly with the compliance team to ensure everyone is up to date on compliance and regulations.

Our technology is Avionte Bold and TeamBridge and assists our credentialing team on reminders of expiration dates of any documents for every Field Associate. We always conduct background checks and drug testing based on the requirements of our clients.

Wise Medical Staffing has made the conscious decision to only hire W2 employees versus 1099 Independent Contractors (IC). While there may be some benefits to this model our research has found too many "gray" areas of concern. All our clients pay an all-inclusive bill rate for our Field Associates that includes their pay rate, SUTA, FUTA, FICA (Medicare, SS), ACA, and workers' compensation coverage. Overtime (OT) and injuries (workers' compensation) have become a much bigger target for lawsuits including class action. Our agreement has standard indemnification statements and never states that Wise will not be accountable for workers' compensation claims, unemployment claims, Overtime (OT), paying and matching FICA, and proper government reporting.

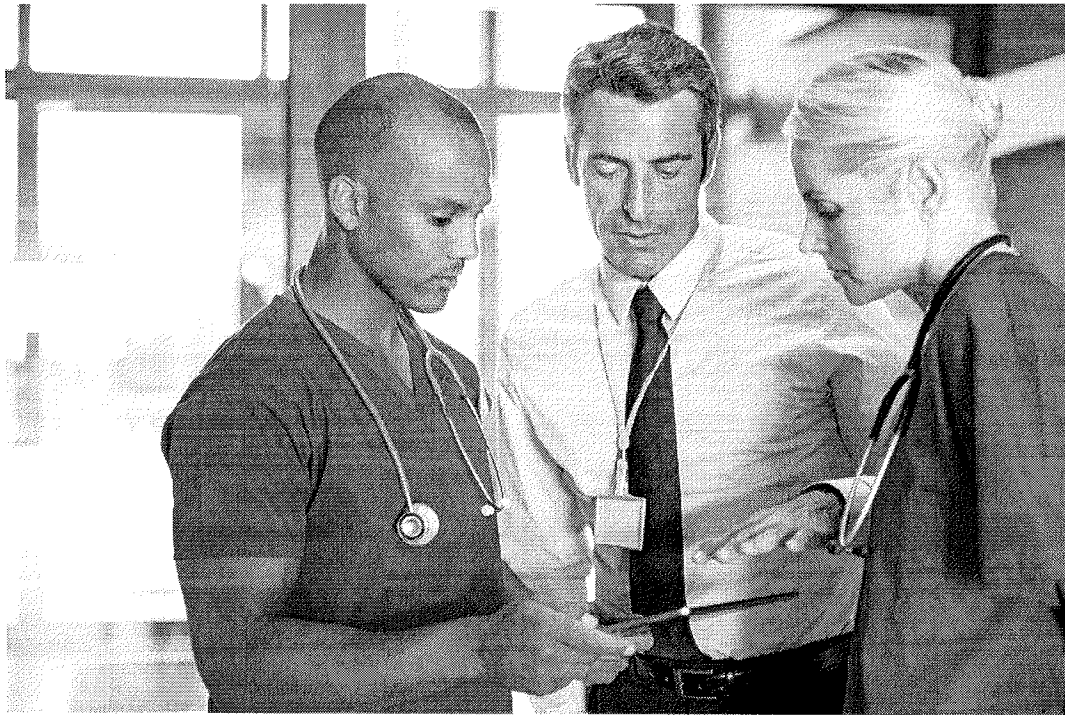
When our clients utilize our services, we provide them with the ability to upload open shift needs in our technology application - TeamBridge. This app allows either our client or us to upload the open shifts, make changes or additions to these shifts, and provides ease for our Field Associates to pick shifts they desire to work. TeamBridge can also be utilized to track the Field Associates' time for payroll and assist in eliminating potential time fraud if used properly. TeamBridge also allows our clients to coordinate with Wise for easier access to each Field Associates file and credentials and is available if our client is experiencing an audit.

We do not rely solely on a "tech" relationship. We also have our own internal on-call team designed to



respond quickly to after-hours needs or issues up to and including contacting someone on our management team if needed. We attempt to maintain a personal relationship by providing you with contact information for people accountable to our clients. We want to resolve any concerns by being available as much as possible. We do not rely on offshore recruiters by never outsourcing these types of functions.

We value your time and stand ready to meet with any of the parties within your company who may benefit from us having an open discussion about your hiring and staffing strategies. We seek a long-term relationship with our clients, and we understand the value of having a dialogue that will allow us to put together a competitive strategy.



## **Wise Medical Staffing - Statement of Vendor Technical Approach**

### **I. Introduction:**

Wise Medical Staffing is committed to delivering high-quality medical staffing solutions to meet the unique needs of our clients in the healthcare industry. Our technical approach is designed to ensure the provision of skilled and qualified medical professionals while adhering to industry regulations and standards.

### **II. Comprehensive Talent Sourcing:**

We employ a multi-faceted approach to talent acquisition, utilizing advanced recruitment technologies, comprehensive databases, and strategic partnerships to identify and attract highly qualified medical professionals. Our sourcing strategy includes:

Proactive candidate sourcing through industry-specific job boards, social media, and professional networks.

Collaboration with educational institutions and training programs to identify emerging talent.

Continuous engagement with passive candidates through targeted marketing and outreach efforts.

### **III. Rigorous Screening and Credentialing:**

Ensuring the competence and reliability of our medical staff is paramount. Our rigorous screening and credentialing process include:

In-depth interviews to assess clinical skills, experience, and cultural fit.

Verification of professional licenses, certifications, and education credentials.

Thorough background checks, including criminal history and employment verification.

Ongoing monitoring and updating of credentials to ensure compliance with regulatory requirements.

### **IV. Technology Integration:**

Wise Medical Staffing leverages cutting-edge technology to streamline the staffing process, enhance communication, and optimize efficiency. Our technological approach includes:

Customized applicant tracking system (ATS) for seamless candidate management.

Integration with electronic health records (EHR) to facilitate smooth onboarding and compliance.

Data analytics tools for performance monitoring, trend analysis, and continuous improvement.

#### **IV. Compliance and Regulatory Adherence:**

We are committed to upholding the highest standards of compliance with industry regulations and guidelines. Our approach includes:

Regular training and education for our staff on relevant regulations and compliance requirements.

Implementation of internal audits and quality assurance measures to ensure ongoing adherence.

Collaboration with legal and compliance experts to stay abreast of changes in healthcare regulations.

#### **V. Client-Centric Approach:**

Wise Medical Staffing is dedicated to understanding and meeting the unique staffing needs of our clients. Our client-centric approach includes:

Tailoring staffing solutions to align with the specific requirements of each healthcare facility.

Regular communication and feedback mechanisms to foster a collaborative partnership.

Proactive problem-solving and adaptability to evolving client needs.

#### **VI. Continuous Improvement:**

We are committed to a culture of continuous improvement, regularly reviewing and enhancing our processes and services based on client feedback, industry trends, and technological advancements.

This statement should be customized based on the specific services and capabilities of the medical staffing vendor.



Wise Medical Staffing takes pride in its rich history and extensive experience in providing exceptional staffing solutions to various institutions across West Virginia. Since our inception in 2001, we have been dedicated to serving the healthcare needs of State Hospitals, Prisons, Vendor Management Systems, and Schools within the United States.

Our commitment to excellence and reliability has made us a trusted partner for these critical institutions, ensuring that they have access to the skilled and qualified medical professionals they need. We understand the unique challenges and demands of these environments, and our team is well-equipped to meet them head-on.

Wise Medical Staffing has many school districts across the United States where we provide staffing services. We meet with the districts to understand their needs. We then develop and execute a plan to provide professional medical staffing based on their needs.

Skilled Facilities are another national coverage we provide. We aim to build relationships with skilled facilities to be a partner. As partners, we can work with facilities to keep rates low, provide professional medical staffing, and mitigate risk. We can layer different types of staffing from Per Diem, short-term contract to long-term contract to allow a facility to thrive without worry about staffing needs.

Our comprehensive understanding of the healthcare landscape has helped us serve the West Virginia State Hospitals. We currently have 300 staff members in these hospitals in a multi-million-dollar bid. We have been serving the hospital's staffing needs since 2018 and continue to see our relationship with the hospital grow.

Wise Medical Staffing has consistently demonstrated its proficiency in navigating the intricacies of vendor management systems. coupled with our commitment to compliance and quality, has enabled us to seamlessly integrate into various vendor management systems, ensuring a streamlined and efficient staffing process for our clients who utilize a VMS.

Over the years, we have built enduring relationships with healthcare facilities, and our track record speaks to our unwavering dedication to client satisfaction. We take pride in being a reliable partner for State Hospitals, Prisons, and Schools, contributing to the delivery of high-quality healthcare services in West Virginia.

As we look towards the future, Wise Medical Staffing remains committed to upholding the highest standards in healthcare staffing, continuously evolving to meet the ever-changing needs of our clients while maintaining the quality of service that defines our legacy.

## **Wise Medical Staffing Supplier Diversity Statement**

At Wise Medical Staffing, we are driven by the belief that diversity and inclusion are fundamental pillars of success, growth, and innovation. As a responsible corporate citizen, we are committed to promoting supplier diversity as an integral part of our business strategy.

Our Supplier Diversity Program aims to create an inclusive and equitable procurement process that empowers businesses owned by minorities, women, veterans, LGBTQ+, disabled individuals, and other underrepresented groups. We recognize that diverse suppliers bring unique perspectives, talents, and ideas, enriching our supply chain and contributing to our overall success.

We define diverse suppliers as those who are certified and verifiable as minority-owned, women-owned, veteran-owned, LGBTQ+-owned, disabled-owned, or belonging to any other historically disadvantaged group. We actively seek out and engage with these businesses, providing them with equal opportunities to participate in our competitive bidding process.

Our commitment to supplier diversity is not merely a moral obligation but a strategic imperative. Embracing diversity not only reflects our values but also enhances the resilience and adaptability of our supply chain. By partnering with diverse suppliers, we foster economic growth, create job opportunities, and invest in the development of local communities.

To achieve our supplier diversity goals, we implement the following initiatives:

**Outreach and Education:** We proactively engage with diverse supplier organizations, attend networking events, and provide resources to help potential suppliers navigate the procurement process.

**Supplier Development:** We support the growth and capacity-building of diverse suppliers through mentorship, training, and access to capital resources.

**Tracking and Reporting:** We closely monitor our supplier diversity efforts, regularly evaluating our progress, and reporting our achievements to promote transparency and accountability.

**Collaboration and Partnerships:** We actively seek partnerships with diverse suppliers and advocate for the inclusion of diverse businesses within our industry.

Our commitment to supplier diversity extends beyond compliance. It is an ongoing journey, and we continuously seek ways to enhance our efforts and positively impact the communities we serve.

We encourage all diverse suppliers who share our values and commitment to excellence to collaborate with us. Together, we can forge a stronger, more inclusive future and create lasting value for our stakeholders, customers, and society at large.

Wise Medical Staffing is proud to be an agent of change, fostering supplier diversity as a core element of our corporate ethos. Join us on this transformative journey, as we collectively build a brighter, more diverse, and prosperous world.

## REFERENCE

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State of West Virginia, Lakin Hospital  
Kelly Riggs, Accounting Technician 1111-Accounts Payable  
Phone: (304) 675-0860, Ext 104  
Email: [kelly.j.riggs@wv.gov](mailto:kelly.j.riggs@wv.gov)  
Staffing medical personnel in 7 different locations  
October 2018 - Present

West Virginia Veterans Home  
Joseph Crutcher, Purchasing Associate  
Phone: (304) 736 - 1027 Ext 304  
Email: [joseph.j.crutcher@wv.gov](mailto:joseph.j.crutcher@wv.gov)  
Temporary and permanent staffing  
April 2023- Present

Chillicothe City School District  
Aaron Brown, Director of Secondary Educational Services  
Phone: (740) 775-4250 Ext 16127  
Email: [Aarnn.Brown@ccsd.us](mailto:Aarnn.Brown@ccsd.us)  
Staff school nurses as needed  
October 2022 - Present

Larry K. Arthur II  
Director of Special Education  
Vinton County Local Schools  
(740) 596-5218 ext. 1238  
(740) 591-3244  
(740) 887-5285  
[Larry.arthur@vc-k12.us](mailto:Larry.arthur@vc-k12.us)

Kelly Waugh, RN, MHL  
District Nurse  
Wellston City Schools  
[kwaugh@wcs.k12.oh.us](mailto:kwaugh@wcs.k12.oh.us)  
(740)384-2060  
fax (740)384-9801



## WISE MEDICAL

### Drug Screen Results

Printed Name of Applicant: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Company Screening For: \_\_\_\_\_

Person Performing Test: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Temperature of Sample: \_\_\_\_\_

Manufacturer:	Lot Number:	Expiration Date	
1. Marijuana	THC	Positive	Negative
2. Cocaine	COC	Positive	Negative
3. Methamphetamine	mAMP	Positive	Negative
4. Opiates - Morphine	OPI / MOR	Positive	Negative
5. Amphetamines	AMP	Positive	Negative
6. Phencyclidine	PCP	Positive	Negative
7. Benzodiazepine	BZO	Positive	Negative
8. Barbituates	BAR	Positive	Negative
9. Methadone	MTD	Positive	Negative
10. Oxycodone	OXY	Positive	Negative

List any drugs you make have taken in the last 30 days:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize Wise Medical Staffing, Inc. full permission to release the results of this test to the company I am screening for. Such waived and released claims include, but not limited to, invasion of privacy, intentional infliction of mental distress, handicap discrimination and possible clerical or laboratory error.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Person Performing Test: \_\_\_\_\_

Witness \_\_\_\_\_



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: 1412431

Doc Description: Registered Dietician and Consultant for WVVNF

Reason for Modification:

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-11	2024-04-30 13:30	CRFQ 0613 VNF2400000010	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 :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

**FOR INFORMATION CONTACT THE BUYER**

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

Vendor  
Signature X

FEIN# 30-0011726

DATE 4/24/24

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





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

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

**VENDOR**

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

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

Vendor  
Signature X

FEIN# 30-0011726

DATE

4/24/24

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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

<b>Proc Folder:</b> 1412431			<b>Reason for Modification:</b>
<b>Doc Description:</b> Registered Dietician and Consultant for WVVNF			
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2024-04-11	2024-04-30 13:30	CRFQ 0613 VNF2400000010	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 :**

**Address :**

**Street :**

**City :**

**State :**

**Country :**

**Zip :**

**Principal Contact :**

**Vendor Contact Phone:**

**Extension:**

**FOR INFORMATION CONTACT THE BUYER**

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

Vendor  
Signature X

FEIN# 30-0011725

DATE

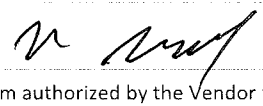
All offers subject to all terms and conditions contained in this solicitation

**Exhibit A - CRFQ VNF24\*10**

**Pricing Page**

**Registered Dietician Consulting Services**

Item No.	Description Of Services	Hourly Rate	Estimated hours per year (based on 16 hours per week)	Total Item Cost
	<b>Base Year One</b>			
1	Registered Dietician	\$ 58.50 -	832	\$ 48,672 -
	<b>Renewal Year One</b>			
2	Registered Dietician	\$ 59.50 -	832	\$ 49,504 -
	<b>Renewal Year Two</b>			
3	Registered Dietician	\$ 61.00 -	832	\$ 50,752 -
	<b>Renewal Year Three</b>			
4	Registered Dietician	\$ 63.00 -	832	\$ 52,416 -
<b>Grand Total:</b>				\$ 201,344 -

Vendor Information	
Vendor:	Wise Medical staffing <small>*Printed Name</small>
Address:	6 Health Dr <small>Title</small>
	chillicothe OH 45601 <small>*Signature</small> 
Office Phone:	740 775 7102 <small>*I hereby certify I am authorized by the Vendor to sign this document.</small>
Cell Phone	937 481 3254
Fax	740 775 3733 <small>Email: msheppard@wise medical staffing.com</small>

REQUEST FOR QUOTATION – CRFQ VNF24\*10  
Registered Dietician Consulting Services

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10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

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

Contract Manager: Morgan Sheppard

Telephone Number: 740-775-4108

Fax Number: 740 775 3733

Email Address: mshppard@wise medical  
stuffky.com