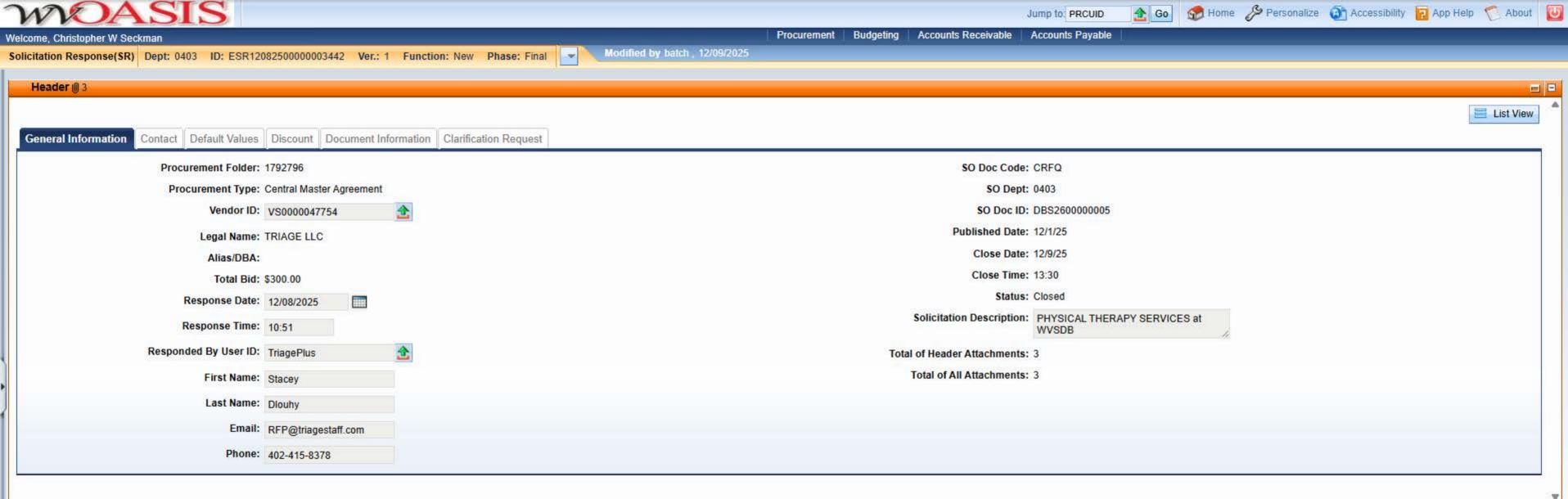
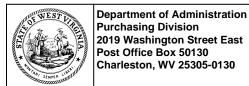


2019 Washington Street, East Charleston, WV 25305 Telephone: 304-558-2306 General Fax: 304-558-6026

Bid Fax: 304-558-3970

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.





## State of West Virginia Solicitation Response

Proc Folder: 1792796

Solicitation Description: PHYSICAL THERAPY SERVICES at WVSDB

Proc Type: Central Master Agreement

 Solicitation Closes
 Solicitation Response
 Version

 2025-12-09 13:30
 SR 0403 ESR12082500000003442
 1

VENDOR

VS0000047754 TRIAGE LLC

Solicitation Number: CRFQ 0403 DBS2600000005

Total Bid: 300 Response Date: 2025-12-08 Response Time: 10:51:00

Comments:

FOR INFORMATION CONTACT THE BUYER

James W Atkins (304) 558-0094 james.w.atkins@wv.gov

Vendor Signature X

FEIN# DATE

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

 Date Printed:
 Dec 10, 2025
 Page: 1
 FORM ID: WV-PRC-SR-001 2020/05

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Physical Therapist				93.00

Comm Code	Manufacturer	Specification	Model #	
85122101				

Commodity Line Comments: Thank you for the opportunity to submit a response to the solicitation for Physical Therapy Services at WVSDB.

Please feel free to reach out with any questions or comments you may have.

Sincerely, Stacey Dlouhy

#### **Extended Description:**

**Physical Therapist** 

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Physical Therapist Assistant				60.00

Comm Code	Manufacturer	Specification	Model #	
85122101				

Commodity Line Comments: Thank you for the opportunity to submit a response to the solicitation for Physical Therapy Services at WVSDB.

Please feel free to reach out with any questions or comments you may have.

Sincerely, Stacey Dlouhy

#### **Extended Description:**

**Physical Therapist Assistant** 

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Physical Therapy Student				57.00

Comm Code	Manufacturer	Specification	Model #	
85122101				

Commodity Line Comments: Thank you for the opportunity to submit a response to the solicitation for Physical Therapy Services at WVSDB.

Please feel free to reach out with any questions or comments you may have.

Sincerely, Stacey Dlouhy

#### **Extended Description:**

**Physical Therapy Student** 

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Case Management				90.00

Comm Code	Manufacturer	Specification	Model #	
85122101				

Commodity Line Comments: Thank you for the opportunity to submit a response to the solicitation for Physical Therapy Services at WVSDB.

Please feel free to reach out with any questions or comments you may have.

Sincerely, Stacey Dlouhy

#### **Extended Description:**

Case Management

Date Printed: Dec 10, 2025 Page: 2 FORM ID: WV-PRC-SR-001 2020/05



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 Service - Misc

Proc Folder:

1792796

Doc Description: PHYSICAL THERAPY SERVICES at WVSDB

**Reason for Modification:** 

Addendum No. 1

Vendor questions and Responses

Proc Type:

Central Master Agreement

Date Issued **Solicitation Closes** Solicitation No

2025-12-01 2025-12-09 13:30

CRFQ 0403 DBS2600000005

Version 2

**BID RECEIVING LOCATION** 

**BID CLERK** 

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Customer Code: VS0000047754

Vendor Name:

Triage, LLC

Address:

13609 California Street Suite 100

Street:

City:

Omaha

State:

NE

Country:

Douglas

Zip:

68154

**Principal Contact:** 

Stacey Dlouhy

Vendor Contact Phone:

402-999-9732

Extension:

FOR INFORMATION CONTACT THE BUYER

James W Atkins (304) 558-0094

james.w.atkins@wv.gov

Vendor

Signature X

FEIN# 81-4852747 DATE

12-05-2025

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

Date Printed: Dec 1, 2025

Page: 1

FORM ID: WV-PRC-CRFQ-002 2020/05

#### ADDITIONAL INFORMATION

ADDENDUM NO. 1

Addendum No. 1 issued to publish and distribute the attached information to the Vendor Community

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Schools for the Deaf and the Blind (WVSDB), to establish an Open-End contract for Physical Therapy Services provided at the school located at 301 E Main Street, Romney, WV 26757 per the specifications and terms and conditions as attached.

INVOICE TO		SHIP TO	
SCHOOL FOR THE BLIND 301 EAST MAIN ST	DEAF &	SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	
ROMNEY WV		ROMNEY WV	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Physical Therapist				

Comm Code	Manufacturer	Specification	Model #	
85122101				

#### **Extended Description:**

**Physical Therapist** 

INVOICE TO		SHIP TO	
SCHOOL FOR THE BLIND	DEAF &	SCHOOL FOR THE DEAF & BLIND	
301 EAST MAIN ST		301 EAST MAIN ST	
ROMNEY	WV	ROMNEY W	V
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Physical Therapist Assistant				

Comm Code	Manufacturer	Specification	Model #	
85122101				

#### **Extended Description:**

**Physical Therapist Assistant** 

INVOICE TO	A 10 Mil.	SHIP TO	Timenus (Inchi)
SCHOOL FOR THE DEAF BLIND 301 EAST MAIN ST	&	SCHOOL FOR THE D BLIND 301 EAST MAIN ST	EAF &
ROMNEY US	WV	ROMNEY US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Physical Therapy Student				

Comm Code	Manufacturer	Specification	Model #	
85122101				

## **Extended Description:**

Physical Therapy Student

INVOICE TO		SHIP TO		
SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST		SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST		
ROMNEY US	WV	ROMNEY US	WV	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Case Management				

Comm Code	Manufacturer	Specification	Model #	
85122101				

## **Extended Description:**

Case Management

## SCHEDULE OF EVENTS

<u>Line</u>	Event	Event Date
1	Questons Due By 3:00pm EST	2025-11-25

	Document Phase	Document Description	Page 4
DBS2600000005	2.03	PHYSICAL THERAPY SERVICES at WVSDB	

### ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

# ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: CRFQ DBS26\*05

**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.

(Check	the	bo	x next to each addendum rece	ivec	l)	
	[×	]	Addendum No. 1	[	]	Addendum No. 6
	[	]	Addendum No. 2	[	]	Addendum No. 7
	[	]	Addendum No. 3	[	]	Addendum No. 8
	[	]	Addendum No. 4	[	]	Addendum No. 9
	Γ	1	Addendum No. 5	ſ	1	Addendum No. 10

Addendum Numbers Received:

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.

Triage, LLC

Company

Authorized Signature

12-05-2025

Date

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

#### INSTRUCTIONS TO VENDORS SUBMITTING BIDS

- 1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
- 2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

A pre-bid meeting will not be held prior to bid opening
☐ A MANDATORY PRE-BID meeting will be held at the following place and time:

3 PRE-RID MEETING: The item identified below shall apply to this Solicitation.

All Vendors submitting a bid must attend the **mandatory** pre-bid meeting. Failure to attend the **mandatory** pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline: Tuesday November 25, 2025 at 3:00pm EST.

Submit Questions to: James Atkins

2019 Washington Street, East Charleston, WV 25305

Fax: (304) 558-3970

Email: james.w.atkins@wv.gov

- 5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
- 6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids or modification of bids via email.

Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

**BUYER:** 

SOLICITATION NO.: CRFQ DBS2600000005

BID OPENING DATE: BID OPENING TIME: FAX NUMBER:

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

### **Bid Delivery Address and Fax Number:**

Department of Administration, Purchasing Division 2019 Washington Street East Charleston, WV 25305-0130

Fax: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery or via delivery by mail).

Bid Opening Date and Time: December 9, 2025 at 1:30pm EST

Bid Opening Location: Department of Administration, Purchasing Division 2019 Washington Street East Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

- 9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
- 10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand shall clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
- This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.
- 11. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6.2, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
- 12. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor **must** be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
- 13. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 14. **PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: <a href="https://www.state.wv.us/admin/purchase/vrc/Venpref.pdf">www.state.wv.us/admin/purchase/vrc/Venpref.pdf</a>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can he found at• www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

#### 15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:

For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, womenowned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority- owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors.

- 16. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.7.
- 17. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.
- 18. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance."
- 19. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3."

- 20. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.
- 21. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.
- 22. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

#### **GENERAL TERMS AND CONDITIONS:**

- 1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
- 2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
- 2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
- 2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.
- **2.3.** "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
- **2.4.** "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.
- 2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.
- **2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
- **2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
- **2.9. "Vendor"** or "**Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:
▼ Term Contract
Initial Contract Term: The Initial Contract Term will be for a period of One (1) year  The Initial Contract Term becomes effective on the effective start
date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance
clerk (or another page identified as
Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)
Alternate Renewal Term – This contract may be renewed for successive year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)
<b>Delivery Order Limitations:</b> In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.
Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed withindays.

Fixed Period Contract with Renewals: This Contract receipt of the notice to proceed and part of the Contract in		
specifications must be completed within		
work covered by the preceding sentence, the vendor agree	ees that:	
the contract will continue for	years;	
One-Time Purchase: The term of this Contract shall	t exceed the total number of ewal of this Contract is progrey, Purchasing Division and to form only).  Type text here all run from the issuance of	of months hibited. I Attorney the Award
Document until all of the goods contracted for have been contract extend for more than one fiscal year.	en delivered, but in no eve	nt will this
Construction/Project Oversight: This Contract bed date listed on the first page of this Contract, identified a cover page containing the signatures of the Purchasi Encumbrance clerk (or another page identified as and continues until the project for which the vendor is profit Other: Contract Term specified in	as the State of West Virging Division, Attorney Go	nia contract eneral, and
4. AUTHORITY TO PROCEED: Vendor is authorized the date of encumbrance listed on the front page of the Award "Fixed Period Contract" or "Fixed Period Contract with Rene above. If either "Fixed Period Contract" or "Fixed Period Covendor must not begin work until it receives a separate notice proceed will then be incorporated into the Contract via chang that work commenced.	d Document unless either the ewals" has been checked in Sontract with Renewals" has been to proceed from the State.	box for ection 3 een checked, The notice to
<b>5. QUANTITIES:</b> The quantities required under this Co with the category that has been identified as applicable to		in accordance
✓ Open End Contract: Quantities listed in this Solicita approximations only, based on estimates supplied by the that the Contract shall cover the quantities actually order Contract, whether more or less than the quantities shown	Agency. It is understood a red for delivery during the t	nd agreed
Service: The scope of the service to be provided will specifications included herewith.	be more clearly defined in	the
Combined Service and Goods: The scope of the serprovided will be more clearly defined in the specification	<del>-</del>	to be

One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
Construction: This Contract is for construction activity more fully defined in the specifications.
6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.
7. <b>REQUIRED DOCUMENTS:</b> All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:
LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.
Licensed as a Physical Therapist in the State of West Virginia  ✓
The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:		
✓ Commercial General Liability Insurance in at least an occurrence.	amount of: \$1,000,00	0 per
Automobile Liability Insurance in at least an amount of	f:	per occurrence.
Professional/Malpractice/Errors and Omission Insuration per occurrence. Notwithstanding the list the State as an additional insured for this type of policy.	forgoing, Vendor's are	unt of: e not required to
Commercial Crime and Third Party Fidelity Insuran per occurrence.	ce in an amount of:	
Cyber Liability Insurance in an amount of:		per occurrence.
Builders Risk Insurance in an amount equal to 100% of	f the amount of the Cor	ntract.
Pollution Insurance in an amount of:	per occurrence.	
Aircraft Liability in an amount of:	_ per occurrence.	

- **9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.
- 10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall

not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:				
	for	·		
☐ Liquidated Da	mages Contained in the Specifications.			
Liquidated Da	mages Are Not Included in this Contract.			

- 12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.
- 13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.
- 14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.
- 15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)
- 16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

- 17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.
- 18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.
- 19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.
- **20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.
- 21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.
- **22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.
  - **SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.
- 23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

- 24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.
- 25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.
- 28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- **29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- **30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <a href="https://www.state.wv.us/admin/purchase/privacy.">www.state.wv.us/admin/purchase/privacy.</a>

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

- 33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.
- **34. VENDOR NON-CONFLICT:** Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.
- **38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

following reports identified by a checked box below:

✓ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

✓ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at <a href="mailto:purchasing.division@wv.gov">purchasing.division@wv.gov</a>.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the

- **40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.
- 41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:
  - a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
  - b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
  - c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
    - 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
    - 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

- **44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.
- **45. VOID CONTRACT CLAUSES:** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.
- **46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**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) Stacey Dlouhy - Proposal Manager
(Address) 13609 California Street Suite 100, Omaha, NE 68154
, , ,
(Phone Number) / (Fax Number) 402-999-9732 / 800-701-9855
(email address) stacey.dlouhy@triagestaff.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.

Triage, LLC	
(Company)	
Mace of May Ly	
(Signature of Authorized Representative)	
Stacey Dlouhy - Proposal Manager 12-8-2025	
(Printed Name and Title of Authorized Representative) (Date)	
402-999-9732 / 800-701-9855	
(Phone Number) (Fax Number)	
stacey.dlouhy@triagestaff.com	Commence Burg Color Source
(Email Address)	

## ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.:

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.

nis bid. y oral Only is

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

Revised 8/24/2023

document processing.

#### **SPECIFICATIONS**

- PURPOSE AND SCOPE: The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Schools for the Deaf and the Blind (WVSDB) to provide Physical Therapy Services for students at the West Virginia Schools for the Deaf and the Blind. Services will be provided at the school located at 301 E Main St Romney, WV 26757.
- 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 Services" means Physical Therapy Services as fully described by these specifications.
  - "Pricing Section" means the schedule of prices, estimated hourly rate, and totals contained in wvOASIS or Exhibit A Pricing Page 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.

#### 3. GENERAL REQUIREMENTS:

- 3.1 Contract Services and Mandatory Contract Requirements and Deliverables: Vendor shall provide the WVSDB with the Contract Services listed below on an ongoing basis. Contract services must meet or exceed the mandatory requirements as shown below. Services will be provided at 301 E Main Street Romney, WV 26757.
  - **3.1.1** Evaluations and services provided by certified physical therapists, physical therapist assistants, and physical therapy students.
    - 3.1.1.1 A physical therapist must conduct the initial evaluation and establish the student's plan of care and goals.
    - 3.1.1.2 Provide physical therapy services for eligible students, on site, that align with plan of care and goals.
    - 3.1.1.3 Work with staff and IEP team to schedule services as appropriate for students and staff.
    - 3.1.1.4 Provide written reports as requested.
    - 3.1.1.5 Maintain the confidentiality of student information.

- 3.1.1.6 Provide caseload management responsibility services including therapy documentation, evaluation reports, IEP completion, meeting participation, progress reports, Medicaid billing and other required tasks assigned by administration for the completion of student services.
- 3.1.1.7 The level of supervision required for physical therapist assistants depends on the settings and their experience level. A licensed PT must supervise no more than four PTAs, temporary permit holders, or aides at one time.

  Type text here
- 3.1.1.8 Physical therapy students must be supervised by a licensed PT during all hands-on patient care. The supervising PT must be physically present and immediately available for direction. The PT must also have direct contact with the patient during each visit.
- 3.1.1.9 General supervision is permitted with prior permission. A PT may use a general supervision, where they are available by telecommunication. Under general supervision, the supervising PT must make an on-site or telehealth visit with the PTA within 24 hours is clinically prudent. The PT must also visit the patient at least once every 10 PTA visits or every 30 days, whichever comes first.

#### **3.1.2** Credentials and experience.

- 3.1.2.1 Successful vendor or vendor's representative must have current license as a physical therapist from the state of West Virginia license board. Vendor should submit a copy of their license with their submitted bid response. This information will be required before award of contract.
- 3.1.2.2 Successful vendor or vendor's representative should have at least five (5) years of experience working with deaf, hard of hearing, blind, low vision and deafblind students in a school setting.
- 3.1.2.3 Successful vendor or vendor's representative should have at least five (5) years of experience in implementing and advising on Individualized Educational Plans (IEP) with some of that experience being with deaf, hard of hearing, blind, low vision and deafblind students.

#### 4. CONTRACT AWARD:

- **4.1** Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. 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 Section.
- **4.2** Pricing Section: Vendor should complete the Pricing Section in full as failure to complete the Pricing Section in its entirety may result in Vendor's bid being disqualified.

Vendors should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

- 5. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Items, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 6. PAYMENT: Vendor shall accept payment in accordance with the payment procedures of the state of West Virginia

#### 7. VENDOR DEFAULT:

- 7.1 Default: The following shall be considered a vendor default under this Contract:
  - **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 Items provided under this Contract.
  - 7.1.4 Failure to remedy deficient performance upon request.
- **7.2** Remedy: 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. CONTRACT MANAGER: Performance of Contract Services may require access cared ad/or keys to gain entrance to Agency's facilities. In the even that access cards and/or keys are required:
  - 8.1.1 Vendor must identify principle service personnel which will be issued access cards and/or keys to perform Contract Service.
  - 8.1.2 Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost, misplaced or stolen.
  - 8.1.3 Vendor shall notify the WVSDB immediately of any lost, stolen or missing card or keys.
  - 8.1.4 Anyone performing under this Contract will be subject to agency's security protocol and procedures.
  - 8.1.5 Vendor shall inform all staff of WVSDB's security protocol and procedures.
- 9. 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 shall list its Contract manager and his or her contact information below

Contract Manager:	Kerrie Mockelstrom
Vendor's Address:	13609 California Street Suite 100, Omaha, NE 68154
Telephone Number	402-999-9522
	kerrie@triagestaff.com



## CERTIFICATE OF LIABILITY INSURANCE

1/1/2026

DATE (MM/DD/YYYY) 12/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

tilla cei	uncate does not comer rights to th	e certificate fiolitier ill lie	u or such endorsement(s).		
PRODUCER	Lockton Companies, LLC		CONTACT NAME:		
	444 W. 47th Street, Suite 900		PHONE (A/C, No, Ext):	FAX (A/C, No):	
	Kansas City MO 64112-1906 (816) 960-9000		E-MAIL ADDRESS:		
	kcasu@lockton.com		INSURER(S) A	FFORDING COVERAGE	NAIC#
			INSURER A: TDC Specialty	Insurance Company	34487
INSURED	TRIAGE, LLC		INSURER B : Sentry Casual	ty Company	28460
1498977	13609 CÁLIFORNIA STREET SU	ITE 100	INSURER C: Ironshore Speci	alty Insurance Co	25445
	OMAHA NE 68154		INSURER D :		
			INSURER E :		
			INSURER F:		
COVEDA	GES CEDTIE	CATE NUMBER: 10	726270	DEVISION NUMBED:	vvvvvv

COVERAGES CERTIFICATE NUMBER: 19736370 REVISION NUMBER: XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE		SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X	COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR	N	N	MFP-00249-25-07	1/1/2025	1/1/2026	EACH OCCURRENCE         \$ 1,000,000           DAMAGE TO RENTED PREMISES (Ea occurrence)         \$ 100,000
								MED EXP (Any one person) \$ 10,000  PERSONAL & ADV INJURY \$ Included
	GEN	POLICY PRO- POLICY DECT LOC						GENERAL AGGREGATE \$ 3,000,000  PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AU1	OTHER: FOMOBILE LIABILITY	N	N	MFP-00249-25-07	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT \$ 1,000,000
	X	ANY AUTO  OWNED AUTOS ONLY HIRED AUTOS ONLY AUTOS ONLY AUTOS ONLY						BODILY INJURY (Per person) \$ XXXXXXX  BODILY INJURY (Per accident) \$ XXXXXXX  PROPERTY DAMAGE (Per accident) \$ XXXXXXX
C	X	UMBRELLA LIAB X OCCUR	N	N	HC7CACFJK8004	1/1/2025	1/1/2026	\$ XXXXXXX EACH OCCURRENCE \$ 5,000,000
		EXCESS LIAB X CLAIMS-MADE  DED RETENTION \$	IN	IN	HC/CACFJK8004	1/1/2023	1/1/2020	AGGREGATE \$ 5,000,000 \$ XXXXXXX
B B	AND ANY OFF (Mar	RKERS COMPENSATION DEMPLOYERS' LIABILITY PROPRIETOR/PARTNER/EXECUTIVE ICER/MEMBER EXCLUDED? Indatory in NH) S, describe under CRIPTION OF OPERATIONS below	N/A	N	A0176213-001 A0176213-002	1/1/2025 1/1/2025	1/1/2026 1/1/2026	X   PER   OTH-     E.L. EACH ACCIDENT   \$ 1,000,000     E.L. DISEASE - EA EMPLOYEE   \$ 1,000,000     E.L. DISEASE - POLICY LIMIT   \$ 1,000,000
A	PL	- CLAIMS MADE	N	N	MFP-00249-25-07	1/1/2025	1/1/2026	\$1,000,000 EACH CLAIM \$4,000,000 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION		
<b>19736370</b> Proof of coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
_	AUTHORIZED REPRESENTATIVE Joseph M Agnella		

#### WV STATE GOVERNMENT

#### HIPAA BUSINESS ASSOCIATE ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, HIPAA) Business Associate Addendum ("Addendum") is made a part of the Agreement ("Agreement") by and between the State of West Virginia ("Agency"), and Business Associate ("Associate"), and is effective as of the date of execution of the Addendum

The Associate performs certain services on behalf of or for the Agency pursuant to the underlying Agreement that requires the exchange of information including protected health information protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA"). The Agency is a "Covered Entity" as that term is defined in HIPAA, and the parties to the underlying Agreement are entering into this Addendum to establish the responsibilities of both parties regarding HIPAA-covered information and to bring the underlying Agreement into compliance with HIPAA.

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidential individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, the HITECH Act and its associated regulations, and the parties do agree to at all times treat the PHI and interpret this Addendum consistent with that desire.

NOW THEREFORE: the parties agree that in consideration of the mutual promises herein, in the Agreement, and of the exchange of PHI hereunder that:

- 1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
  - a. **Agency Procurement Officer** shall mean the appropriate Agency individual listed at: http://www.state.wv.us/admin/purchase/vrc/agencyli.html.
  - b. Agent shall mean those person(s) who are agent(s) of the Business Associate, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c).
  - c. Breach shall mean the acquisition, access, use or disclosure of protected health information which compromises the security or privacy of such information, except as excluded in the definition of Breach in 45 CFR § 164.402.
  - d. Business Associate shall have the meaning given to such term in 45 CFR § 160.103.
  - e. HITECH Act shall mean the Health Information Technology for Economic and Clinical Health Act. Public Law No. 111-05. 111h Congress (2009).

- f. Privacy Rule means the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Parts 160 and 164.
- g. Protected Health Information or PHI shall have the meaning given to such term in 45 CFR § 160.103, limited to the information created or received by Associate from or on behalf of Agency.
- h. Security Incident means any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any information or interference with system operations in an information system.
- i. Security Rule means the Security Standards for the Protection of Electronic Protected Health Information found at 45 CFR Parts 160 and 164.
- j. Subcontractor means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.

#### 2. Permitted Uses and Disclosures.

- a. PHI Described. This means PHI created, received, maintained or transmitted on behalf of the Agency by the Associate. This PHI is governed by this Addendum and is limited to the minimum necessary, to complete the tasks or to provide the services associated with the terms of the original Agreement, and is described in Appendix A.
- b. Purposes. Except as otherwise limited in this Addendum, Associate may use or disclose the PHI on behalf of, or to provide services to, Agency for the purposes necessary to complete the tasks, or provide the services, associated with, and required by the terms of the original Agreement, or as required by law, if such use or disclosure of the PHI would not violate the Privacy or Security Rules or applicable state law if done by Agency or Associate, or violate the minimum necessary and related Privacy and Security policies and procedures of the Agency. The Associate is directly liable under HIPAA for impermissible uses and disclosures of the PHI it handles on behalf of Agency.
- c. Further Uses and Disclosures. Except as otherwise limited in this Addendum, the Associate may disclose PHI to third parties for the purpose of its own proper management and administration, or as required by law, provided that (i) the disclosure is required by law, or (ii) the Associate has obtained from the third party reasonable assurances that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party by the Associate; and, (iii) an agreement to notify the Associate and Agency of any instances of which it (the third party) is aware in which the confidentiality of the information has been breached. To the extent practical, the information should be in a limited data set or the minimum necessary information pursuant to 45 CFR § 164.502, or take other measures as necessary to satisfy the Agency's obligations under 45 CFR § 164.502.

### 3. Obligations of Associate.

- a. Stated Purposes Only. The PHI may not be used by the Associate for any purpose other than as stated in this Addendum or as required or permitted by law.
- b. Limited Disclosure. The PHI is confidential and will not be disclosed by the Associate other than as stated in this Addendum or as required or permitted by law. Associate is prohibited from directly or indirectly receiving any remuneration in exchange for an individual's PHI unless Agency gives written approval and the individual provides a valid authorization. Associate will refrain from marketing activities that would violate HIPAA, including specifically Section 13406 of the HITECH Act. Associate will report to Agency any use or disclosure of the PHI, including any Security Incident not provided for by this Agreement of which it becomes aware.
- c. Safeguards. The Associate will use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the PHI, except as provided for in this Addendum. This shall include, but not be limited to:
  - Limitation of the groups of its workforce and agents, to whom the PHI is disclosed to those reasonably required to accomplish the purposes stated in this Addendum, and the use and disclosure of the minimum PHI necessary or a Limited Data Set;
  - Appropriate notification and training of its workforce and agents in order to protect the PHI from unauthorized use and disclosure;
  - iii. Maintenance of a comprehensive, reasonable and appropriate written PHI privacy and security program that includes administrative, technical and physical safeguards appropriate to the size, nature, scope and complexity of the Associate's operations, in compliance with the Security Rule;
  - iv. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information.
- d. Compliance With Law. The Associate will not use or disclose the PHI in a manner in violation of existing law and specifically not in violation of laws relating to confidentiality of PHI, including but not limited to, the Privacy and Security Rules.
- e. Mitigation. Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the PHI by Associate in violation of the requirements of this Addendum, and report its mitigation activity back to the Agency.

- f. Support of Individual Rights.
  - i. Access to PHI. Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying, and in electronic format, if requested, within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524 and consistent with Section 13405 of the HITECH Act.
  - ii. Amendment of PHI. Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.
  - iii. Accounting Rights. Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the documentation required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR §164.528 and consistent with Section 13405 of the HITECH Associate agrees to document disclosures of the PHI and Act. information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such documentation shall include:
    - the date of disclosure:
    - the name of the entity or person who received the PHI, and if known, the address of the entity or person;
    - a brief description of the PHI disclosed; and
    - a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
  - iv. Request for Restriction. Under the direction of the Agency, abide by any individual's request to restrict the disclosure of PHI, consistent with the requirements of Section 13405 of the HITECH Act and 45 CFR § 164.522, when the Agency determines to do so (except as required by law) and if the disclosure is to a health plan for payment or health care operations and it pertains to a health care item or service for which the health care provider was paid in full "out-of-pocket."
  - v. Immediate Discontinuance of Use or Disclosure. The Associate will immediately discontinue use or disclosure of Agency PHI pertaining to any individual when so requested by Agency. This includes, but is not limited to, cases in which an individual has withdrawn or modified an authorization to use or disclose PHI.

- g. Retention of PHI. Notwithstanding section 4.a. of this Addendum, Associate and its subcontractors or agents shall retain all PHI pursuant to state and federal law and shall continue to maintain the PHI required under Section 3.f. of this Addendum for a period of six (6) years after termination of the Agreement, or longer if required under state law.
- h. Agent's, Subcontractor's Compliance. The Associate shall notify the Agency of all subcontracts and agreements relating to the Agreement, where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum. Such notification shall occur within 30 (thirty) calendar days of the execution of the subcontract and shall be delivered to the Agency Procurement Officer. The Associate will ensure that any of its subcontractors, to whom it provides any of the PHI it receives hereunder, or to whom it provides any PHI which the Associate creates or receives on behalf of the Agency, agree to the restrictions and conditions which apply to the Associate hereunder. The Agency may request copies of downstream subcontracts and agreements to determine whether all restrictions, terms and conditions have been flowed down. Failure to ensure that downstream contracts, subcontracts and agreements contain the required restrictions, terms and conditions may result in termination of the Agreement.
- j. Federal and Agency Access. The Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI, as well as the PHI, received from, or created or received by the Associate on behalf of the Agency available to the U.S. Secretary of Health and Human Services consistent with 45 CFR § 164.504. The Associate shall also make these records available to Agency, or Agency's contractor, for periodic audit of Associate's compliance with the Privacy and Security Rules. Upon Agency's request, the Associate shall provide proof of compliance with HIPAA and HITECH data privacy/protection guidelines, certification of a secure network and other assurance relative to compliance with the Privacy and Security Rules. This section shall also apply to Associate's subcontractors, if any.
- k. Security. The Associate shall take all steps necessary to ensure the continuous security of all PHI and data systems containing PHI. In addition, compliance with 74 FR 19006 Guidance Specifying the Technologies and Methodologies That Render PHI Unusable, Unreadable, or Indecipherable to Unauthorized Individuals for Purposes of the Breach Notification Requirements under Section 13402 of Title XIII is required, to the extent practicable. If Associate chooses not to adopt such methodologies as defined in 74 FR 19006 to secure the PHI governed by this Addendum, it must submit such written rationale, including its Security Risk Analysis, to the Agency Procurement Officer for review prior to the execution of the Addendum. This review may take up to ten (10) days.
- I. Notification of Breach. During the term of this Addendum, the Associate shall notify the Agency and, unless otherwise directed by the Agency in writing, the WV Office of Technology immediately by e-mail or web form upon the discovery of any Breach of unsecured PHI; or within 24 hours by e-mail or web form of any suspected Security Incident, intrusion or unauthorized use or disclosure of PHI in violation of this Agreement and this Addendum, or potential loss of confidential data affecting this Agreement. Notification shall be provided to the Agency Procurement Officer at www.state.wv.us/admin/purchase/vrc/agencyli.htm and.

unless otherwise directed by the Agency in writing, the Office of Technology at incident@wv.gov or https://apps.wv.gov/ot/ir/Default.aspx.

The Associate shall immediately investigate such Security Incident, Breach, or unauthorized use or disclosure of PHI or confidential data. Within 72 hours of the discovery, the Associate shall notify the Agency Procurement Officer, and, unless otherwise directed by the Agency in writing, the Office of Technology of: (a) Date of discovery; (b) What data elements were involved and the extent of the data involved in the Breach; (c) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or confidential data; (d) A description of where the PHI or confidential data is believed to have been improperly transmitted, sent, or utilized; (e) A description of the probable causes of the improper use or disclosure; and (f) Whether any federal or state laws requiring individual notifications of Breaches are triggered.

Agency will coordinate with Associate to determine additional specific actions that will be required of the Associate for mitigation of the Breach, which may include notification to the individual or other authorities.

All associated costs shall be borne by the Associate. This may include, but not be limited to costs associated with notifying affected individuals.

If the Associate enters into a subcontract relating to the Agreement where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum, all such subcontracts or downstream agreements shall contain the same incident notification requirements as contained herein, with reporting directly to the Agency Procurement Officer. Failure to include such requirement in any subcontract or agreement may result in the Agency's termination of the Agreement.

m. Assistance in Litigation or Administrative Proceedings. The Associate shall make itself and any subcontractors, workforce or agents assisting Associate in the performance of its obligations under this Agreement, available to the Agency at no cost to the Agency to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against the Agency, its officers or employees based upon claimed violations of HIPAA, the HIPAA regulations or other laws relating to security and privacy, which involves inaction or actions by the Associate, except where Associate or its subcontractor, workforce or agent is a named as an adverse party.

### 4. Addendum Administration.

- a. **Term.** This Addendum shall terminate on termination of the underlying Agreement or on the date the Agency terminates for cause as authorized in paragraph (c) of this Section, whichever is sooner.
- b. Duties at Termination. Upon any termination of the underlying Agreement, the Associate shall return or destroy, at the Agency's option, all PHI received from, or created or received by the Associate on behalf of the Agency that the Associate still maintains in any form and retain no copies of such PHI or, if such return or destruction is not feasible, the Associate shall extend the protections of this Addendum to the PHI and limit further uses and disclosures to the purposes that make the return or destruction of the PHI infeasible. This shall also apply to all agents and subcontractors of Associate. The duty of the Associate and its agents

- and subcontractors to assist the Agency with any HIPAA required accounting of disclosures survives the termination of the underlying Agreement.
- c. Termination for Cause. Associate authorizes termination of this Agreement by Agency, if Agency determines Associate has violated a material term of the Agreement. Agency may, at its sole discretion, allow Associate a reasonable period of time to cure the material breach before termination.
- d. Judicial or Administrative Proceedings. The Agency may terminate this Agreement if the Associate is found guilty of a criminal violation of HIPAA. The Agency may terminate this Agreement if a finding or stipulation that the Associate has violated any standard or requirement of HIPAA/HITECH, or other security or privacy laws is made in any administrative or civil proceeding in which the Associate is a party or has been joined. Associate shall be subject to prosecution by the Department of Justice for violations of HIPAA/HITECH and shall be responsible for any and all costs associated with prosecution.
- **e**. **Survival**. The respective rights and obligations of Associate under this Addendum shall survive the termination of the underlying Agreement.

#### 5. General Provisions/Ownership of PHI.

- a. Retention of Ownership. Ownership of the PHI resides with the Agency and is to be returned on demand or destroyed at the Agency's option, at any time, and subject to the restrictions found within section 4.b. above.
- b. Secondary PHI. Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an individual must be held confidential and is also the property of Agency.
- c. Electronic Transmission. Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an individual must not be transmitted to another party by electronic or other means for additional uses or disclosures not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.
- **d. No Sales.** Reports or data containing the PHI may not be sold without Agency's or the affected individual's written consent.
- e. No Third-Party Beneficiaries. Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- f. Interpretation. The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.
- **g. Amendment.** The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.
- h. Additional Terms and Conditions. Additional discretionary terms may be included in the release order or change order process.

APPROVED AS TO FORM THIS 26 17 DAY Of 20 17 Ratrick Morrisey
Altorney General

## Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. PHI not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Associate:

Name of Agency: West Virginia Schools for the Deaf and the Blind

Describe the PHI (do not include any actual PHI). If not applicable, please indicate the same.

To the minimum extent necessary, the services contained within this agreement involve the transmission of protected health information required for the appropriate oversight and administration of health care services and may include, but is not limited to, data and information related to; treatment data, beneficiary eligibility, medical records, and/or billing information, in paper, electronic, or any other form.



Triage, LLC In Response To

State of West Virginia Purchasing Division 2019 Washington ST E Charleston, WV 25305

Submitted By:

Stacey
Proposal Manager
Triage
(402) 999-9732
stacey.dlouhy@triagestaff.com



Mr. James W. Atkins
Department of Administration
The West Virginia Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Dear Mr. Atkins,

Thank you for the opportunity to submit a response for RFP CRFQ 0403 DBS2600000005 for Physical Therapy Services at West Virginia Schools for the Deaf and the Blind (WVSDB).

Founded in 2006 and led by CEO John Maaske and COO Tyler Pieper, Triage, LLC has a proven record of delivering highly qualified nursing professionals to facilities across all 50 states. With physical offices in Omaha, NE, and Cincinnati, OH, and the support of a nationwide U.S.-based remote workforce, Triage has built a strong, well-established reputation for excellence in healthcare staffing.

With extensive experience supporting high-volume staffing needs, the Triage team understands the importance of having qualified professionals available to meet the demands of the WVSDB.

Thank you again for considering our response to RFP CRFQ 0403 DBS2600000005 for Physical Therapy Services. Should you have any questions related to the information we have provided in this response, please do not hesitate to contact us.

Sincerely,

Stacey Dlouhy Proposal Manager Phone: 402-999-9732

Email: stacey.dlouhy@triagestaff.com



# **Staffing Experience**

Established in 2006, Triage, LLC (Triage) is led by CEO John Maaske and COO Tyler Pieper. The company is headquartered in Omaha, Nebraska which is the principal place of business, with a second office located in Loveland, Ohio, near Cincinnati and has maintained Joint Commission certification since 2007. Our resources include almost 3,000 healthcare professionals on assignment, a database of over 700,000 qualified candidates, and a dedicated marketing team continually recruiting new talent. Internally, we employ over 150 full-time recruiters focused exclusively on talent acquisition and placement.

Triage LLC is enthusiastic and well-prepared to meet your current staffing needs, specifically providing reliable coverage for all shifts, including weekends, holidays, call-offs, and vacations, and ensuring 24-hour support to WVSDB. Our staffing approach leverages a large pool of experienced, credentialed clinicians who can fill open shifts as needed to maintain continuity of care. We proactively plan for anticipated absences while relying on our clinicians' flexibility to address last-minute changes or emergencies. Ongoing communication with both facility leadership and our staff ensure shifts are consistently covered and that patient care standards are upheld.

We have successfully placed nursing professional nationwide, with a strong emphasis on providing experienced, credentialed clinicians committed to delivering exceptional patient care. Our dedication to excellence is reflected in our rigorous compliance standards and comprehensive clinical screening processes, ensuring every placement aligns with the high standards of the West Virginia Schools for the Deaf and the Blind.

Triage has been providing qualified healthcare professionals for long-term care facilities, schools, rehab centers, hospitals, and government healthcare systems for almost 20 years. Our team has a comprehensive understanding of the complex demands within healthcare environments and strict adherence to state and federal regulations, allowing us to consistently meet and exceed our clients' staffing needs.

We specialize in sourcing, credentialing, and placing experienced clinicians who meet rigorous compliance and quality standards. Through years of partnership with healthcare organizations, Triage has developed efficient processes, strong candidate networks, and a proven ability to deliver reliable staffing solutions that support patient care, continuity and organizational performance.





#### TRIAGE

At Triage, we prefer to be real. Real about expectations—both ours and yours. Being real allows everyone to be ready, so clients can get the talent they need and patients can get the care they deserve. Because we don't send candidates with qualifiers, just qualified candidates.

We offer one point of contact per division, in-house compliance and accounting specialists, and on-staff clinical liaisons. At Triage, we stand together in our pursuit of what is real. We earn the trust of those we serve by being reliable. We gain respect by being ready.

We are Triage. Real. Ready.



We search the haystacks so you don't have to.
Visit triagestaff.com

# Nursing

#### Acute Care RN

Advanced: RNFA, Cath Lab, CVICU, etc. Specialty: ICU, Stepdown, ER, NICU, PICU, L&D, Surgical Services Non-Specialty: MedSurg, Rehab, Ortho, etc. Sub-Acute Care: Clinic & LTC RN, EMR Specialist Case Management/UR

#### Management RN

Director/Unit Manager Charge/Precept RN House Supervisor RN Clinical Educator

#### Other

LPN OR Tech CVOR Tech Sterile Processing Tech

# **Long Term Care**

Certified Nurse Assistant (CNA) Licensed Practical Nurse (LPN) Registered Nurse (RN)

## Laboratory

Medical Technologist (MT) Histotechnologist Pathology Assistant Phlebotomist Medical Laboratory Technician (MLT) Clinical Laboratory Scientist (CLS)

## **Rehab Therapy**

Physical Therapist/PTA Occupational Therapist/COTA Speech Therapist/SLP Audiologist Social Worker

# Radiology

#### **Technologist**

Cath Lab, EP, CT, MRI, X-Ray, Mammography, Nuclear Medicine, Ophthalmology (COA or COT), IR/Specials

#### **Ultrasound Tech**

Vascular (RVT/RVS) General (AB) (OB/GYN) (BR) High-Risk, Breast, Echo

# Cardiopulmonary

Respiratory Therapist Sleep Tech EEG Tech Anesthesia Tech Perfusion Dietitian



#### Inc. 5000

Nine-Time Member of the Inc. 5000 List of America's Fastest Growing Companies

#### SIA

Largest US Healthcare Staffing Firms 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024

## Verywell Health

Best Overall Traveling Nursing Agency 2020 | 2021 | 2022 | 2023 | 2024

www.triagestaff.com I (800) 259-9897 I 13609 California Street, Omaha, NE 68154





Inc. 5000 List of America's Fastest Growing Companies

> Nine-Time Member Regionals Midwest 2022 | 2023 | 2024



SIA

Largest US Healthcare Staffing Firms 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024



Forbes America's Best Temp Staffing Firms 2023



**Better Nurse** 

Top Three Best Travel Nurse Agencies 2021 | 2022 | 2023 | 2024



Verywell Health Best Overall Traveling Nursing Agency 2020 | 2021 | 2022 | 2023 | 2024



U.S. Department of Defense Patriot Award 2021



The Gypsy Nurse Best Overall Travel Nurse Agency

2020 | 2021

Finalist in all 5 Categories 2022 | 2023 | 2024

Most Loyal, Best Assignment Concierge, Most Travel Centric Benefits and Best Career Accelerator



Glassdoor Top 20 CEO (Small/Medium Business Category) John Maaske

2021



## **Detailed Recruiting Plan**

## **Staffing Process & Quality Assurance**

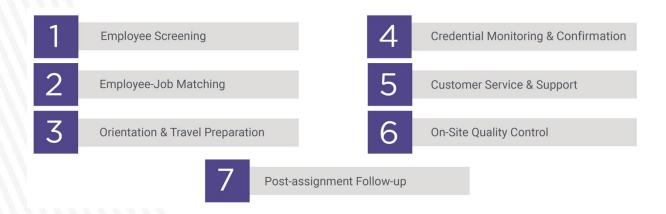
Triage is committed to delivering high-quality patient care by assigning only the most qualified personnel and adhering strictly to all applicable state and federal regulations. Our approach is rooted in precise standards for recruitment, training, and ongoing performance evaluation.

Our process begins with receiving open orders from our client(s) along with expected shift requirements, start date and/or contract length if applicable. Once a request is received by the WVSDB, we immediately communicate the details to our recruiting team. They begin sourcing qualified personnel by leveraging our internal database and targeted marketing efforts. We employ a multi-channel strategy that includes advanced digital and social marketing, automation tools, trusted referral networks, and recommendations from our long-standing clinician community.

Once a candidate is secured, we allow the WVSDB the opportunity to interview and evaluate the individual. Upon acceptance, the clinician will complete the employment application, and we will then initiate the compliance process to ensure all requirements for the WVSDB and The Joint Commission are fully met. With more than 2,600 healthcare providers actively working, this approach allows us to consistently attract high-quality talent and sustain a strong pipeline aligned with anticipated client needs.

In addition, our recruiters serve as knowledgeable partners to our healthcare professionals, guiding them toward roles that best align with their skills and preferences. From the initial application through the start date, we streamline every step of the process, collecting all required information promptly to ensure candidates are fully prepared and onboarding delays are minimized. This includes meeting the specific requirements of each facility assigned position and any specific requirements which may include additional coverage, holidays, call-offs, and vacations, etc. We clearly communicate all assignment details with our healthcare professionals to ensure full understanding and commitment, preventing backouts or call-offs during their assignments.

Even after placement, our recruiters stay engaged, offering ongoing support to ensure successful assignments, smooth completions, and potential extensions. We prioritize strong relationships with our contracted staff, maintaining a 91% retention rate through competitive pay, professional growth opportunities, and consistent, meaningful communication.





Triage maintains the highest standards; we provide continuous training and professional development for all contracted staff. This includes specialized training tailored to the unique needs of the facilities we serve, ensuring clinicians attend all annual courses that may be required and are fully prepared to excel in their roles. We conduct regular performance evaluations and solicit feedback from facility stakeholders to monitor service quality and identify areas for improvement.

Finally, our compliance team plays an integral role in ensuring adherence to all state and federal regulations. This includes managing credentialing processes, tracking certification renewals, and conducting audits to verify ongoing compliance. Our advanced technology streamlines these processes, enabling real-time tracking of credentials and reducing administrative burdens on facility staff.

Triage's comprehensive approach guarantees that only the most qualified and prepared professionals are entrusted with your patient care. This commitment enhances the quality of service and fosters trust and reliability for the facilities and communities we serve.

## **Clinical Screening**

Each candidate placed by Triage undergoes a thorough vetting process to ensure they meet or exceed the standards required by the state of New Jersey, along with all applicable regulations required for facilities under the Professional Services RFP. This includes detailed verification of licenses, certifications, and relevant experience.

Backed by deep expertise in regulatory compliance, Triage's compliance specialists deliver workforce solutions that not only meet today's requirements but also adapt to the evolving standards of the healthcare industry.

With our team of RNs, including the Clinical Director, you have a competitive advantage, attracting and retaining the most qualified staff for your facility.

#### Benefits:

- Optimize your recruitment process
- Enhance patient care through high quality staffing
- Reduction in time spent on administration tasks (including interviewing process)
- Ensure personnel meet qualifications and are aligned with company culture
- Utilize the services of a proven clinical staffing provider

#### **Our Process**

- **1. Needs Assessment:** Our Clinical Team will meet with your manager(s) and other leadership to determine your needs and preferences for each specialty and position.
- **2. Custom Hiring Criteria & Questionnaires:** We develop truly customized criteria for screening candidates and interview questionnaires to select the candidates that align with the state of California.
- **3. Final Review & Approval:** When it is time to make the offer, your staff has one highly qualified, fully vetted and tested candidate ready for placement.
- **4. Personalized Compliance Processing:** Our team manages the documentation and credentialing process for you, exceeding industry standards and implementing any client-specific needs.
- **5. Orientation & Onboarding:** We enable a smooth start for clinical staff (no more than 7-10 business days from the facility accepting the clinician) ensuring they understand the facility they are joining.



**6. Follow-up and Evaluation:** Our Clinical Team has regular touch points throughout the assignment and evaluates the employees' performance on an ongoing basis. They also can help resolve any issues upfront before they fester to prevent unneeded cancellations or terminations. Coaching from both our team and your team together can work to get things back on track for successful agency contracts.

## **Compliance and Legal Requirements**

All healthcare professionals will be required to successfully pass a competency test to validate their skills in their area of expertise. These are thorough, comprehensive assessments conducted in pre-screening, and they assess candidates in both clinical and non-clinical subject areas. Once a healthcare professional is hired, we use Relias assessments as part of our onboarding process to gain valuable insights into a professional's strengths and areas where they may need additional training. This enables us to place healthcare professionals in the jobs for which they are best suited.

Relias incorporates three types of assessments, each addressing a specific question:

Clinical: Does the candidate possess the medical/clinical knowledge to complete the required tasks effectively?

#### Assessment Includes:

- Administering Medications
- Problem Solving
- Report Transitioning
- Multitasking
- Assertiveness
- Situational: How would the candidate interact with others, including physicians, fellow nurses, and families?

#### Assessment Includes:

- Patient Care
- Developing Patient Relationships
- Verbal Communication
- Patient Customer Service
- Patient Care Plan Management
- Conflict Resolution
- Behavioral: Does the candidate have the right personality, temperament and sensibilities to work in the specialty for which they are applying?

### Assessment Includes:

- Accountability
- Honesty and Conscientiousness
- Conflict Resolution
- New Technique Application
- Delegating/Managing Patient Care
- Change Adaptation

## **License Verification & Credentialing**



Compliance and ethics are not just legal requirements in healthcare, they are critical components to safe, quality patient care. The Triage team is known for its superior compliance processes and procedures, exceeding industry standards in managing credentials and documentation for its clinical personnel.

We offer our full-service Triage Compliance Team to effectively manage your clinical staffing documentation and compliance.

- Collect Documentation
- Verify Credentials
- Processing & Storage
- Follow-up for Renewals & Expirations

Triage typically requires 7 to 10 business days to credential any clinicians based on the requirements of the state and our clients. Our standard requirements are listed below:

#### Resume

Complete work history for the last 7 years (when applicable) Education name of school attended and month/year of graduation Name of the facility worked is required not the staffing agency

#### References

Two (2) professional references from work history that has occurred within the past three (3) years. At least one (1) reference from a supervisor required. A nurse is a supervisor.

#### Skills Checklist

Employee to complete a specialty-specific skills checklist within 12 months of initial start date.

Licenses, National Certification and Primary Source Verifications

Primary source verification of license or national certification as required per job description within 30 days of assignment start date. Nursys required for RN/LPN.

#### **Background Checks**

7-year criminal background check, completed within 12 months of start date, to include the following:

- National Criminal Check, FACIS Level III, National Sex Offender, all states lived and worked within past seven years, including for any alias. SSN Address trace required.
- International searches if lived/worked/schooled for a consecutive 30+ days
- State specific requirements.

OIG (Office of Inspector General) and SAM (System for Award Management)

Completed prior to or within thirty (30) days of start date; required to be updated annually. Include alias names.



#### Certification

BLS certification (AHA or ARC) is required for all patient-facing HCPs.

- CNAs may hold a CPR or BLS certification
- Certain laboratory positions may not require BLS

Any certification required per job description must be kept current throughout assignment.

Pre-employment physical within past 12 months signed by MD, DO, PA, or NP.

## **TB** Testing

- Annual PPD, QuantiFERON or T-spot
- Annual TB Questionnaire
- Chest x-ray is completed every five years for those with history of past positive TB test. Proof of past positive TB is needed and can be notated either on the x-ray report or a separate document.

#### MMR Immunity

Proof of two (2) MMR vaccinations or positive IGG titers. A decline form will be accepted after results of low or equivocal titers.

#### Varicella Immunity

Proof of two (2) vaccinations, positive IGG titer. A decline form will be accepted after results of low or equivocal titers.

#### Hepatitis B Immunity:

Proof of vaccination series, positive surface antibody titer or declination form.

#### Drug Screen

A negative 12 panel drug test screened through an HHS certified laboratory, completed within 1 year of start date. Negative dilutes are accepted.

Competency Exam completed prior to or within one (1) year of start date for the specialty corresponding to the CP's Assignment; 80% or passing score is required.

Joint Commission Core I, II and III completed within a year of start; required annually. An 80% or passing score is required.

Copy of valid Driver's License or government issued ID

A government issued photo ID required to be current at time of start. Photo ID must be submitted to clients for identification verification.

For RNs and LPNs practicing with a compact license, a driver's license is required, to verify their permanent residency matches the state their compact license is issued from



# **Education, Qualification & Experience of Staff**

## Irene Holmes - Manager

Irene Holmes has over 15 years of experience in the healthcare industry, providing leadership to her sales team to ensure success with all Triage client facilities. Irene has worked as both an account manager and sales manager and leads a cross-functional team who fills our clients' openings nationwide. She has developed strategic initiatives that have improved our placement success and trained team members in best practice and client engagement to ensure a 93% fill rate with all our client facilities.

## William Lowther - Client Manager

William is client-focused and results-driven with almost 10 years of experience in healthcare staffing and account growth. He has a longevity of establishing long-term relationships with key decision-makers including long-term care and state facilities. Additionally, his tenure has allowed him to build strong relationships with his recruiters, allowing quick turnaround and time to fill for his client facilities. William is highly organized, ethical, and driven by goals, with a passion for providing excellent service to his clients while collaborating across internal teams to meet business objectives.

#### Brian Hill - Recruiter

Brian is a resourceful medical recruiter with a proven track record of exceeding KPIs and managing high-performing healthcare professionals. Brian brings deep experience in operations, team mentoring, and process optimization across healthcare. Brian is known for fostering strong client relationships, building high-volume pipelines, and supporting new team member development. He has reached the Presidents Club 3 different time filling multiple clients' needs and maintaining the highest working count of healthcare professionals in his division.

## Tiffani Sailes – Recruiter/Client Manager

Tiffani has worked in the healthcare staffing industry since 2014 in a cross-functional role recruiting and working directly with our clients. Tiffani has exceptional attention to detail and excellent organizational skills sourcing and qualifying her clinicians that meet the specific needs of our client facilities. Tiffani's communication skills and ability to relate to her contracted staff have allowed her and her clients to exceed in our clients' expectations.

#### Katlynn Timm-Stork - Compliance

Katlynn has been working as a compliance specialist for over 3 years ensuring proper documentation is maintained for all healthcare professionals based on our clients' requirements and The Joint Commission (TJC). Katlynn has developed and implemented compliance policies, procedures and controls in line with applicable laws, regulations and corporate standards. She facilitates communication between departments to ensure our healthcare professionals meet our clients' requirements with quick turn-around times to start.

## Tara Maxwell - Payroll Specialist

Tara has significant experience in billing complex payroll cycles for both internal staff and contracted healthcare professionals including nurses, CNAs, locum tenens, therapists etc. She collaborates with our client facility to ensure timely payroll processes are met and followed based on their requirements. She creates invoices and



billing materials and manages any discrepancies that may occur. Additionally, Tara manages any monthly reporting and specific requests that may be required by our clients and assists with different types of audits as necessary.

## **Government & Quasi-governmental Experience**

Triage has included references from several of our governmental and quasi-governmental partners. In addition, our database contains numerous facilities that meet the qualifications outlined in this RFP. These include, but are not limited to, Campbell County Memorial Hospital, Cecil County Public Schools, Chandler County, various Veterans Homes, the University of Michigan, Upstate University, the State of California, and many others.

Organization Name: Midwest Regional ESC - Bay District Schools

Name: Meaghen Tidwell or Michelle Carleton

Title: Administrator or Assistant Executive Director of Bay District Schools

Address: Multiple Locations – 1973 OH-47 West, Bellefontaine, OH 43311

Telephone Number: 937-498-1354 Ext. 7012 or 850-767-4330

Email: Mtidwell@mresc.org or carlemj@bay.k12.fl.us

Triage has been working with the Bay District Schools filling nursing and allied needs since August 2024. All our clinicians are working and have not had any problems with attendance or completing their contract. Total revenue to date equals \$85,207.00

Organization Name: Coos County Nursing Hospital - Ownership Type - Government Facility

Name: Ashley Hodge

Title: DON

Address: 136 County Farm Road, West Stewartstown, NH 03597

Telephone Number: 603-246-5805

Email: Ashley.hodge@cooscountynh.us

Triage has been filling Coos County Nursing Hospitals LNA needs over the past 7 years. Total revenue over the past 3 years has been \$433,915.70

Organization Name: Belknap County Nursing Home - Ownership Type - Government Facility



Name: Shelley Richardson

Title: RN, BSAS, NHA

Address: 30 County Drive Laconia, NH 03246

Telephone Number: 603-527-5140

Email: <a href="mailto:srichardson@belknapcounty.gov">srichardson@belknapcounty.gov</a>

Triage has been filling Belknap County Nursing Home LNA and LPN needs since August 2024. All our clinicians have completed their assignment and/or are still working on assignment currently. Total revenue for this contract is \$165,237.50

Organization Name: Los Lunas Community Program - State of New Mexico

Name: Kent Montoya

Title: Director of Nursing

Address: 445 Camino Del Ray SW Suite A, Los Luna, NM 87031

Telephone Number: 505-219-5595

Email: kent.montoya@doh.nm.gov

Triage has placed hundreds of in-home RN's and LPNs under the New Mexico statewide nursing program over the past 10 year. The clinicians worked on a 13-week contract and have retained numerous clinicians over the year with total revenue over \$1 million dollars.