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## Header 1

 List View

## General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 2029895

Procurement Type: Central Master Agreement

Vendor ID: VS0000052318 

Legal Name: WTS MEDICAL STAFFING LLC

Alias/DBA:

Total Bid: \$118,125.00

Response Date: 08/14/2026 

Response Time: 15:01

Responded By User ID: wtsmedical8 

First Name: Tami

Last Name: Small

Email: ts@wtsmedicalstaffing.com

Phone: 7577998905

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2700000001

Published Date: 8/19/26

Close Date: 8/26/26

Close Time: 13:30

Status: Closed

Solicitation Description: Direct Care Staffing Services

Total of Header Attachments: 1

Total of All Attachments: 1



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Solicitation Response

**Proc Folder:** 2029895  
**Solicitation Description:** Direct Care Staffing Services  
**Proc Type:** Central Master Agreement

| Solicitation Closes | Solicitation Response        | Version |
|---------------------|------------------------------|---------|
| 2026-08-26 13:30    | SR 0613 ESR08142600000001049 | 1       |

**VENDOR**  
VS0000052318  
WTS MEDICAL STAFFING LLC

**Solicitation Number:** CRFQ 0613 VNF2700000001  
**Total Bid:** 118125  
**Response Date:** 2026-08-14  
**Response Time:** 15:01:19  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Jessica L Riley  
304-558-0246  
jessica.l.riley@wv.gov

**Vendor**  
**Signature X** **FEIN#** **DATE**

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

| Line | Comm Ln Desc                  | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-------------------------------|-----|------------|------------|-----------------------------|
| 1    | Direct Care Staffing Services |     |            |            | 118125.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601  |              |               |         |

**Commodity Line Comments:**

**Extended Description:**

Open-end contract for Direct Care Staffing Services



# August 11, 2026

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# WTS Health Proposal for Direct Care Staffing Services

*West Virginia Veterans Nursing Facility*



WTS HEALTH dba WTS Medical Staffing, LLC  
900 Commonwealth PI Suite 200-1006  
Virginia Beach, VA 23464  
866-561-2654  
corporate@wtshealthcare.com

August 11, 2026

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

Re: CRFQ 0613 VNF2700000001 – Direct Care Staffing Services

Dear Ms. Riley,

WTS Health is pleased to submit its response for Direct Care Staffing Services for the West Virginia Veterans Nursing Facility in Clarksburg, West Virginia.

WTS Health understands that the Facility requires dependable access to qualified Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and Health Service Workers (HSWs/CNAs) on an open-end, as-needed basis. The requirement includes coverage for PRN and term assignments, weekends, holidays, call-offs, vacations, and other staffing needs identified by the Facility.

WTS Health's experience is rooted in healthcare staffing, with operations dating back to 2017. The company has expanded its healthcare staffing capabilities to include short-term contracts, long-term contracts, contract-to-hire, direct placement, and professional staffing services. WTS Health currently reports more than 4,000 staff members, 25+ sites, and operations in 4 states.

Our response is structured around the Facility's requirements, including qualified personnel, complete pre-placement documentation, licensing and certification compliance, staffing coverage, responsive communication, adherence to Facility policies, accurate timekeeping and invoicing, and reliable staffing support.

# WTS Health Proposal for Direct Care Staffing Services

*West Virginia Veterans Nursing Facility*



WTS Health accepts the requirements, terms, and conditions of the solicitation except where specifically identified in the submitted solicitation forms. The required pricing will be provided on the applicable pricing pages.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Angel Gail Baya'.

Angel Gail Baya

RFP Specialist

Email: [accountsmanager@wtshealthcare.com](mailto:accountsmanager@wtshealthcare.com)

### **EXECUTIVE SUMMARY**

WTS Health submits this Technical Proposal to provide Direct Care Staffing Services for the West Virginia Veterans Nursing Facility in Clarksburg, West Virginia.

The requirement is to provide qualified Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and Health Service Workers (HSWs/CNAs) on an open-end, as-needed basis according to the staffing quantities, schedules, and requirements established by the Facility. The requirement includes PRN and term assignments, weekends, holidays, call-offs, vacations, and other staffing needs identified by the Facility.

WTS Health has an established healthcare staffing operation dating back to 2017 and documented experience providing short-term and long-term staffing, contract-to-hire, direct placement, and other professional staffing services.

For this requirement, WTS Health's approach is focused on the Facility's specific needs:

- Providing qualified RNs, LPNs, and HSWs as requested.
- Maintaining current licenses and certifications.
- Completing required screening and personnel documentation before assignment.
- Coordinating Facility orientation, competency assessments, and required training.
- Supporting scheduled staffing, including weekends and holidays.
- Responding to call-offs and other staffing needs.
- Maintaining reliable communication with Facility leadership.
- Following Facility policies and procedures.
- Supporting consistent resident care through qualified direct care personnel.
- Maintaining accurate timekeeping and supporting documentation.
- Providing responsive contract administration.

WTS Health's objective is to provide qualified healthcare personnel who are properly prepared for their assignments and able to support the Facility's nursing and resident care operations.

## **COMPANY QUALIFICATIONS**

WTS Health is a healthcare staffing and professional services organization with experience in nurse staffing dating back to 2017. The organization has expanded its staffing capabilities to include short-term contracts, long-term contracts, contract-to-hire, direct placement, custom teams, administrative services, and consulting services.

WTS Health's documented capabilities include recruiting, credential management, workforce coordination, onboarding, scheduling support, attendance monitoring, and staffing continuity. These capabilities support the Facility's need for qualified personnel who are properly screened, credentialed, oriented, and available according to its staffing requirements.

WTS Health also has documented experience supporting long-term care staffing, including Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, and administrative support personnel within long-term care and veterans assisted-living settings.

The solicitation requires a minimum of twelve (12) months of experience operating a Direct Care Staffing organization. WTS Health's documented staffing operations began in 2017, exceeding the minimum experience period specified for this requirement.

For the West Virginia Veterans Nursing Facility, WTS Health will apply its established healthcare staffing capabilities to recruit, screen, credential, coordinate, and support qualified RNs, LPNs, and HSWs according to the Facility's requirements.

## **STAFFING COVERAGE PLAN**

WTS Health will provide qualified RNs, LPNs, and HSWs according to the staffing needs identified by the West Virginia Veterans Nursing Facility.

The Facility requires staffing on an open-end, as-needed basis, including PRN and term assignments, weekends, holidays, call-offs, vacations, and other staffing requirements.

WTS Health will coordinate staffing based on the discipline, number of personnel, schedule, estimated hours, and other information provided by the Facility.

Staffing Coverage Process

*1. Review the Staffing Request*

WTS Health will review each request to confirm the required discipline, quantity, schedule, estimated hours, and applicable staffing requirements.

*2. Identify Qualified Personnel*

WTS Health will identify personnel who meet the applicable license, certification, screening, documentation, and Facility requirements.

*3. Confirm Availability*

Personnel availability will be confirmed before an assignment is presented to the Facility.

*4. Coordinate Required Approval*

Required personnel documentation will be submitted for Facility review and approval before personnel begin their assignments.

*5. Coordinate Coverage*

WTS Health will coordinate qualified personnel for the requested schedule, including weekends, holidays, and other identified coverage needs.

*6. Address Staffing Changes*

When a scheduled staff member is unable to report, WTS Health will communicate the issue and make reasonable efforts to identify an appropriately qualified replacement.

*7. Maintain Communication*

WTS Health will maintain communication with the Facility regarding staffing availability, assignments, call-offs, replacements, and other staffing matters.

WTS Health's staffing model includes short-term and long-term staffing, contract-to-hire, and direct placement services, providing a flexible structure for responding to routine staffing requirements, changes in resident care needs, call-offs, and other coverage requirements identified by the Facility.

**RECRUITING PLAN**

WTS Health will recruit qualified healthcare personnel to support the Facility's RN, LPN, and HSW staffing requirements in Clarksburg, West Virginia.

The solicitation requires a recruiting plan describing how nursing staff will be recruited in Clarksburg, WV.

WTS Health's recruitment process uses established recruiting networks, workforce databases, referral partnerships, digital recruiting platforms, and direct outreach initiatives.

#### Recruitment Approach

##### *Staffing Needs Review*

WTS Health will review the Facility's requested position, schedule, estimated hours, and other applicable requirements.

##### *Candidate Sourcing*

Recruitment efforts will focus on identifying qualified RNs, LPNs, and HSWs who meet the applicable West Virginia licensing or certification requirements and are available to support assignments in the Clarksburg area.

##### *Candidate Screening*

Candidates will undergo application review, employment eligibility verification, reference checks, background screening, credential and license verification, skills and experience evaluation, interview, and suitability assessment.

##### *Credential Verification*

Required professional licenses and certifications will be verified before personnel are considered for assignment.

##### *Availability Confirmation*

WTS Health will confirm personnel availability against the Facility's requested schedule.

##### *Assignment Coordination*

When a staffing request is received, WTS Health will match available qualified personnel to the requested discipline and schedule and coordinate the assignment with the Facility.

WTS Health will maintain an active recruitment process throughout the contract period to support routine staffing requests, short-notice needs, and replacement requirements.

#### **CREDENTIALING AND PRE-ASSIGNMENT COMPLIANCE**

WTS Health will complete the required personnel screening and documentation process before personnel are assigned to the Facility.

The required documentation includes:

# WTS Health Proposal for Direct Care Staffing Services

*West Virginia Veterans Nursing Facility*



- WV CARES background check through the West Virginia Department of Health and Human Resources.
- Twelve-panel drug screening.
- Completed application or resume demonstrating experience, with references.
- CPR certification.
- Confidentiality agreement.
- WV Food Handlers Card.
- Current physical examination.
- Immunization records.
- Other documentation requested by the Facility.
- Applicable professional license or certification.

WTS Health will verify applicable licenses and certifications and maintain the required personnel documentation.

Personnel will not begin an assignment until the applicable pre-assignment requirements have been completed and the Facility's required approval has been obtained.

WTS Health maintains credential tracking and compliance processes to monitor personnel records, certifications, onboarding documentation, and applicable licensing and eligibility requirements.

The credentialing process will be coordinated with the Facility's orientation and onboarding requirements.

## **RN STAFFING QUALIFICATIONS**

WTS Health will provide Registered Nurses who meet the qualifications established by the West Virginia Veterans Nursing Facility.

Each RN assigned under the contract will be required to:

- Hold a valid West Virginia Registered Nurse license.
- Maintain good standing with the West Virginia Board of Nursing.
- Maintain current CPR certification.
- Maintain a current WV Food Handlers Card.
- Complete required Facility orientation.
- Complete required competency assessments.
- Complete required training.
- Maintain required personnel documentation.

RNs will provide nursing services within the scope of their professional license and in accordance with the Facility's established procedures.

The Facility's requirements include participation in interdisciplinary care planning, administration of medications as prescribed, timely documentation in the resident's electronic medical record, response to changes in resident condition and medical emergencies, and provision of appropriate medical and physical care.

RNs will also respond appropriately to inquiries from residents' family members, advocates, and other appropriate parties while maintaining confidentiality and HIPAA compliance.

New graduate RNs, when applicable, will complete the extended orientation required by the Facility with an RN Supervisor.

### **LPN STAFFING QUALIFICATIONS**

WTS Health will provide Licensed Practical Nurses who meet the qualifications established by the West Virginia Veterans Nursing Facility.

Each LPN assigned under the contract will be required to:

- Hold a valid West Virginia Licensed Practical Nurse license.
- Maintain good standing with the West Virginia Board of Nursing.
- Maintain current CPR certification.
- Maintain a current WV Food Handlers Card.
- Complete required Facility orientation.
- Complete required competency assessments.
- Complete required training.
- Maintain required personnel documentation.

LPN responsibilities identified by the Facility include providing direct nursing care, administering medications, providing injections, assisting with care planning, recording resident information, monitoring vital signs, and maintaining timely documentation in the resident's electronic medical record.

LPNs will also assist residents with activities of daily living as required and follow Facility policies, procedures, confidentiality requirements, and HIPAA requirements.

New graduate LPNs, when applicable, will complete the extended orientation required by the Facility with an LPN Supervisor.

### **HSW STAFFING QUALIFICATIONS**

WTS Health will provide Health Service Workers who meet the qualifications established by the West Virginia Veterans Nursing Facility.

Each HSW assigned under the contract will be required to:

- Be a Certified Nursing Assistant.
- Be certified and in good standing with the West Virginia Nurse Aide Registry.
- Hold valid West Virginia CNA certification.
- Maintain current CPR certification.
- Maintain a current WV Food Handlers Card.
- Possess a high school diploma or GED.
- Complete required Facility orientation.
- Complete required competency assessments.
- Complete required training.
- Maintain required personnel documentation.

HSW personnel will provide direct care services to residents in the nursing home and long-term care setting and assist residents with daily activities as directed by the Facility.

HSWs will provide assigned direct care services in accordance with Facility policies and procedures and within the scope of their assigned duties.

New graduate HSW personnel, when applicable, will complete the extended orientation required by the Facility with an HSW Supervisor.

### **ORIENTATION, TRAINING, AND COMPETENCY**

WTS Health will coordinate with the Facility to ensure assigned personnel complete all required orientation, training, and competency requirements before performing their assigned duties.

The solicitation requires personnel documentation to be provided to and approved by the Facility before orientation. Staff are also required to participate in competency assessments and complete the Facility's required orientation and training.

The process will include:

- 1.Submission of required personnel documentation.
- 2.Facility review and approval.
- 3.Completion of Facility orientation.

4. Completion of applicable competency assessments.
5. Completion of required training.
6. Completion of required Alzheimer's training.
7. Documentation of completed requirements.
8. Confirmation that personnel have completed the required orientation, training, and competency requirements before assignment.

WTS Health's established onboarding process includes preboarding and orientation activities designed to establish expectations and prepare personnel for successful assignments. For this contract, those activities will be coordinated with the Facility's specific orientation and training requirements.

Personnel will maintain required certifications and participate in required refresher training and recertification activities.

### **ATTENDANCE, CALL-OFF, AND REPLACEMENT PROCESS**

WTS Health understands that dependable attendance is essential to maintaining consistent direct care coverage and supporting residents' daily care needs.

The solicitation requires the staffing organization to make every possible effort to fill a shift when an assigned staff member is unable to report.

#### *Scheduled Attendance*

Assigned personnel will receive their approved schedules and will be expected to report as scheduled and follow the Facility's attendance procedures.

#### *Call-Off*

Personnel who cannot report for an assigned shift will provide notice in accordance with the Facility's requirements.

#### *Staffing Response*

WTS Health will communicate the staffing issue through the designated management contact and make reasonable efforts to identify an appropriately qualified replacement.

#### *Replacement Personnel*

Replacement personnel will be subject to the same applicable licensing, certification, screening, documentation, orientation, and Facility approval requirements before beginning the assignment.

#### *Immediate Staffing Needs*

When an immediate staffing need occurs, WTS Health will coordinate with the Facility's designated contact and respond based on the availability of qualified personnel.

WTS Health will maintain clear communication with the Facility so staffing changes are addressed promptly and appropriately.

## **FACILITY POLICIES, RESIDENT SAFETY, AND CONFIDENTIALITY**

WTS Health will require all assigned personnel to follow the West Virginia Veterans Nursing Facility's policies, procedures, resident-care practices, and operational requirements.

The focus of this requirement is the safe, respectful, and consistent delivery of direct care within a nursing home and long-term care environment.

Assigned personnel will:

- Follow Facility policies and procedures.
- Perform assigned duties and responsibilities.
- Follow established nursing and supervisory direction.
- Comply with attendance and punctuality requirements.
- Maintain appropriate professional conduct.
- Follow resident documentation requirements.
- Maintain confidentiality of resident information.
- Comply with applicable HIPAA requirements.
- Follow Facility safety procedures.
- Respect residents' privacy, dignity, and rights.
- Communicate appropriately with residents, families, and Facility staff.
- Report resident-care or staffing concerns through the appropriate Facility process.

WTS Health will communicate Facility-specific expectations during onboarding and orientation and will support compliance throughout each assignment.

## **TIMEKEEPING AND CONTRACT ADMINISTRATION**

WTS Health will maintain an organized process for recording hours worked and supporting the Facility's invoicing requirements.

The solicitation requires weekly invoices submitted in arrears with supporting timesheet documentation reviewed and approved by the Facility's designated representative.

WTS Health's process will include:

- Recording actual hours worked.
- Following the Facility's established timekeeping procedures.
- Reviewing submitted staffing hours.
- Addressing discrepancies when identified.

# WTS Health Proposal for Direct Care Staffing Services

West Virginia Veterans Nursing Facility



- Maintaining supporting timesheet documentation.
- Preparing invoices based on approved hours.
- Maintaining required contract records.

WTS Health will also account for the applicable requirements concerning regular hours, weekend differential, shift differential, overtime, and holiday pay when applicable to the services requested.

Contract administration will remain coordinated through the designated management contact to ensure staffing, documentation, and billing matters are addressed appropriately.

## **MANAGEMENT AND COMMUNICATION**

WTS Health will designate management personnel responsible for overseeing staffing services and maintaining communication with the West Virginia Veterans Nursing Facility.

The designated management structure will support staffing coordination, personnel readiness, attendance, replacement needs, documentation, and communication with Facility leadership. The solicitation requires a primary manager responsible for overseeing performance and maintaining communication, as well as an emergency contact for staffing issues outside normal business hours.

### *Contract Management Responsibilities*

The Contract Manager will be responsible for:

- Serving as the primary point of contact.
- Receiving and reviewing staffing requests.
- Coordinating qualified personnel.
- Monitoring personnel readiness.
- Supporting Facility orientation and onboarding.
- Addressing staffing and attendance concerns.
- Coordinating replacement personnel when required.
- Supporting timekeeping and documentation.
- Addressing personnel performance and service concerns.
- Maintaining communication with Facility leadership.

### *Designated Contacts*

Contract Manager: Lidia Bucci

Office Manager: Stephanie Ortega

Office Number: 866-561-2654

Fax Number: 347-229-9136

Email Address: wtshr@outlook.com

*Emergency Communication*

Emergency Contact: Tami Small

Phone: 866-561-2654

Email: corporate@wtshealthcare.com

Tami Small will serve as the designated emergency contact for staffing matters requiring immediate attention outside of normal business hours, including urgent call-offs, replacement coordination, and other time-sensitive staffing needs.

WTS Health will maintain communication with the Facility to support continuity of staffing and timely response to changes in personnel availability.

**COMPLIANCE STATEMENT**

WTS Health acknowledges the requirements of CRFQ VNF2700000001 – Direct Care Staffing Services and will perform the required services in accordance with the solicitation, applicable West Virginia requirements, and the policies and procedures established by the West Virginia Veterans Nursing Facility.

WTS Health will provide qualified Registered Nurses, Licensed Practical Nurses, and Health Service Workers as requested by the Facility and will maintain the applicable licenses, certifications, screening documentation, training records, and other personnel documentation required under the solicitation.

WTS Health will comply with the requirements concerning:

- RN, LPN, and HSW qualifications.
- Professional licensing and certification.
- WV CARES background screening.
- Twelve-panel drug screening.
- CPR certification.
- WV Food Handlers Card.
- Physical examination and immunization documentation.
- Confidentiality requirements.
- Facility orientation.
- Competency assessments.
- Required training, including Alzheimer's training.
- Attendance and call-off requirements.
- Facility policies and procedures.
- Resident care and safety requirements.
- HIPAA and confidentiality requirements.
- Timekeeping and timesheet requirements.
- Weekly invoicing requirements.
- Contract management and communication.
- Staffing coverage and replacement requirements.

# WTS Health Proposal for Direct Care Staffing Services

*West Virginia Veterans Nursing Facility*



- Applicable West Virginia requirements.

WTS Health will provide the required personnel documentation to the Facility and obtain the required approval before personnel begin assignments. The solicitation requires personnel documentation to be provided and approved before orientation and requires personnel to meet the applicable training, competency, licensing, and certification requirements.

WTS Health will respond to staffing requests according to the Facility's identified staffing needs, estimated hours, schedules, deadlines, and applicable requirements.

WTS Health will maintain the required management and emergency contacts and remain responsive to the Facility throughout the contract period.

## **CONCLUSION**

WTS Health is prepared to provide the West Virginia Veterans Nursing Facility with qualified Registered Nurses, Licensed Practical Nurses, and Health Service Workers in accordance with the requirements of CRFQ VNF2700000001.

Our approach is centered on the Facility's needs: qualified healthcare personnel, complete credentialing and documentation, required screening and training, dependable staffing coverage, consistent attendance, resident-focused care, compliance with Facility policies and procedures, accurate timekeeping, and responsive communication.

WTS Health brings established healthcare staffing experience dating back to 2017, with documented capabilities in short-term and long-term staffing, contract-to-hire, direct placement, recruiting, credentialing, onboarding, scheduling coordination, and workforce support.

WTS Health will work closely with Facility leadership to respond to staffing requests, maintain personnel readiness, address staffing changes, and provide qualified direct care personnel to support residents and the Facility's daily nursing needs throughout the contract period.

*WTS Health*

Authorized Representative: Tami Small

Title: Chief Executive Officer

Signature: 

Date: August 11, 2026

**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.

Addendum Numbers Received: **0**  
(Check the box next to each addendum received)

- |                                         |                                          |
|-----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

**WTS Health dba WTS Medical Staffing, LLC**

Company



Authorized Signature

**08/12/2026**

Date

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



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Quote  
Service - Prof

|                                                       |                            |                         |                                 |
|-------------------------------------------------------|----------------------------|-------------------------|---------------------------------|
| <b>Proc Folder:</b> 2029895                           |                            |                         | <b>Reason for Modification:</b> |
| <b>Doc Description:</b> Direct Care Staffing Services |                            |                         |                                 |
| <b>Proc Type:</b> Central Master Agreement            |                            |                         |                                 |
| <b>Date Issued</b>                                    | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                  |
| 2026-08-05                                            | 2026-08-20 13:30           | CRFQ 0613 VNF2700000001 | 1                               |

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:** VS0000052318  
**Vendor Name :** WTS Medical Staffing, LLC  
**Address :** 900 Commonwealth PI Suite 200-1006  
Virginia Beach, VA 23464  
**Street :** 900 Commonwealth PI Suite 200-1006  
**City :** Virginia Beach  
**State :** VA **Country :** United States **Zip :** 23464  
**Principal Contact :** Tami Small, CEO  
**Vendor Contact Phone:** 866-561-2654 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Jessica L Riley  
304-558-0246  
jessica.l.riley@wv.gov

Vendor  
Signature X

FEIN# 823571075

DATE August 13, 2026

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

| ADDITIONAL INFORMATION                                                                                                                                                                                                                                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| The West Virginia Purchasing Division, is soliciting bids on behalf of the WV Veterans Nursing Facility, to establish an open-end contract for Direct Care Staffing Services to include RN's LPN's and HSW's per the attached specifications, pricing pages and documentation. |  |

| INVOICE TO                                                                |  | SHIP TO                                                                 |  |
|---------------------------------------------------------------------------|--|-------------------------------------------------------------------------|--|
| DIVISION OF VETERANS AFFAIRS<br>1 FREEDOMS WAY<br><br>CLARKSBURG WV<br>US |  | VETERAN'S NURSING FACILITY<br>1 FREEDOMS WAY<br><br>CLARKSBURG WV<br>US |  |

| Line | Comm Ln Desc                  | Qty | Unit Issue | Unit Price | Total Price |
|------|-------------------------------|-----|------------|------------|-------------|
| 1    | Direct Care Staffing Services |     |            |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601  |              |               |         |

**Extended Description:**  
Open-end contract for Direct Care Staffing Services

| SCHEDULE OF EVENTS |                                                     |                   |
|--------------------|-----------------------------------------------------|-------------------|
| <u>Line</u>        | <u>Event</u>                                        | <u>Event Date</u> |
| 1                  | Technical Questions Deadline: 08/12/2026 at 10:00AM | 2026-08-12        |

|               |                |                               |           |
|---------------|----------------|-------------------------------|-----------|
|               | Document Phase | Document Description          | Page<br>3 |
| VNF2700000001 | Final          | Direct Care Staffing Services |           |

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**Exhibit A - Pricing Page  
Direct Care Staffing Services**

**Registered Nurse (RN)**

**for the time period of:  
September 14, 2026 through September 13, 2027**

| Item No. | Description Of Services | Estimated Hours* | Hourly Rate        | Subtotal             |
|----------|-------------------------|------------------|--------------------|----------------------|
| 1        | Weekday Regular Rate    | 1,950            | <b>\$43.75</b>     | <b>\$ 85,312.50</b>  |
| 2        | Weekend Regular Rate    | 750              | <b>\$43.75</b>     | <b>\$ 32,812.50</b>  |
|          |                         |                  | <b>Grand Total</b> | <b>\$ 118,125.00</b> |

\*Estimated number of hours is not guaranteed. There may be multiple awards and estimated hours may be dispersed amongst multiple vendors. See the Specifications for additional information.

- Actual number of hours needed will be sent separately, to lowest bidder first, then next lowest, etc.
- Vendor must complete, sign and return this Pricing Page.
- Pertinent Pricing information:
  - Shift Differential - see Section 2.22 (extra \$1 per hour worked between 3:00 p.m. and 7:00 a.m.)
  - Weekend - see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight)
  - Work Week - see Section 2.27 (the 7 day period beginning Saturday at 12:01 a.m. and ending the following Friday at midnight)
  - Vendor Accessibility - see Section 3.2 (Vendor shall be accessible 24/7, including weekends and holidays)
  - Multiple Awards - see Section 4.1
  - Staff qualifications - see Section 4 (entire section)
  - Unpaid staff training - see Section 4.10.2 (if staff does not work after training, the time in training will not be paid)
  - Holiday Pay - see Section 4.30 (will be 2 times the regular rate for up to 8 hours)
  - Other Important Dates - see Section 4.32 (will be 1.5 times the regular rate for up to 8 hours)
  - Overtime - see Section 4.34 (paid at 1.5 times the regular rate only after 40 hours worked in a work week)

| Vendor Information |                                    |                                                                        |                                                                                      |
|--------------------|------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Vendor:            | <b>WTS Medical Staffing, LLC</b>   | *Printed Name                                                          | Tami Small                                                                           |
| Address:           | 900 Commonwealth PI Suite 200-1006 | Title                                                                  | CEO                                                                                  |
|                    | Virginia Beach, VA 23464           | *Signature                                                             |  |
| Office Phone:      | 866-561-2654                       | *I hereby certify I am authorized by the Vendor to sign this document. |                                                                                      |
| Cell Phone         |                                    |                                                                        |                                                                                      |
| Fax                | 347-229-9136                       | Email:                                                                 | corporate@wtshealthcare.com                                                          |

**Exhibit A - Pricing Page**  
**Direct Care Staffing Services**  
**Licensed Practical Nurse (LPN)**

for the time period of:  
**September 14, 2026 through September 13, 2027**

| Item No. | Description Of Services | Estimated Hours* | Hourly Rate        | Subtotal             |
|----------|-------------------------|------------------|--------------------|----------------------|
| 1        | Weekday Regular Rate    | 5,500            | <b>\$28.91</b>     | <b>\$ 159,005.00</b> |
| 2        | Weekend Regular Rate    | 2,250            | <b>\$28.91</b>     | <b>\$ 65,047.50</b>  |
|          |                         |                  | <b>Grand Total</b> | <b>\$ 224,052.50</b> |

\*Estimated number of hours is not guaranteed. There may be multiple awards and estimated hours may be dispersed amongst multiple vendors. See the Specifications for additional information.

- Actual number of hours needed will be sent separately, to lowest bidder first, then next lowest, etc.
- Vendor must complete, sign and return this Pricing Page.
- Pertinent Pricing information:
  - Shift Differential - see Section 2.22 (extra \$1 per hour worked between 3:00 p.m. and 7:00 a.m)
  - Weekend - see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight)
  - Work Week - see Section 2.27 (the 7 day period beginning Saturday at 12:01 a.m. and ending the following Friday at midnight)
  - Vendor Accessibility - see Section 3.2 (Vendor shall be accessible 24/7, including weekends and holidays)
  - Multiple Awards - see Section 4.1
  - Staff qualifications - see Section 4 (entire section)
  - Unpaid staff training - see Section 4.10.2 (if staff does not work after training, the time in training will not be paid)
  - Holiday Pay - see Section 4.30 (will be 2 times the regular rate for up to 8 hours)
  - Other Important Dates - see Section 4.32 (will be 1.5 times the regular rate for up to 8 hours)
  - Overtime - see Section 4.34 (paid at 1.5 times the regular rate only after 40 hours worked in a work week)

| Vendor Information |                                    |                                                                        |                                                                                      |
|--------------------|------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Vendor:            | <b>WTS Medical Staffing, LLC</b>   | *Printed Name                                                          | Tami Small                                                                           |
| Address:           | 900 Commonwealth PI Suite 200-1006 | Title                                                                  | CEO                                                                                  |
|                    | Virginia Beach, VA 23464           | *Signature                                                             |  |
| Office Phone:      | 866-561-2654                       | *I hereby certify I am authorized by the Vendor to sign this document. |                                                                                      |
| Cell Phone         |                                    |                                                                        |                                                                                      |
| Fax                | 347-229-9136                       | Email:                                                                 | corporate@wtshealthcare.com                                                          |

**Exhibit A - Pricing Page**  
**Direct Care Staffing Services**  
**Health Service Worker (HSW)**

for the time period of:  
**September 14, 2026 through September 13, 2027**

| Item No. | Description Of Services | Estimated Hours* | Hourly Rate        | Subtotal             |
|----------|-------------------------|------------------|--------------------|----------------------|
| 1        | Weekday Regular Rate    | 6,250            | <b>\$18.75</b>     | <b>\$ 117,187.50</b> |
| 2        | Weekend Regular Rate    | 2,500            | <b>\$18.75</b>     | <b>\$ 46,875.00</b>  |
|          |                         |                  | <b>Grand Total</b> | <b>\$ 164,062.50</b> |

\*Estimated number of hours is not guaranteed. There may be multiple awards and estimated hours may be dispersed amongst multiple vendors. See the Specifications for additional information.

- Actual number of hours needed will be sent separately, to lowest bidder first, then next lowest, etc.
- Vendor must complete, sign and return this Pricing Page.
- Pertinent Pricing information:
  - Shift Differential - see Section 2.22 (extra \$1 per hour worked between 3:00 p.m. and 7:00 a.m)
  - Weekend - see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight)
  - Work Week - see Section 2.27 (the 7 day period beginning Saturday at 12:01 a.m. and ending the following Friday at midnight)
  - Vendor Accessibility - see Section 3.2 (Vendor shall be accessible 24/7, including weekends and holidays)
  - Multiple Awards - see Section 4.1
  - Staff qualifications - see Section 4 (entire section)
  - Unpaid staff training - see Section 4.10.2 (if staff does not work after training, the time in training will not be paid)
  - Holiday Pay - see Section 4.30 (will be 2 times the regular rate for up to 8 hours)
  - Other Important Dates - see Section 4.32 (will be 1.5 times the regular rate for up to 8 hours)
  - Overtime - see Section 4.34 (paid at 1.5 times the regular rate only after 40 hours worked in a work week)

| Vendor Information |                                    |                                                                        |                                                                                      |
|--------------------|------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Vendor:            | <b>WTS Medical Staffing, LLC</b>   | *Printed Name                                                          | Tami Small                                                                           |
| Address:           | 900 Commonwealth PI Suite 200-1006 | Title                                                                  | CEO                                                                                  |
|                    | Virginia Beach, VA 23464           | *Signature                                                             |  |
| Office Phone:      | 866-561-2654                       | *I hereby certify I am authorized by the Vendor to sign this document. |                                                                                      |
| Cell Phone         |                                    |                                                                        |                                                                                      |
| Fax                | 347-229-9136                       | Email:                                                                 | corporate@wtshealthcare.com                                                          |

**DSBSD and SWAM Certificate**





## WTS Health

**BBB® ACCREDITED BUSINESS**

VALID THROUGH February 28, 2027