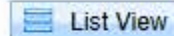




The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

 List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 2029895

Procurement Type: Central Master Agreement

Vendor ID: VS0000051941 

Legal Name: Marcman Solutions LLC

Alias/DBA:

Total Bid: \$769,944.50

Response Date: 08/20/2026 

Response Time: 14:23

Responded By User ID: michaeldinapoli 

First Name: Michael

Last Name: DiNapoli

Email: michael.dinapoli@marcman

Phone: 8506660196

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 ESR08192600000001155	1

VENDOR
VS0000051941
Marcman Solutions LLC

Solicitation Number: CRFQ 0613 VNF2700000001
Total Bid: 769944.5
Response Date: 2026-08-20
Response Time: 14:23:20
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				769944.50

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:

Extended Description:

Open-end contract for Direct Care Staffing Services



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

Proc Folder: 2029895			Reason for Modification: Addendum No. 1 To Extend Bid Opening To Publish TQ&A
Doc Description: Direct Care Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	
2026-08-19	2026-08-26 13:30	CRFQ 0613 VNF2700000001	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000051941
Vendor Name : Marcman Solutions LLC
Address : 3250 NE 1st Avenue
Street : Unit 203
City : Miami
State : Florida **Country :** USA **Zip :** 33137
Principal Contact : Michael DiNapoli, President & COO
Vendor Contact Phone: 850-666-0196 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X *Michael DiNapoli*

FEIN# 87-2925821

DATE 8-20-2026

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

ADDITIONAL INFORMATION

Addendum No. 1 is issued for the following:

1. Responses to vendor questions attached. See Attachment A.
- 2 To modify bid opening date and time to 08/26/2026 at 13:30 (1:30PM EST)

No other changes

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 1 FREEDOMS WAY CLARKSBURG WV US				VETERAN'S NURSING FACILITY 1 FREEDOMS WAY CLARKSBURG WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Direct Care Staffing Services				\$769,944.50

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 3
VNF2700000001	Final	Direct Care Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ VNF2700000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

☒ Addendum No. 1	☐ Addendum No. 6
☐ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ 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.

Marcman Solutions LLC

Company

Michael DiNapoli

Authorized Signature

8-20-2026

Date

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

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) Michael DiNapoli, President & COO

(Address) 3250 NE 1st Ave, Suite 203 Miami, Florida 33137

(Phone Number) / (Fax Number) 850-666-0196

(email address) Michael.DiNapoli@MarcmanSolutions.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.

Marcman Solutions LLC

(Company)

Michael DiNapoli

(Signature of Authorized Representative)

Michael DiNapoli, President & COO

8-20-2026

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

850-666-0196

(Phone Number) (Fax Number)

Michael.DiNapoli@MarcmanSolutions.com

(Email Address)



REQUEST FOR QUOTATION
CRFQ 0613 VNF2700000001
DIRECT CARE STAFFING SERVICES

Required Documented Plans and Vendor Qualifications

Specifications Sections 3.1, 3.6.1, and 3.6.2

Submitted To

West Virginia Department of Administration, Purchasing Division
on behalf of the West Virginia Veterans Nursing Facility
1 Freedom Way, Clarksburg, WV 26301
Attn: Jessica L. Riley, Buyer | jessica.l.riley@wv.gov

Submitted By

Marcman Solutions LLC, Prime Contractor
3250 NE 1st Avenue, Unit 203, Miami, Florida 33137

Bid Opening: August 26, 2026, 1:30 p.m.

1. Vendor Qualifications

1.1 Twelve Months Operating a Direct Care Staffing Organization (Specification 3.1)

Specification 3.1 requires the Vendor to have at least twelve months of experience operating a Direct Care Staffing organization. Our team exceeds that threshold by a wide margin, and we furnish our proof with this bid rather than holding it until award.

Marcman Solutions LLC submits this quotation as the prime contractor and will be the employer of record for all Registered Nurses, Licensed Practical Nurses, and Health Service Workers placed at the West Virginia Veterans Nursing Facility. One firm hires, manages payroll for, insures, supervises, and is accountable for the staff who work at the Facility, so the Facility never has to work out who is responsible for a given shift.

Temporary and contingent staffing is a primary line of our business, not an adjacent offering, and our team has delivered contract, contract-to-hire, direct-hire, and payroll services across healthcare, administrative, information technology, finance, and operations labor categories. The three engagements below are representative of our team's directly relevant experience in direct care and healthcare staffing under Specification 3.1. Each engagement is offered as proof of that experience and is backed by a named client reference whom the Facility can call to verify the work. Any additional documentation the Purchasing Division requires will be furnished upon request and, in all events, before award, as Specification 3.1 requires.

NYC Health + Hospitals (via DocGo): Direct Care Staffing at Scale

Our team has supported the NYC Health + Hospitals engagement, managed through DocGo, since 2020. This is the engagement that carries our direct care qualification: large-scale temporary staffing for public health and shelter operations across New York City.

The roles our team filled on that engagement include Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, Medical Assistants, Case Workers, Social Workers, Bilingual Patient Administrators, Administrative Coordinators, Supervisors, Site Leads, and operational support staff. Of these, our team placed 10 Certified Nursing Assistants, 5 Licensed Practical Nurses, and 5 Registered Nurses in direct clinical roles: our Specification 3.1 proof point. The broader engagement totaled more than 2,000 placements across all roles, with peak delivery above 1,200 shifts per week. That volume demonstrates the operational capacity our team brings to staffing at scale under emergency public health conditions.

The engagement value figure in our records for this work belongs to DocGo, as the prime contract holder across its New York City engagements, so we do not present it as our own figure. What we do state is what our team performed and for whom.

Huntsville Hospital: Healthcare Sector Staffing Inside a Hospital System

Our team began staffing the Huntsville Hospital system in August 2023, providing administrative coordinators, financial and operational support staff, and clinical professionals across hospital operations. Huntsville Hospital is a community-based, not-for-profit health system founded in 1895, operating 11 hospitals across Alabama and Tennessee and employing approximately 20,000 people. The relevance here is the healthcare operating environment rather than the

clinical scope: the engagement demonstrates that our team sustained a multi-year staffing relationship inside a licensed hospital system, under that system’s credentialing, scheduling, and compliance regime. That regime is the operating environment in which the West Virginia Veterans Nursing Facility operates every day.

Collegiate Behavioral Health Associates: Multi-Site Workforce Delivery

Since January 2023, our team has supported Collegiate Behavioral Health Associates in workforce delivery across more than 24 colleges and universities of varying sizes and organizational complexities, including large Division I institutions. This engagement is relevant beyond its behavioral health setting because it is decentralized and multi-site, presenting a more demanding coordination challenge than a single-facility setting.

Reference Contacts

The Facility is invited to contact any of the references below. Additional documentation, including contract details, will be furnished upon request and prior to award.

Client	Period	Scope	Reference Contact
NYC Health + Hospitals (via DocGo)	Since 2020	Direct care and operational staffing for public health and shelter operations; 20 placements in direct clinical roles (10 CNA, 5 LPN, 5 RN); 2,000+ total placements across all roles; peak above 1,200 shifts per week	Jen McLean, Operations Director, DocGo, 844-553-6246, Jen.mclean@docgo.com
Huntsville Hospital	Multi-year engagement beginning August 2023	Healthcare sector staffing across hospital operations, including administrative coordinators, financial and operational support staff, and clinical professionals	Keonna Kennemore, 256-783-1389, Keonna.Kennemore@hhsys.org
Collegiate Behavioral Health Associates	January 2023 to present	Workforce delivery supporting a behavioral health provider across 24+ colleges and universities	Dr. Jeffrey Fishbein, Chief Medical Officer, 847-828-1034

Table 1: Direct care and healthcare staffing engagements offered in satisfaction of Specification 3.1.

Prime Accountability and Organizational Capacity

Marcman Solutions LLC is a Florida-headquartered government contractor founded in 2021, with offices in Miami, Tallahassee, and Washington, DC. Its core service lines include staffing and workforce solutions. Our own record speaks to the question the Purchasing Division asks under

the Instructions to Vendors, paragraph 18: whether this vendor can fully perform and has the integrity and reliability to ensure good-faith performance. During Florida's response to Hurricanes Helene and Milton in October and November of 2024, Marcman Solutions LLC mobilized within 48 to 72 hours, onboarded roughly 500 screened personnel, and reached more than 700,000 household contacts in approximately three weeks across six counties under a \$5.7 million engagement for the Florida Division of Emergency Management. Marcman Solutions LLC also supported the Florida Homeowner Assistance Fund, helping deliver more than \$600 million in federal funds to over 28,000 Florida homeowners through program design, compliance management, community outreach, and application processing.

These are surge operations rather than long-term care, and we do not present them as clinical experience. They demonstrate that Marcman Solutions LLC can rapidly mobilize a screened and supervised workforce, keep it auditable, and deliver against a state agency's deadlines.

2. Plan for Coverage of All Shifts

Specification 3.6.1: coverage of all shifts requested, including weekends, holidays, call-offs, and vacations.

Coverage on this contract is established before the Facility ever needs to request it. Specification 4.16 requires us to confirm the staff for a shift no later than two hours before it begins, and Specification 4.8 forbids any staff member from arriving for orientation until the Facility has approved that person's paperwork. Together, these requirements establish the central coverage challenge: a two-hour response window can only be met by a bench that is already credentialed, approved, and scheduled. Our plan is built backward from that fact.

2.1 Building the Bench Before the First Request

Marcman Solutions LLC will maintain a standing, Facility-approved bench of Registered Nurses, Licensed Practical Nurses, and Health Service Workers sized to the Facility's recurring staffing needs, not to a single opening. Every candidate on that bench completes our full credentialing sequence before being presented to the Facility, and we absorb the cost of that sequence as Specification 4.5 requires.

- We verify licensure and certification at the primary source: an active West Virginia Registered Nurse or Licensed Practical Nurse license in good standing with the West Virginia Board of Nurses (Specifications 4.36.1, 4.36.2, 4.37.1, and 4.37.2), or, for Health Service Workers, current certification in good standing with the West Virginia Nurse Aide Registry (Specifications 4.38.1 and 4.38.2).
- We collect and clear the full credential pack: a WVCARES background check through the West Virginia Department of Health and Human Resources (Specification 4.5.1), a current CPR card (Specifications 4.36.3, 4.37.3, and 4.38.3), a twelve-panel drug screen (Specification 4.5.2), PPD and Hepatitis B immunization records (Specification 4.7.3), a West Virginia Food Handlers Card (Specification 4.11), a completed application or resume with references (Specification 4.5.3), and a signed confidentiality agreement (Specification 4.5.5).
- We confirm that no candidate has been investigated and substantiated by a licensure body or agency, or is subject to discharge results from a Board of Nursing investigation (Specification 4.6), and that no candidate was previously dismissed for disciplinary or performance reasons by a state facility or office (Specification 4.33).
- We confirm that the candidate has no lifting or hour restrictions, since Specification 4.29 states that the Facility does not honor them, and we will not schedule anyone who requires such a restriction.

Complete paperwork for every bench member goes to the Facility for approval before that person is scheduled for orientation, in accordance with Specification 4.8. Licenses and certifications go to the Director of Nursing before any staff member is placed, per the Specifications Section 3 header and Specification 3.4. We manage this sequence using a documented technology stack: Crelate for applicant tracking, Checkr for background screening and verification, and Deputy for scheduling and timekeeping. The Facility sees the result rather than the underlying systems: a credentialed candidate whose full file is inspection-ready on the day it is submitted for approval.

Marcman Solutions LLC will register with WVCARES through the West Virginia Department of Health and Human Resources and will be set up to complete the eligibility process within 15 days of award, as required by Specification 3.5. We brief every bench member on Specification 4.10.3 before orientation: call-offs during orientation are inexcusable except for COVID or an extreme emergency, and a candidate who cannot commit to attending orientation as scheduled does not go on the bench.

2.2 Filling a Requested Shift

Specification 4.26 gives scheduling to Facility staff, and our plan respects that division cleanly. We do not control the Facility's schedule. We provide cleared personnel in accordance with that schedule, and we confirm them early enough that the Facility is never left waiting.

When the Facility identifies a need, our scheduling desk matches it against the approved bench by discipline, license status, shift, and prior familiarity with the Facility's residents and units. We confirm the required number of staff to the Facility no later than two hours before the start of the shift or assignment period, as Specification 4.16 requires. In practice, we aim to confirm the following day's coverage the afternoon before, so the two-hour floor is a backstop rather than the routine. When the bench cannot cover a request outright, the desk escalates: it widens the search across the available candidate pool, activates pipeline candidates whose clearances are already complete, and keeps the Facility informed of status rather than letting a request go quiet.

We will not substitute a lower classification for a requested classification. Specifications 4.15.1 and 4.15.2 prohibit filling an RN request with an LPN or an LPN request with a Health Service Worker, and we treat that as absolute. When the Facility requests in writing that a higher classification cover a lower-level shift under Specifications 4.15.3 or 4.15.4, we will supply that coverage on the terms the Facility sets in writing.

2.3 Weekends, Holidays, and Other Important Dates

Weekend and holiday coverage fails when it is treated as an exception. We treat it as a published rotation, agreed in advance, so that weekend and holiday coverage is settled months ahead.

Weekends. Every staff member we place will work two full weekends per month on a Marcman Solutions LLC rotation schedule, in accordance with Specification 4.27 as amended by Addendum 1. For day-shift staff, a full weekend is Saturday and Sunday, and each day-shift staff member additionally works at least one Friday day shift per month, which, as Addendum 1 confirms, is not counted as a weekend shift. For night-shift staff, a full weekend is Friday and Saturday, and each night-shift staff member additionally works one Sunday night shift per month, which is not counted as a weekend shift. We build that rotation across the whole bench rather than concentrating it on whoever is willing, so the rotation remains sustainable for the life of the contract. When a staff member calls off or is unable to work a scheduled weekend day, we schedule that person for an extra weekend day on the next schedule, as required by Specification 4.14.5, and we do not treat the make-up day as optional.

Holidays. We will place staff on the Facility's holiday rotation schedule at the time of hire, as provided in Specification 4.31.3, and we brief every staff member on Specification 4.31.1 before their first holiday assignment: calling off the day before or the day after a paid holiday may forfeit

holiday pay. A staff member who calls off a scheduled holiday is scheduled to work the next available holiday, in accordance with Specification 4.14.6.

Other Important Dates. Specification 4.32.3 makes the rotation schedule for Easter Sunday, Mother's Day, Father's Day, Christmas Eve, New Year's Eve, Halloween, Labor Day, and Black Friday our responsibility and requires that it be provided at least one month before the date. We will publish that rotation to the Facility on a rolling basis at least 30 days before each date, and we will hold ourselves to delivering it ahead of that deadline.

PRN eligibility. We schedule every staff member for at least three days in each 30-day period to maintain our bench's PRN eligibility with the Facility under Specification 4.28. A bench member who is not working is unavailable for the Facility to call, so we manage this proactively rather than discovering the lapse when we need the person.

2.4 Call-Offs and No-Shows

Specification 4.17 requires every possible effort to fill a shift when an Agency Staff member calls off. Our approach is to maintain named backups for the shift patterns the Facility uses most frequently rather than beginning a search when a call-off occurs.

We brief every staff member at hire on the call-off protocol in Specification 4.24, and we reinforce it in writing. A staff member calling off must telephone the Facility to speak directly with the RN Supervisor and must also telephone our scheduling desk. Both calls must be made at least two hours before the scheduled shift, and voicemail is expressly not acceptable. The same briefing covers Specification 4.14.1, under which failure to appear or failure to call in at least two hours in advance may result in the staff member being instructed not to return to the Facility, and Specification 4.14.2, under which a fourth call-off in an aggregate twelve-month period requires a written doctor's excuse.

When a call-off reaches our desk, we work the backup for that shift pattern first, then the wider approved bench, and we tell the Facility what we have within the same hour rather than at the top of the shift. For planned replacements, we commit to a 16-hour turnaround, backed by a no-cost replacement guarantee. Same-day call-offs are not held to that window; they are covered immediately from the standing approved bench through that sequence.

When the Facility finds a staff member unsatisfactory or tells a staff member not to return under Specifications 4.14 or 4.18, we promptly remove that person from the assignment and provide a replacement from the approved bench, without requiring further justification from the Facility. All disciplinary actions issued by the Facility come back to us under Specification 4.18, and we act on them.

2.5 Vacations and Planned Absences

Planned absence is the easiest coverage problem to solve and the one most often mishandled, precisely because it is visible weeks ahead and gets deferred. We require our staff to submit planned time off to our scheduling desk at least 30 days in advance. The desk assigns a replacement from the approved bench before approving the absence. It then notifies the Facility of the absence and the named replacement in a single message, so the Facility never hears about a gap and its solution in two separate conversations. When a planned absence would leave a

weekend, holiday, or Other Important Date rotation short, the rotation is rebalanced across the bench before the absence is approved.

2.6 Round-the-Clock Access and Escalation

Specification 3.2 requires the Vendor to be accessible twenty-four hours a day, seven days a week, including holidays and weekends, to respond to staffing issues, emergency requests, and complaints. Marcman Solutions LLC commits to that access. We will designate and maintain a primary manager responsible for our obligations under the agreement, available during normal business hours, as required by Specification 11.1. We will also designate and maintain an emergency contact for staffing issues arising outside business hours, whose number is answered or responded to within two hours on any day or time, including weekends and holidays, as required by Specification 11.2. Both contacts and their backups will be provided to the Facility upon request. The escalation path runs from our scheduling desk to the primary manager and, when a decision requires contract authority, to Michael DiNapoli, President and Chief Operating Officer of Marcman Solutions LLC.

We brief our staff to follow the Facility's chain of command on the unit, raising issues first with the LPN, then the RN Supervisor, then the RN Unit Manager, then the ADON and DON, in accordance with Specification 4.25. Our escalation path handles employment, scheduling, and contract matters; the Facility's chain of command handles clinical direction. Keeping the two separate is what prevents an agency staff member from routing a clinical question through a scheduler.

2.7 Roster, Records, and Timekeeping

We maintain and provide to the Facility, at all times, a current list of all Nursing Staff actively employed at the Facility, with updated names and phone numbers, in accordance with Specification 4.20, and we update it the same day a placement or departure occurs, rather than on a monthly cycle. Personnel files for each Agency Staff member are updated at least annually and furnished upon request in accordance with Specification 4.21. Timesheets reach us each week by 10:00 a.m. Wednesday for the Saturday-to-Friday period, as Specification 4.22 requires, and we brief staff that missing punches must reach the Facility by 4:00 p.m. Monday, or the hours move to the following pay week. Weekly invoices, one per level of nursing staff, are submitted in arrears to the Business Office with each signed timesheet attached as backup, in accordance with Specifications Section 7.

Staff members we place are briefed before their first shift on the conduct standards in Specification 4.14, on the requirement to attend mandatory meetings and in-services under Specification 4.14.4, on the requirement to assist with meal pass and to keep a current West Virginia Food Handlers Card under Specification 4.11, on the punch-in and punch-out policy under Specification 4.23, and on the pandemic restriction in Specification 4.13 against working in multiple healthcare facilities in the same period. Mileage, travel costs, and travel time are ours under Specifications Section 8 and are never billed to the Facility separately.

Coverage Commitments at a Glance

Specifications	What the Facility Requires	What Marcman Solutions LLC Commits
3.2, 11.1, 11.2	Accessible 24/7, including holidays and weekends; primary manager in business hours; emergency contact answered or responded to within 2 hours	The scheduling desk is reachable at any hour; a designated primary manager and a designated emergency contact, with named backups, are supplied on request; contract decisions escalate to Michael DiNapoli
4.16	Required staff confirmed at least 2 hours before the shift	Coverage is confirmed the afternoon before, wherever the request allows; the 2-hour window is a floor, not the routine
4.17, 4.24	Every possible effort to fill a call-off; staff call the RN Supervisor and the agency at least 2 hours out	The named backup for the shift pattern is worked first, then the wider approved bench; status goes back to the Facility within the hour; the call-off protocol is briefed at hire and reinforced in writing
4.27	Two full weekends per month on an agency rotation: Saturday and Sunday for day shift, plus one Friday day shift; Friday and Saturday for night shift, plus one Sunday night shift	The rotation is published across the full bench by shift type, with make-up weekend days scheduled on the next schedule per 4.14.5
4.31.3, 4.14.6	Staff placed on the Facility holiday rotation at hire; missed holidays made up	Staff are placed on the rotation at hire and briefed on the 4.31.1 forfeiture rule; a missed holiday is rescheduled to the next available holiday
4.32.3	Vendor supplies the Other Important Dates rotation at least one month in advance	The rotation is published to the Facility on a rolling basis, a minimum of 30 days ahead of each date
4.28	Staff work a minimum of three days every thirty days to hold PRN eligibility	The bench is scheduled to hold eligibility actively, so no approved staff member lapses unnoticed
4.5 to 4.8	Full credential pack at vendor cost; Facility approval of paperwork before orientation	Credentialing is completed, and the full file is Facility-approved before orientation is scheduled; licenses and certifications go to the Director of Nursing before placement
4.20, 4.21, 4.22	Current roster at all times; annual personnel files; timesheets by 10:00 a.m. Wednesday	The roster is updated the same day on every placement and departure; files are furnished on request; timesheets and weekly invoices follow Section 7
Section 8	Vendor bears all mileage, travel costs, and travel time	These costs are absorbed by Marcman Solutions LLC and are never billed to the Facility separately

Table 2: Specification 3.6.1 coverage requirements mapped to Marcman Solutions LLC commitments.

Licenses, permits, and insurance. Marcman Solutions LLC will obtain and provide evidence of every license, permit, certification, and insurance coverage required by the contract from carriers acceptable to the State before performance begins, and will furnish proof in the form required by the State under General Terms 7, 8, and 9. We have a working knowledge of, and will comply with, the federal and West Virginia laws, regulations, and rules governing the provision of direct care staff in long-term care facilities, as required by Specification 3.3. Every professional we place will meet the qualification standards in Specification 4.4 and follow the Facility's policies and procedures, as well as applicable federal and state statutory and regulatory requirements. We take no exception to any requirement in this solicitation.

3. Recruiting Plan for the Clarksburg, West Virginia Area

Specification 3.6.2: a recruiting plan detailing how the vendor will recruit nursing staff in the Clarksburg, WV, area.

Direct care staffing in north central West Virginia is a local labor problem, and no national database solves it on its own. A national recruiting operation does, however, provide the infrastructure needed to build and maintain a local bench quickly: a sourcing team we can point at a single market, a screening pipeline that clears candidates in days rather than weeks, and the financial capacity to carry a bench through slow periods. Our plan applies that infrastructure to Clarksburg and to the counties within commuting distance of 1 Freedom Way.

3.1 Our Recruiting Model

Our recruiting operation does not currently maintain candidate placements, dedicated recruiters, or an active client relationship in West Virginia. West Virginia is a market we will build specifically for this contract. We will apply the same national infrastructure we have used to stand up localized coverage from a standing start in other named markets, including the Dallas-Fort Worth region and Southern California by county, through remote recruiters, dedicated sourcing specialists, and local candidate networks. We maintain an active database of more than 50,000 candidates, have sustained healthcare staffing at scale (including peak delivery of over 1,200 shifts per week during emergency public health operations), and have more than 200 credentialed temporary professionals on active assignment across our client base. The plan below names the specific West Virginia channels, the licensure pathway, and the mobilization timeline that make building Clarksburg-area coverage a measurable commitment.

Our commitment to the Facility is that recruiting for this contract will be a dedicated, named effort, with West Virginia sourcing assigned to specific recruiters, rather than a passive posting competing for attention with every other requisition in a national pipeline.

3.2 Sourcing Channels in North Central West Virginia

We will run the channels below across Clarksburg and the surrounding north-central West Virginia counties within commuting distance of the Facility. We will report our current pipeline depth by discipline on request.

- Licensed and certified candidate targeting. We source directly against the licensure rosters of the West Virginia Board of Examiners for Registered Professional Nurses and the West Virginia State Board of Examiners for Licensed Practical Nurses, and against the West Virginia Nurse Aide Registry, so that outreach reaches people who already hold the credentials that Specifications 4.36, 4.37, and 4.38 require and who therefore need no licensure lead time.
- Local job boards and paid search. We run Indeed, LinkedIn, and healthcare-specific boards, geo-targeted to Clarksburg, Bridgeport, Fairmont, Morgantown, Weston, Buckhannon, and Grafton, and we keep those campaigns running continuously rather than turning them on only when a shift goes unfilled.
- Regional nursing and nurse aide training pipelines. We will build a direct pipeline with Pierpont Community and Technical College in Fairmont, West Virginia, whose LPN

certificate and associate-level nursing programs feed directly into Harrison County. We will also use the West Virginia Office of Nursing Education and Workforce Development, the state's clearinghouse of approved nursing programs, to identify additional Certified Nursing Assistant, Licensed Practical Nurse, and Registered Nurse pipelines feeding the north central region.

- State workforce agency partnership. We will engage WorkForce West Virginia, the state workforce agency with a presence in the Clarksburg area, to support sourcing for Health Service Worker roles and local-hire outreach.
- Referral partnerships and word of mouth. Our own placed staff are our strongest recruiters in a small market. We run a structured referral program from the first placement forward, because a nurse who already works at the Facility recruits better than any advertisement.
- Veteran and military-family networks. Given the Facility's direct connection to the Louis A. Johnson VA Medical Center, we will engage veteran-spouse and military-family employment networks, including Hiring Our Heroes and the Military Spouse Employment Partnership, as a targeted, mission-aligned sourcing channel.
- Adjacent market reach. When a discipline runs thin locally, we widen the radius to the Morgantown and greater north-central corridor before we relax any standard, and we will tell the Facility when we do so.
- Industry association engagement. We will engage the West Virginia Health Care Association, the state's nursing home industry association, to support long-term regional workforce development.

3.3 Screening and Credentialing on a Local Timeline

West Virginia has been a member of the Enhanced Nurse Licensure Compact (eNLC) since 2018. Registered Nurses holding a qualifying multistate license from another compact state may practice in West Virginia without obtaining a separate state license, allowing us to draw immediately on our existing multistate-licensed RN bench for Clarksburg assignments. For Licensed Practical Nurses, who are also covered by the eNLC, we source candidates who are actively licensed in West Virginia, are eligible for licensure by endorsement, or hold a qualifying multistate license. We coordinate directly with the West Virginia State Board of Examiners for Licensed Practical Nurses to confirm the fastest compliant pathway for each candidate. For Certified Nursing Assistants, the credential Specification 4.38.1 requires of every Health Service Worker, we manage every candidate's listing on the West Virginia Nurse Aide Registry, including registry transfer or reciprocity processing for candidates already certified in another state, working directly with the West Virginia Office of Health Facility Licensure and Certification.

Recruiting is only complete once a candidate is cleared to work. Every West Virginia candidate enters the same sequence set out in Section 2.1 of this document: West Virginia licensure or Nurse Aide Registry verification, WVCARES background check, twelve-panel drug screen, CPR card, PPD and Hepatitis B records, West Virginia Food Handlers Card, and confidentiality agreement, all at our cost under Specification 4.5. We run this through Crelate and Checkr. That is what allows a locally sourced candidate to move from first contact to a Facility-approved file without the multi-week drift that pushes good candidates to a competing employer.

We will manage the West Virginia Food Handlers Card as a recruiting step rather than an onboarding afterthought, since Specification 4.11 makes it mandatory for every staff member and places the cost on us. Candidates who do not already hold one complete the requirement while the rest of their file is assembled, so it never delays a placement.

3.4 Building the Local Bench

We recruit against the Facility's demand pattern rather than against open shifts. Exhibit A to this solicitation estimates 19,200 hours in the first year across the three disciplines, weighted toward Health Service Workers and Licensed Practical Nurses, and we size and sequence our recruiting to that weighting from day one.

Phase	Timing	Recruiting Actions
Mobilization	Award to day 30	Days 1–15: Named recruiters are assigned to West Virginia; Our existing eNLC-eligible RN bench is activated for immediate consideration; outreach opens with Pierpont Community and Technical College and WorkForce West Virginia; CNA registry reciprocity requirements are confirmed with the West Virginia Office of Health Facility Licensure and Certification; WVCARES enrollment is completed within the fifteen days Specification 3.5 allows. Days 15–30: Registry transfer and reciprocity processing begin for identified CNA candidates; an initial qualified candidate slate is presented to the Facility; veteran-family and military-spouse outreach channels activate; the first cohort moves through screening and is submitted to the Facility for approval under Specification 4.8.
Build	Days 31 to 60	First placements are onboarded and credentialed; the referral program activates with the placed cohort; a sustained local Certified Nursing Assistant pipeline develops through the Pierpont Community and Technical College partnership; dedicated recruiter coverage for north-central West Virginia is formalized to support ongoing task orders; weekend, holiday, and Other Important Date rotations are published across the bench.
Depth	Days 61 to 90	A named backup is identified for every recurring shift pattern; pipeline candidates are held at partial clearance for rapid activation; the first quarterly review of fill rate, call-off rate, and retention is conducted with the Facility
Sustain	Ongoing	Sourcing continues regardless of open need; licensure and registry targeting refreshes monthly; departures are replaced on a rolling basis before they create a gap

Table 3: Clarksburg-area recruiting ramp. Bench targets are set once the current depth of the West Virginia pipeline is confirmed.

3.5 Holding the Staff We Recruit

Retention is as critical as recruiting in preventing agency coverage gaps in long-term care, and three parts of our plan are aimed squarely at it. We publish weekend, holiday, and Other Important Date rotations across the full bench well ahead of the date, so no one absorbs a disproportionate share and quits over it. We assign staff to the same units and residents wherever the Facility's schedule allows, because continuity matters more to a long-term care resident than to anyone else. Finally, we provide a single point of contact for every staff member, so that a scheduling problem, a payroll question, or a concern about an assignment reaches a named contact who knows that person.

We will review fill rate, call-off rate, time to fill, and retention with the Facility on a schedule the Facility sets, and we will proactively bring emerging problems to that review.

3.6 What the Facility Can Hold Us To

Recruiting plans are easy to write and hard to prove, so we close with commitments the Facility can measure. We will name the recruiters assigned to West Virginia and, upon request, report our pipeline depth by discipline. We will tell the Facility when a discipline is running thin in the local market, before the shortage becomes an unfilled shift, and we will widen our search radius rather than relax any standard set by the Specifications. Because Marcman Solutions LLC is both the prime contractor and the employer of record, the Facility raises every one of those matters with a single firm.

We have reviewed Specifications Sections 3 and 4 in full; we accept the operating conditions they impose on the Vendor, and we have built the plans above to meet them as written.

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	\$65.26	\$ 127,257.00
2	Weekend Regular Rate	750	\$65.26	\$ 48,945.00
			Grand Total	\$ 176,202.00

*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:	<u>Marcman Solutions LLC</u>	*Printed Name	<u>Michael DiNapoli</u>
Address:	<u>3250 NE 1st Avenue, Unit 203</u>	Title	<u>President & COO</u>
	<u>Miami, Florida 33137</u>	*Signature	<u><i>Michael DiNapoli</i></u>
Office Phone:	<u>850-666-0196</u>	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	<u></u>		
Fax	<u></u>	Email:	<u>Michael.DiNapoli@marcmansolutions.com</u>

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	\$42.12	\$ 231,660.00
2	Weekend Regular Rate	2,250	\$42.12	\$ 94,770.00
			Grand Total	\$ 326,430.00

*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:	<u>Marcman Solutions LLC</u>	*Printed Name	<u>Michael DiNapoli</u>
Address:	<u>3250 NE 1st Avenue, Unit 203</u>	Title	<u>President & COO</u>
	<u>Miami, Florida 33137</u>	*Signature	<u><i>Michael DiNapoli</i></u>
Office Phone:	<u>850-666-0196</u>	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	<u></u>		
Fax	<u></u>	Email:	<u>Michael.DiNapoli@marcmansolutions.com</u>

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	\$30.55	\$ 190,937.50
2	Weekend Regular Rate	2,500	\$30.55	\$ 76,375.00
			Grand Total	\$ 267,312.50

*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:	Marcman Solutions LLC	*Printed Name	Michael DiNapoli
Address:	3250 NE 1st Avenue, Unit 203	Title	President & COO
	Miami, Florida 33137	*Signature	<i>Michael DiNapoli</i>
Office Phone:	850-666-0196	*I hereby certify I am authorized by the Vendor to sign this document.	
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