



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: VS0000053391

Legal Name: Advantage Staffing Services

Alias/DBA: ADVANTAGE STAFFING SERVICES

Total Bid: \$749,750.00

Response Date: 08/20/2026

Response Time: 17:09

Responded By User ID: sjenkinsrn

First Name: Stephanie

Last Name: Jenkins

Email: sjenkins@advantagestaffing.com

Phone: 6232382285

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 ESR08202600000001189	1

VENDOR
VS0000053391
Advantage Staffing Services

Solicitation Number: CRFQ 0613 VNF2700000001

Total Bid: 749750 **Response Date:** 2026-08-20 **Response Time:** 17:09:46

Comments: Advantage Staffing Services, LLC is a clinician-led healthcare staffing firm with extensive experience supporting 24/7 PRN, direct-care, public-sector, and compliance-sensitive healthcare operations. Our response includes qualified RN, LPN, and HSW/CNA staffing; a Clarksburg-centered recruiting plan; 24/7 staffing support; priority shift-fill coordination; comprehensive credentialing and compliance controls; and dedicated recruiting, account-management, and executive oversight. We appreciate the opportunity to support the West Virginia Veterans Nursing Facility and the veterans it serves.

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

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				749750.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments:	Discipline	Weekday subtotal	Weekend subtotal	Evaluated total
	RN	\$126,750	\$49,125	\$175,875
	LPN	\$225,500	\$93,375	\$318,875
	HSW	\$181,250	\$73,750	\$255,000
	Combined evaluated total			\$749,750

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

Doc Description: Direct Care Staffing Services

Proc Type: Central Master Agreement

Reason for Modification:

Addendum No. 1

To Extend Bid Opening

To Publish TQ&A

Date Issued	Solicitation Closes	Solicitation No	Version
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: VS0000053391

Vendor Name : Advantage Staffing Services LLC

Address : 13954 W WADDELL RD, STE 103 #130

Street :

City : Surprise

State : AZ

Country : USA

Zip : 85379

Principal Contact : Stephanie Jenkins

Vendor Contact Phone: 602-638-1976

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor Signature X

FEIN# 84-1756568

DATE 08/20/2026

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



TECHNICAL PROPOSAL

Direct Care Staffing Services

Registered Nurse • Licensed Practical Nurse • Health Service Worker / CNA

PREPARED FOR	West Virginia Veterans Nursing Facility
SOLICITATION	CRFQ VNF2700000001
PROCUREMENT FOLDER	2029895
DUE	August 26, 2026 • 1:30 p.m. Eastern

PREPARED BY

Advantage Staffing Services, LLC

Stephanie Jenkins, RN • Executive Vice President • 602-638-1976 • sjenkins@advantagestaffing.co

CLINICIAN-LED • PUBLIC-SECTOR READY • ACCOUNTABLE DELIVERY

LETTER OF TRANSMITTAL

A Commitment to Dependable Care

Submitted to the West Virginia Veterans Nursing Facility

August 19, 2026

Jessica L. Riley
Buyer, West Virginia Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Re: CRFQ VNF2700000001 — Direct Care Staffing Services

Dear Ms. Riley:

Advantage Staffing Services, LLC is pleased to submit this technical proposal to support the West Virginia Veterans Nursing Facility with Registered Nurse, Licensed Practical Nurse, and Health Service Worker/Certified Nursing Assistant personnel. We understand that this is an open-ended, multiple-award contract requiring dependable access to qualified direct-care staff for scheduled, PRN, weekend, holiday, vacation, call-off, and urgent needs.

Our approach is built for the realities of a veterans nursing facility: resident safety cannot wait for a recruiter to return a message; incomplete credentials cannot be corrected after a worker arrives; and a name on a roster has little value unless that person reports prepared and remains accountable.

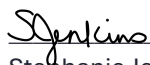
Advantage combines clinician-led oversight, a layered recruiting and backup-pool strategy, centralized credentialing, 24/7 escalation support, and workforce visibility through Advantage Connect.

We will bid all three required disciplines. Our separate pricing response will contain the official State pricing pages and all required rate information.

Advantage accepts the operational requirements presented in the solicitation and is prepared to mobilize promptly following award, including WVCARES readiness, facility-specific credential files, documented coverage and recruiting plans, weekly timekeeping controls, and designation of contract and emergency contacts.

Thank you for considering Advantage Staffing Services. We would be honored to support the veterans and staff of the West Virginia Veterans Nursing Facility.

Respectfully submitted,



Stephanie Jenkins, RN
Executive Vice President
Advantage Staffing Services, LLC

1

Executive Summary

A workforce program designed around readiness, continuity, and accountability

2019
FOUNDED

40+
STATES SERVED

24/7
SUPPORT

85%
2026 YTD RETENTION

Advantage Staffing Services proposes a full-service workforce solution for the West Virginia Veterans Nursing Facility. The requirement calls for RNs, LPNs and HSWs supporting 24/7 operations.

Our approach is built around three priorities: (1) technically qualified personnel with verified licensure/certification and recent clinical experience; (2) uninterrupted coverage through primary, backup, and replacement staffing; and (3) disciplined contract administration, including compliance, credentialing, employee health, incident reporting, monthly utilization reporting, and proactive communication with the Facility Designee. We apply that established model to the Facility's RN, LPN, and HSW/CNA needs.

Facility priority	Advantage response	Evidence of readiness
Qualified personnel	We perform discipline-specific screening, primary-source credential verification, health and background controls, and pre-placement approval.	Centralized recruiting and compliance teams; controlled pre-placement file.
Coverage continuity	We recruit locally first, maintain regional reach and backup availability, confirm shifts, and begin replacement outreach immediately.	24/7 escalation model and active workforce-status tracking.
Resident safety	Clinician leaders oversee escalation, incident documentation, corrective action, and immediate scheduling holds when warranted.	RN executive sponsorship and structured quality controls.
Operational visibility	We maintain rosters, credential alerts, attendance records, worked-hours reporting, and invoice reconciliation.	Advantage Connect plus dedicated account, payroll, and compliance support.

Why Advantage Staffing Services

- Active Department of Veterans Affairs Multiple Award Schedule (VA MAS) contract.
- Clinician-led executive leadership with direct healthcare operations experience.
- Current and recent federal healthcare performance with IHS and the Bureau of Prisons.
- Demonstrated experience supporting 24/7 state hospital and complex healthcare staffing operations.
- Nationwide recruiting capacity combined with local and regional candidate prioritization.
- Dedicated credentialing, compliance, payroll, and account-management infrastructure.
- Rapid replacement capability with defined backup staffing and escalation procedures.
- Technology-enabled tracking of credentials, timekeeping, utilization, and contract milestones.

ADVANTAGE COMMITMENT

We will communicate candidly about fill status, present only personnel who meet the stated requirements, and address performance concerns promptly.

2

Corporate Snapshot

A clinician-led partner with public-sector discipline and healthcare depth

24/7 STAFFING OFFICE	5000+ SHIFTS STAFFED YTD	7+ YEARS HEALTHCARE STAFFING
Corporate Identifier	Advantage Staffing Services	
Legal name	Advantage Staffing Services, LLC	
Founded	2019	
Business classification	Small business; woman-owned	
UEI	ZFKWTUJ9V463	
CAGE	9S7W8	
Federal Supply Schedule	36F79725D00821	
Operational reach	Healthcare staffing operations across 40+ states	
Primary contact	Stephanie Jenkins, RN, Executive Vice President	

Integrated Operational Infrastructure

Function	Role in contract performance
Recruiting	Local, regional, referral, re-engagement, and travel-ready sourcing; structured screening and availability confirmation.
HR & compliance	Background, drug, license/certification, health, training, personnel-file, and expiration controls.
Account management	Requests, staffing status, roster maintenance, client communication, performance follow-up, and reporting.
Payroll & billing	Weekly time review, payroll administration, signed-timesheet support, discipline-specific invoicing, and discrepancy resolution.
Executive oversight	Contract accountability, clinical perspective, escalation, quality governance, and corrective-action authority.
Advantage Connect	Operational visibility across workforce readiness, credentials, scheduling, timekeeping, reports, and follow-through.

Aligned Experience

Advantage Staffing recruits and manages RNs, LPN/LVNs, CNAs, behavioral-health personnel, allied-health professionals, and other clinical workers in compliance-sensitive settings. Relevant experience includes state-operated healthcare staffing, Department of Veterans Affairs and Indian Health Service programs, 24/7 hospital operations, post-acute care, and multi-state health-system staffing.

3

Understanding the Requirement & Operating Risks

Operating reality	Risk to the Facility	Advantage Staffing Control
Variable open-end demand	Needs may change by discipline, shift, season, absence, or resident census.	Maintain discipline-specific pools and communicate honest, request-level fill status.
Two-hour call-off / response environment Weekends, holidays, and mandatory rotations	Late notice can leave resident-care assignments uncovered. Workers who were not recruited for the real schedule are more likely to cancel or leave.	Shift confirmation, dual call-off instruction, approved backups, and immediate escalation. Screen availability against actual rotation obligations before presentation.
Strict pre-placement documentation No guaranteed volume / multiple award Facility-controlled timekeeping	An incomplete file can delay a start or create compliance exposure. Overbuilt assumptions may destabilize the workforce program. Punch errors can disrupt payroll and weekly invoicing.	Two-stage recruiting/compliance review and Facility approval before orientation or work. Scale the active bench to actual utilization while preserving backup capacity. Saturday–Friday configuration, missing-punch follow-up, signed support, and reconciliation.

OUR OPERATING PRINCIPLE

The strongest coverage plan begins before a call-off: accurate job previews, schedule-specific recruiting, complete files, confirmed shifts, responsive supervision, and a bench that is already qualified.

Performance Objectives

- Protect continuity of care and dignity.
- Prevent unapproved or noncompliant staff from reporting.
- Provide timely, documented communication on every staffing request and escalation.
- Maintain records that withstand Facility review and support clean invoicing.
- Address all concerns before they become recurring issues

4

Technical Approach

An evaluation-aligned delivery model from request through performance review

This is Advantage Staffing's active operating workflow, **connecting recruiting, compliance, account management, payroll, and executive oversight across our healthcare staffing programs**; Facility specific requirements are configured within that established process.

Stage	Advantage method	Controlled output
1. Request intake	Confirm discipline, shift, date, unit/location, duties, rotation expectations, urgency, and Facility contact.	Complete, time-stamped staffing request.
2. Candidate match	Filter the approved pool by discipline, credential status, competence, availability, proximity, and schedule fit.	Qualified match—not a mass résumé submission.
3. Readiness confirmation	Reconfirm interest, shift, reporting instructions, attendance rules, timekeeping, and any assignment-specific requirements.	Worker acceptance and documented readiness.
4. Facility approval	Transmit the required personnel file and resolve any questions before orientation or work.	Facility-approved worker.
5. Deployment	Provide instructions, verify orientation/training, confirm arrival, and retain escalation visibility.	Prepared arrival and accountable start.
6. Active management	Track schedule, attendance, credentials, feedback, incidents, hours, and assignment status.	Visible performance record and timely action.
7. Reconciliation & improvement	Reconcile weekly time/invoices and review recurring gaps, call-offs, removals, or document issues.	Accurate billing and corrective-action ownership.

Discipline Readiness

Discipline	Minimum readiness emphasis
Registered Nurse	Active WV RN license; CPR; food-handler card; medication administration, care planning, documentation, emergency oversight, supervision, resident-centered care, and required scheduling expectations.
Licensed Practical Nurse	Active WV LPN license; CPR; food-handler card; treatments, medications, injections, resident screening, ADL support, documentation, and required scheduling expectations.
HSW / CNA	Active WV CNA standing; CPR; food-handler card; high school diploma/GED; nursing-home direct care, ADL and meal-pass support, documentation, and required scheduling expectations.

5

Recruiting & Mobilization

Local-first recruiting reinforced by regional reach and controlled implementation

3,000+
TALENT DATABASE

2 HRS
AVERAGE TIME TO FILL (PRN)

NATIONWIDE
RECRUITING CAPACITY

Clarksburg-Centered Recruiting Plan

Advantage's recruiters use a local-first, expanding-radius sourcing model every day. For this contract, the established process begins around Clarksburg and north-central West Virginia, then extends deliberately into adjacent labor markets when local supply does not support the requested coverage. Recruiters use regional and travel-ready candidates only when the assignment structure supports reliable attendance and retention.

ADVANTAGE RECRUITING ENGINE DAILY, REPEATABLE WORKFLOW					
01 SOURCE	02 SCREEN	03 QUALIFY	04 CREDENTIAL	05 PRESENT	06 DEPLOY
Database, outreach, referrals	Experience, fit, availability	License and schedule match	Independent review	Complete, ready profile	Confirm, orient, support
Recruiting channel			How it supports this contract		
Database & re-engagement			Recruiters search and reactivate qualified professionals and prior applicants with relevant direct-care experience.		
Direct & referral sourcing			The team conducts daily outreach through job boards, professional networks, discipline communities, direct recruiting, and employee referrals.		
Education & regional pipelines			Our sustained pipeline includes nursing and workforce programs plus regional or travel-ready sourcing when local supply is insufficient.		

Daily Market Execution

Recruiting is an active daily operation. Our recruiters work multiple disciplines simultaneously and manage candidates through four visible stages: Sourced, Screened, Credentialing, and Facility-approved. The account team reviews movement, barriers, and open-shift demand with recruiting so outreach is focused on the dates and rotations the Facility actually needs.

Market Tier	Recruiting Workflow
Clarksburg / local commuting market	Search active and former applicants, conduct direct outreach, request referrals, and prioritize candidates whose commute supports dependable PRN, weekend, holiday, and call-off coverage.
North-central West Virginia	Expand outreach to adjacent communities and healthcare labor pools; validate travel time, transportation, schedule fit, and willingness to meet Facility rotations before presentation.
Regional / travel-ready bench	Use only when the schedule, rate, and assignment duration support reliable attendance and retention; complete the same Facility-specific screening and credentialing controls.

Recruiter Screening Before Presentation

- Validate active WV license or certification, direct-care and geriatric/nursing-home experience, CPR, food-handler readiness, and WVCARES eligibility path.
- Review the actual shift, weekend and holiday rotations, meal-pass duties, physical requirements, mandatory overtime expectations, transportation, and call-off rules.
- Confirm interest twice: during screening and again before file submissions, the Facility receives candidates who understand and accept the assignment.
- Maintain approved alternates and re-engage qualified workers whose availability changes, creating a practical replacement bench rather than a résumé inventory.

Post-Award Mobilization

Timing	Mobilization action
Award / kickoff	Confirm Facility contacts, request procedures, document-transfer method, orientation calendar, invoicing contacts, and escalation path.
Within required 15 days	Complete WVCARES vendor capability and integrate eligibility control into the pre-placement checklist.
Initial launch	Activate all three discipline pipelines; configure Facility-specific credentials, shift rules, and reporting.
Before first start	Secure Facility approval, complete orientation/readiness review, verify scheduling and reporting instructions.

6

Credentialing & Compliance

A complete file before placement—and active monitoring after the start

100%
COMPLETE COMPLIANCE

3 DAYS
AVERAGE CREDENTIALING TIME

100%
EXPIRATION TRACKING

Advantage Staffing does not release a worker for orientation or work until the discipline-appropriate file is complete and client approval is documented. This is our standard practice across assignments: recruiting confirms qualifications, experience, schedule fit, and interest; compliance independently validates required evidence and scheduling readiness.

Control	Advantage verification
WVCARES eligibility	Complete through the required process and document eligibility before placement.
Twelve-panel drug screen	Complete at Advantage expense and review against contract requirements.
Application, résumé & references	Review work history and relevant direct-care experience; retain supporting records.
License / certification	Primary-source verification of active WV RN/LPN licensure or CNA registry standing; monitor expiration and restrictions.
CPR & food-handler card	Verify current evidence for each discipline; configure expiration alerts and scheduling holds.
Health requirements	Review TB/PPD, Hepatitis B documentation, physical, immunizations, and additional Facility-requested evidence.
Confidentiality & policy acknowledgments	Secure required signatures covering privacy, conduct, security, attendance, timekeeping, chain of command, and assignment limitations.
Orientation & competence	Track Facility orientation, PointClickCare/administration training, competency assessments, age/cultural competence, and Alzheimer's training as applicable.

Ongoing Compliance Controls

- Automated alerts reinforced by manual review for expiring licenses, certifications, health documents, and Facility requirements.
- Current active-worker roster with contact information available to the Facility.
- At least annual personnel-file refresh and immediate updates when requirements change.
- Immediate scheduling hold for an expired, missing, restricted, or otherwise noncompliant credential.
- Audit-ready organization of personnel evidence and documented resolution of deficiencies.

7

Coverage, Retention & Continuity

A layered workforce pool supported by realistic expectations and active supervision

93% ATTENDANCE RATE	95% SHIFT FULFILLMENT RATE	85% YTD RETENTION
Coverage circumstance		Advantage response
Routine PRN request		Match approved personnel by discipline, availability, schedule obligation, proximity, and performance standing; confirm acceptance and arrival expectations.
Weekend / holiday need		Recruit against known rotation requirements; capture written availability and monitor compliance with required dates.
Call-off		Require notification to the Facility RN Supervisor and Advantage at least two hours before shift; contact qualified approved backups immediately and update the Facility.
Vacation / planned leave		Capture leave early, forecast gaps, and present replacement options before the schedule is finalized.
Urgent request		Activate the 24/7 escalation channel and approved pool; provide a realistic fill-status update within the request window.
Performance removal		Suspend further scheduling, secure the facts, cooperate with Facility direction, document action, and offer an approved replacement as quickly as possible.

Shift Coverage Operating Cadence

The account manager owns each request from intake through arrival confirmation. Advantage records the discipline, date, shift, unit, required skills, Facility contact, urgency, and schedule obligations; matches only approved workers; and maintains a time-stamped status until the request is filled, closed, or released by the Facility.

Control Point	Standard Practice
At request intake	Acknowledge the request, confirm missing details, identify qualified active workers and approved backups, and begin direct outreach by text and telephone.
After worker acceptance	Document acceptance; send reporting, timekeeping, attendance, call-off, dress, and unit instructions; reconfirm that credentials remain current.
Pre-shift confirmation	Use scheduled confirmation touchpoints appropriate to the lead time—typically 24 hours, 12 hours, and/or two hours before start—and escalate any concerns.
Call-off or late risk	Require live notification to the Facility RN Supervisor and Advantage at least two hours before shift; immediately contact approved backups and provide the Facility status updates.
Arrival / exception	Confirm arrival when requested; document tardiness, no-show, refusal, removal, or other exception; suspend future scheduling when safety, conduct, or compliance warrants review.

Planned and High-Risk Coverage

- Review weekends, holidays, important dates, planned leave, and recurring hard-to-fill shifts early enough to recruit against the actual schedule.
- Maintain a layered pool: primary scheduled personnel, Facility-approved alternates, and qualified local/regional prospects progressing through credentialing.
- Track open, filled, pending, declined, call-off, substitution, and unfilled statuses so recurring gaps drive targeted recruiting and corrective action.
- Use the 24/7 escalation channel for urgent issues; the account manager coordinates the response and elevates unresolved resident-care or performance risks to executive leadership.

Retention Practices

- Provide a complete job preview, including direct-care duties, meal-pass responsibilities, rotations, mandatory meetings, timekeeping, call-off rules, and mandatory overtime expectations.
- Maintain regular recruiter and account-manager contact after placement rather than disappearing after the start.
- Protect payroll accuracy through timely time review and prompt discrepancy resolution.
- Conduct early-assignment and ongoing check-ins to identify schedule, fit, performance, or support issues before they become resignations.
- Recognize reliable attendance and assignment completion when commercially appropriate.

CONTINUITY SAFEGUARD

Advantage will not substitute a lower discipline for a higher discipline. Any use of a higher-level professional and the applicable rate treatment will be documented in accordance with Facility authorization and contract terms.

8

Quality Assurance, Reporting & Contract Management

Visible accountability from executive sponsorship through weekly reconciliation

24/7 EMERGENCY ESCALATION	99% PAYROLL ACCURACY	100% ON-TIME REPORTING
Role		Contract responsibility
Executive sponsor — Stephanie Jenkins, RN		Executive oversight, contract accountability, clinical perspective, client escalation, and quality governance.
Contract / account manager — designated at award		Daily coordination, requests, staffing status, roster, performance follow-up, reporting, and Facility communication.
Emergency contact — designated at award		24/7 response for staffing issues, including weekends and holidays, within the required response standard.
Recruiting team		Sourcing, screening, interviewing, schedule/availability validation, references, and backup-pool development.
HR / compliance team		WVCARES, screening, license/certification, health, orientation records, expiration monitoring, and audit readiness.
Payroll / billing team		Weekly time reconciliation, signed-timesheet support, discipline-specific invoicing, and discrepancy resolution.

Quality-Control Cycle

CONTINUOUS QUALITY CYCLE MEASURE • REVIEW • ACT • VERIFY			
01 MEASURE	02 REVIEW	03 ACT	04 VERIFY
Coverage, credentials, attendance	Trends, exceptions, feedback	Owner, deadline, correction	Outcome and sustained control
Measure		Action	
Request / fill status		Track open requests, outreach, presented candidates, approvals, starts, and unfilled reasons; adjust sourcing.	
Attendance		Track confirmation, cancellation, call-off, no-show, and tardiness patterns; counsel, suspend, or replace as warranted.	
Credential readiness		Monitor missing and expiring requirements; prevent scheduling until compliant.	
Performance / incidents		Escalate promptly, cooperate with investigation, document corrective action, and protect resident safety.	
Hours / invoices		Reconcile punches, approved time, weekly discipline-specific invoices, and discrepancies.	

Advantage Connect supports active-roster, credential, staffing, attendance, worked-hours, issue, and reconciliation reporting. Reports can be provided monthly and ad hoc, with a review cadence aligned to Facility preference.

9

Past Performance

Three relevant clients demonstrating healthcare staffing readiness and contract discipline

Federal COMPLIANCE EXPERIENCE	State OPERATED-CARE EXPERIENCE	Public HEALTHCARE OPERATIONS
Client / period	Scope performed	Relevance to WV
Steward Health Care 2019–2024 Contact: Morgan White, Executive Director 801-920-7992 Morgan.white@steward.org	Primary vendor / MSP support for a multi-state health system. Advantage Staffing coordinated partner agencies, candidate submissions, rate administration, compliance approvals, performance escalations, timekeeping, invoicing, and workforce delivery across hospital operations.	Demonstrates mature operating infrastructure, multi-site coordination, disciplined vendor management, and the ability to support high-volume, continuously operating healthcare environments.
Arizona State Hospital 2025–Present Contact: Alyssa Bradley, Staffing Manager 602-220-6121 Alyssa.bradley@azdhs.gov	24/7 PRN nursing and behavioral-health registry support for a state-operated psychiatric hospital, including facility-specific onboarding, credentialing, scheduling, attendance management, and rapid issue response.	Closely aligned public-sector environment with fluctuating needs, direct-care personnel, controlled access, state accountability, and 24/7 direct-care coverage demands
Indian Health Service — Kayenta 2025–Present Contact: Jenna Carlson Jenna.carlson@ihs.gov	Clinical coverage for a remote federal healthcare program. Advantage manages compressed recruiting, credentialing, site onboarding, assignment readiness, and travel logistics.	Demonstrates performance in a federally regulated, hard-to-fill healthcare setting where complete credentials, dependable mobilization, and responsive contract administration are essential.

What Our Current Operations Demonstrate

- Ability to work within public-sector rules and documentation standards.
- Experience supporting state-operated, remote, and compliance-sensitive healthcare environments.
- Infrastructure that extends beyond recruiting into credentialing, scheduling, payroll, reporting, and issue resolution.
- Executive ownership of performance and a clear escalation path when resident care or coverage is at risk.

REFERENCE AVAILABILITY

Additional past performance contract documentation is available upon request.

READINESS IN PRACTICE

Advantage Staffing's recruiting, compliance, account-management, payroll, reporting, and escalation functions are **active daily operations**, not systems to be created after award. The WV program is configured within this existing infrastructure and tailored to the Facility's rules, workforce, and reporting preferences.

10

Compliance Matrix

A quick evaluator crosswalk to the technical response

Clause	Requirement	Response location
§3.1	≥12 months direct-care staffing experience	Corporate Snapshot; Experience
§3.2	24/7 accessibility	Executive Summary; Coverage; Management
§3.3–3.5	Laws, licenses, permits; WVCARES readiness	Credentialing & Compliance
§3.6.1	Documented coverage plan	Coverage, Retention & Continuity
§3.6.2	Documented Clarksburg recruiting plan	Recruiting & Mobilization
§4.2	Bid RN, LPN, and HSW/CNA	Separate official pricing response
§4.5–4.9	Pre-placement files, approval, competence	Technical Approach; Credentialing
§4.10–4.11	Orientation threshold; food-service duties/card	Credentialing; mobilization controls
§4.14–4.17	Conduct, call-off, coverage, replacement	Coverage & Quality Assurance
§4.20–4.23	Roster, annual files, timekeeping	Compliance; Reporting
§4.27–4.32	PRN, weekend, holiday, important-date rules	Understanding; Coverage
§4.36–4.38	RN/LPN/HSW qualifications	Technical Approach
§7	Weekly invoices by discipline	Quality Assurance & Management
§8	Vendor responsible for travel costs	Separate pricing response
§11	Manager and emergency contact	Contract Management

** Advantage will obtain written Facility direction regarding any internally inconsistent PRN-frequency language and will follow the controlling written interpretation.*

ADVANTAGE STAFFING COMMITMENT

This matrix serves as Advantage's accountability crosswalk to the solicitation requirements.

11

Conclusion

Prepared to serve West Virginia's veterans with dependable, accountable staffing

Advantage Staffing Services is prepared to provide the West Virginia Veterans Nursing Facility with qualified RN, LPN, and HSW/CNA professionals supported by disciplined recruiting, credentialing, scheduling, quality oversight, and 24/7 responsiveness.

Our value is not limited to finding personnel. We bring an operating structure that helps the Facility know who is ready, who is scheduled, what is expiring, where a risk is developing, and who owns the next action. Clinician-led oversight keeps resident care at the center of those decisions, while public-sector experience reinforces the documentation and contract discipline required for successful performance.

Advantage will deliver	How the Facility benefits
Qualified, approved professionals	Reduced compliance risk and stronger start readiness.
Local-first recruiting with regional depth	A practical response to variable and difficult-to-fill needs.
Active coverage and retention controls	Better continuity across PRN, weekend, holiday, and call-off requirements.
24/7 escalation and executive accountability	A reachable partner when coverage or resident-care concerns cannot wait.
Connected reporting and reconciliation	Clear workforce status, documented follow-through, and cleaner weekly invoicing.

OUR COMMITMENT TO THE FACILITY

Advantage will provide the West Virginia Veterans Nursing Facility with 24/7 staffing support, priority shift-fill coordination, a dedicated recruiter and account manager, qualified and approved clinicians, and direct executive oversight—delivering the responsive, accountable workforce partnership West Virginia's veterans deserve.

ADVANTAGE STAFFING SERVICES, LLC

Clinician-led staffing. Visible operations. Accountable performance.

Stephanie Jenkins, RN | 602-638-1976 | sjenkins@advantagestaffing.co

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	\$65.00	\$ 126,750 -
2	Weekend Regular Rate	750	\$65.50	\$ 49,125 -
			Grand Total	\$ 175,875 -

*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)

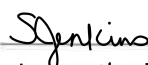
Vendor Information			
Vendor:	Advantage Staffing Services LLC	*Printed Name	Stephanie Jenkins
Address:	13954 W WADDELL RD, STE 103 #130	Title	EVP
	SURPRISE, AZ 85379	*Signature	
Office Phone:	602-638-1976	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	602-638-1976		
Fax	480-452-0257	Email:	sjenkins@advantagestaffing.co

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	41.00	\$ 225,500 -
2	Weekend Regular Rate	2,250	41.50	\$ 93,375 -
			Grand Total	\$ 318,875 -

*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)

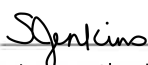
Vendor Information			
Vendor:	Advantage Staffing Services LLC	*Printed Name	Stephanie Jenkins
Address:	13954 W WADDELL RD, STE 103 #130	Title	EVP
	SURPRISE, AZ 85379	*Signature	
Office Phone:	602-638-1976	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	602-638-1976		
Fax	480-452-0257	Email:	sjenkins@advantagestaffing.co

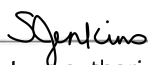
Exhibit A - Pricing Page
Direct Care Staffing Services
Health Service Worker (HSW)

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	29.00	\$ 181,250 -
2	Weekend Regular Rate	2,500	29.50	\$ 73,750 -
			Grand Total	\$ 255,000 -

*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:	Advantage Staffing Services LLC	*Printed Name	Stephanie Jenkins
Address:	13954 W WADDELL RD, STE 103 #130	Title	EVP
	SURPRISE, AZ 85379	*Signature	
Office Phone:	602-638-1976	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	602-638-1976		
Fax	480-452-0257	Email:	sjenkins@advantagestaffing.co

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) _____

(Address) _____

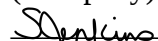
(Phone Number) / (Fax Number) _____

(email address) _____

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.

(Company)



(Signature of Authorized Representative)

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

(Phone Number) (Fax Number)

(Email Address)

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.

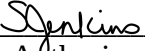
Addendum Numbers Received:

(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.

Company


Authorized Signature

Date

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

REQUEST FOR QUOTATION

CRFQ VNF27*01

DIRECT CARE STAFFING SERVICES

11. MISCELLANEOUS:

- 11.1. Manager:** Vendors must designate and maintain a primary manager responsible for overseeing Vendor's responsibilities under the Agreement. The manager must be available during normal business hours to address any customer service or other issues related to the agreement. Vendor shall supply its Manager contact information upon request.
- 11.2. Emergency Contact:** Vendors must designate and maintain an emergency contact responsible for any staffing issues that may arise outside of normal business hours. The emergency contact number must be answered or responded to within 2 hours on any given day or time, including weekends or holidays. Vendors shall supply its emergency contact information upon request.

Contract Manager: Stephanie Jenkins

Office Manager: Shaniya Scott

Cell Number: 602-638-1976

Fax Number: 480-452-0257

Email Address: sjenkins@advantagestaffing.co (not.com)

ARIZONA

— DEPARTMENT OF —

HEALTH SERVICES

PLANNING & OPERATIONS

September 9th, 2025

Advantage Staffing Services, LLC
13954 W Waddell Rd Ste 103 #130
Surprise, AZ 85379
Attn: Stephanie Jenkins
Via Email: sjenkins@advantagestaffing.co

Re: Request for Proposal (RFP) BPM006391 Registry Staffing for the Arizona State Hospital,
Contract Award

Dear Supplier,

Advantage Staffing Services, LLC has been awarded a Contract, pursuant to the Arizona Department of Health Services (ADHS) Solicitation No. BPM006391 Registry Staffing for the Arizona State Hospital. Enclosed is a copy of the Executed Offer and Acceptance, which includes your contract number CTR078640.

The Contract requires that verification of insurance be provided to ADHS prior to commencement of work to be performed by the Contractor. Therefore, a Certificate of Insurance (COI) shall be submitted to ADHS within ten (10) days after issuance of the Contract. The COI must exactly match all the requirements and language provided in the Solicitation Requirements, Exhibit One (1), Insurance Requirements.

This award notice is not a guarantee of usage of this Contract by the ADHS. Advantage Staffing Services, LLC must not begin work pursuant to the enclosed award notice until an agency user issues a written notice to proceed or a Purchase Order Release is executed. Such notice may be provided by email.

We look forward to a mutually beneficial Contract. If you would like to review the procurement file associated with this Solicitation, you may do so by opening the Solicitation in APP at <https://app.az.gov/>. If you have any questions, please contact me at (480) 617-2093 or Emmanuel.Benjamin@azdhs.gov.

Sincerely,

**Emmanuel
Benjamin**

Digitally signed by
Emmanuel Benjamin
Date: 2025.09.09 12:27:10
-07'00'

Emmanuel Benjamin, Procurement Specialist Senior

Katie Hobbs | Governor

Sheila Sjolander | Interim Director



U.S. Department of Veterans Affairs

VA Federal Supply Schedule

P.O. Box 76, Building 37
1st Avenue, North of Cermak Road, Hines, IL 60141
www.fss.va.gov

In Reply Refer To: 003B6B

March 28, 2025

Stephanie Jenkins, Vice President
Advantage Staffing Services LLC
475 Barnwood Trail
Munds Park, AZ 86017

RE: Department of Veterans Affairs - Federal Supply Schedule: Contract Award

Dear Mr. Jenkins:

Congratulations! Enclosed is your Federal Supply Schedule (FSS) Contract **36F79725D0082¹**, effective **04/01/2025** through **03/31/2030**. The items are awarded under Schedule *621 I -Professional and Allied Healthcare Staffing Svcs* under Federal Supply Schedule Solicitation *RFP-797-FSS-00-0115 -R4*. This letter outlines the initial requirements of your newly awarded contract and also provides information on several clauses that you should be aware of for future contract actions.

For reference, much of the information in this letter including the documents referenced in the attached Contract Requirements and Reminders section are available via the Federal Supply Schedule Web Portal: www.fss.va.gov.

These matters need your dedicated attention to ensure that our contract with you results in improved choice for Veteran care at great prices. If you have any general questions, please contact your assigned contract specialist, Thomas Pettis, at (708) 786-5194 or via email at Thomas.Pettis@va.gov.

Sincerely,

Thomas T. Pettis
Senior Contract Specialist
Federal Supply Schedule Service
<http://www.fss.va.gov>

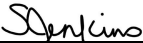
Attached

1. Contract Requirements & Reminders
2. SF 1449
3. Addendum to SF 1449 Summary of Award
4. Awarded Price List

SALES REPORTING & INDUSTRIAL FUNDING FEE (IFF) COLLECTION

DUE: *WITHIN 60 CALENDAR DAYS* OF THE END OF THE REPORTING QUARTER

¹ The use of this Government contract to solicit Government business for non-contract products/services is fraudulent and subject to prosecution.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER IHS1502451		PAGE OF 1 34			
2. CONTRACT NO. 36F79725D0082			3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER 75H71025F80169		5. SOLICITATION NUMBER 75H71025Q00034		
6. SOLICITATION ISSUE DATE 05/08/2025									
7. FOR SOLICITATION INFORMATION CALL:		a. NAME AMBER WHITEHAIR				b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY Kayenta Health Center Acquisition Department PO Box 368 Highway 160, Mile Post 394.3 Kayenta AZ 86033			CODE 25		10. THIS ACQUISITION IS ☒ SMALL BUSINESS ☐ HUBZONE SMALL BUSINESS ☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS ☐ UNRESTRICTED OR ☐ WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM ☐ EDWOSB ☐ 8(A) ☒ SET ASIDE: % FOR: NAICS: 621399 SIZE STANDARD: \$10				
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☒ SEE SCHEDULE		12. DISCOUNT TERMS HHS NET 15P			13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING		
15. DELIVER TO Kayenta Health Center Highway 160, Mile Post 394.3 Kayenta AZ 86033		CODE		16. ADMINISTERED BY Kayenta Health Center Acquisition Department PO Box 368 Highway 160, Mile Post 394.3 Kayenta AZ 86033					
17a. CONTRACTOR/ OFFEROR ADVANTAGE STAFFING SERVICES LLC 1671942 Attn: STEPHANIE JENKINS ADVANTAGE STAFFING SERVICES, LLC 475 BARNWOOD TRL MUNDS PARK AZ 85379 TELEPHONE NO. 602-7023484		CODE 1671942		FACILITY CODE		18a. PAYMENT WILL BE MADE BY IHSNAVAJO P.O. BOX 9020 WINDOW ROCK AZ 86515			
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☒ SEE ADDENDUM							
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY		22. UNIT	
		23. UNIT PRICE				24. AMOUNT			
		UEI: ZFKWTUJ9V463 This is a Small Business Vendor. This contract is subject to the electronic payment process by the Department of Treasury. All invoices complying to the requirements at 52.212-4(g) must be submitted through www.ipp.gov. For additional information, refer to the incorporated clause at 352.232-71 Electronic Submission of Payment Requests (FEB 2022). (Use Reverse and/or Attach Additional Sheets as Necessary)							
25. ACCOUNTING AND APPROPRIATION DATA 2025.J54063K.25230						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$78,780.00			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA			
☐ ARE ☐ ARE NOT ATTACHED.						☒ ARE ☐ ARE NOT ATTACHED.			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.						29. AWARD OF CONTRACT: OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 						31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b. NAME AND TITLE OF SIGNER (Type or print) Stephanie Jenkins, Exec VP				30c. DATE SIGNED 06/04/2025		31b. NAME OF CONTRACTING OFFICER (Type or print) JERLYN R. BEGAY		31c. DATE SIGNED 06/02/2025	

MEMORANDUM OF INSURANCE**DATE OF ISSUE: 01/23/2025****COMPANY:**

GEICO General Insurance Company
One GEICO Boulevard
Fredericksburg, VA 22412

1-866-509-9444

INSURED:

ADVANTAGE STAFFING SERVICES LLC
13954 W WADDELL RD
103 STE
SURPRISE , AZ 85379

COVERAGES

This memorandum is furnished to you as a matter of information for your convenience. It is not intended to reflect all the terms and conditions or exclusions of such policies. This memorandum is not an insurance policy and does not amend, alter, or extend the coverage afforded by the listed policies. The insurance afforded by the listed policy is subject to all the terms, exclusions and conditions of such policies.

TYPE OF INSURANCE	POLICY NUMBER	EFF. DATE	EXP. DATE	LIMITS SHOWN ARE AS REQUESTED	
COMMERCIAL AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ☐	9300106542-6	01/24/2026	01/24/2027	COMBINED SINGLE LIMIT (Ea. Accident)	\$1,000,000
				BODILY INJURY (Per Person/ Per Accident)	
				PROPERTY DAMAGE (Per accident)	
OTHER COVERAGES ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ☐	9300106542-6	01/24/2026	01/24/2027	COMBINED SINGLE LIMIT (Ea. Accident)	
				UNINSURED MOTORISTS (UMCSL)	\$1,000,000
				UNDERINSURED MOTORISTS (UIMCSL)	\$1,000,000
				UNINSURED MOTORISTS (Per Person/ Per Accident)	
				UNDERINSURED MOTORISTS (Per Person/ Per Accident)	
				UNINSURED MOTORISTS PD (Per accident)	
				PERSONAL INJURY PROTECTION (PIP)	
				MED EXP	Not Included

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

PHYSICAL DAMAGE COVERAGE	ACTIVE VEHICLE(S)	VIN
☐ COMPREHENSIVE DEDUCTIBLE ☐ COLLISION DEDUCTIBLE ☐ FIRE, THEFT AND SPECIFIC CAUSES OF LOSS DEDUCTIBLE ☒ N/A	2018 TOYOTA CAMRY	4T1B11HK3JU569853
☐ COMPREHENSIVE DEDUCTIBLE ☐ COLLISION DEDUCTIBLE ☐ FIRE, THEFT AND SPECIFIC CAUSES OF LOSS DEDUCTIBLE ☐ N/A		

ACTIVE DRIVERS:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/18/2025

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

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

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C. No. Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C. No): INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 10200
--	--	------------------------

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		Y	P100.077.381.6	02/01/2026	02/01/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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