



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 4

List View

General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 2029895

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: PROSOURCE STAFFING LLC

Alias/DBA:

Total Bid: \$1,210,950.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

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:

Total of Header Attachments: 4

Total of All Attachments: 4



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 ESR08212600000001209	1

VENDOR
VS0000042761
PROSOURCE STAFFING LLC

Solicitation Number: CRFQ 0613 VNF2700000001
Total Bid: 1210950
Response Date: 2026-08-24
Response Time: 10:34:13
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				1210950.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: The Bid Contract Amount of \$1,210,950.00 represents the combined evaluated total for all three required disciplines: RN \$235,200.00; LPN \$528,250.00; and HSW/CNA \$447,500.00. These totals are based on the estimated weekday and weekend hours and the rates provided on the completed Exhibit A pricing pages. Estimated hours are not guaranteed.

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:
Doc Description: Direct Care Staffing Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-08-05	2026-08-20 13:30	CRFQ 0613 VNF2700000001	1

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

VENDOR		
Vendor Customer Code:		
Vendor Name : ProSource Staffing, LLC		
Address :		
Street : 111 Deer Run Rd		
City : Huntington		
State : WV	Country : US	Zip : 25704
Principal Contact : Brittany McMillion		
Vendor Contact Phone: 304-451-9097	Extension:	

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

<i>Shanra Frasure</i>	92-1846776	08/20/2026
Vendor	FEIN#	DATE
Signature X		

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

ADDITIONAL INFORMATION

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

INVOICE TO**SHIP TO**

DIVISION OF VETERANS
AFFAIRS
1 FREEDOMS WAY

CLARKSBURG
US

WV

VETERAN'S NURSING
FACILITY
1 FREEDOMS WAY

CLARKSBURG
US

WV

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

Comm Code**Manufacturer****Specification****Model #**

85101601

Extended Description:

Open-end contract for Direct Care Staffing Services

SCHEDULE OF EVENTS**Line****Event****Event Date**

1	Technical Questions Deadline: 08/12/2026 at 10:00AM	2026-08-12
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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: Brittany McMillion

Office Manager: Brittany McMillion

Cell Number: 304-451-9097

Fax Number: 681-245-6269

Email Address: bmccomas@prosources.info

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	\$86.00	\$ 167,700.00 -
2	Weekend Regular Rate	750	\$90.00	\$ 67,500.00 -
			Grand Total	\$ 235,200.00 -

*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:	ProSource Staffing, LLC	*Printed Name	Shanra Frasure
Address:	111 Deer Run Rd, Huntington, WV 25704	Title	Board Director / Owner
		*Signature	<i>Shanra Frasure</i>
Office Phone:	757-563-1662	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	304-451-9097		
Fax	681-245-6269	Email:	bmccomas@prosources.info

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	\$67.00	\$ 368,500.00 -
2	Weekend Regular Rate	2,250	\$71.00	\$ 159,750.00 -
			Grand Total	\$ 528,250.00 -

*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:	ProSource Staffing, LLC	*Printed Name	Shanra Frasure
Address:	111 Deer Run Rd, Huntington, WV 25704	Title	Board Director / Owner
		*Signature	<i>Shanra Frasure</i>
Office Phone:	757-563-1662	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	304-451-9097		
Fax	681-245-6269	Email:	bmccomas@prosources.info

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	\$50.00	\$ 312,500.00 -
2	Weekend Regular Rate	2,500	\$54.00	\$ 135,000.00 -
			Grand Total	\$ 447,500.00 -

*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)
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 - 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:	ProSource Staffing, LLC	*Printed Name	Shanra Frasure
Address:	111 Deer Run Rd, Huntington, WV 25704	Title	Board Director / Owner
		*Signature	<i>Shanra Frasure</i>
Office Phone:	757-563-1662	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	304-451-9097		
Fax	681-245-6269		
		Email:	bmccomas@prosources.info



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	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:

Vendor Name : ProSource Staffing, LLC

Address :

Street : 111 Deer Run Rd

City : Huntington

State : WV **Country :** US **Zip :** 25704

Principal Contact : Brittany McMillion

Vendor Contact Phone: 304-451-9097 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Shanra Frasure

Vendor
Signature X

92-1846776

FEIN#

08/20/2026

DATE

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				

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



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	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:

Vendor Name : ProSource Staffing, LLC

Address :

Street : 111 Deer Run Rd

City : Huntington

State : WV **Country :** US **Zip :** 25704

Principal Contact : Brittany McMillion

Vendor Contact Phone: 304-451-9097 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

<i>Shanra Frasure</i>	92-1846776	08/20/2026
Vendor Signature X	FEIN#	DATE

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

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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				

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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

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

Addendum Numbers Received:

(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.

ProSource Staffing, LLC

Company

Shanra Frasure

Authorized Signature

08/20/2026

Date

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

Revised 6/8/2012

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)

Shanra Frasure
(Signature of Authorized Representative)

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

(Phone Number) (Fax Number)

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
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- | | |
|---|--|
| ☐ Addendum No. 1 | ☐ Addendum No. 6 |
| ☐ Addendum No. 2 | ☐ Addendum No. 7 |
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Company

Shanra Frasure

Authorized Signature

Date

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

MEDICAL STAFFING AGREEMENT

THIS MEDICAL STAFFING AGREEMENT made the 24th of April, 2025 between ProSource Staffing, LLC, a WV corporation having a place of business at 111 Deer Run Road, Huntington, WV 25704.

AND

Trinity Healthcare Services of Logan, Inc., 135 Bills Branch Rd, Logan, WV 25601

WHEREAS, ProSource Staffing, LLC, is in the business of providing registered nurses, licensed practical nurses, certified nursing aides, home health aides and other medical assistants (employees) with specific skills and experience,

AND

WHEREAS, Client is requesting personnel with the skill and experience provided by ProSource Staffing, LLC
NOW, THEREFORE, in consideration of the covenants contained herein and intending to be legally bound the parties hereby agree as follows:

- 1. PERSONNEL TO BE PROVIDED:** The personnel to be provided include, but are not limited to, the following:
RN's, LPN's, CNAs, NAs, NPs, MedTech's, Mental Health Techs, PT, OT, ST, and all allied health.
- 2. QUALIFICATIONS OF PERSONNEL:** ProSource Staffing, LLC will ensure that the personnel to be provided shall possess the qualifications required to perform the duties in which they were contracted to provide in their specific field of practice. They shall also possess the required qualifications in the areas of education, certification, license, Physical and Mantoux test, and criminal clearances, as may be required for the services being provided.
- 3. SUBSTITUTE STAFF:** ProSource Staffing, LLC shall use its best efforts to replace regularly scheduled employees or contractors that are unavailable a given day due to illness or because of an emergency, vacation, or holiday. However, ProSource Staffing, LLC cannot guarantee that it can or will provide substitute employees or contractors.
- 4. ProSource Staffing, LLC AS EMPLOYER:** Client shall not be responsible for payment of wages, salaries, and other compensation, fringe benefits, unemployment insurance, social security, or other payroll taxes for staff provided to Client by ProSource Staffing, LLC.
- 5. ADMINISTRATIVE LINK:** For the purpose of facilitating the services contemplated by this Agreement, Client and ProSource Staffing, LLC shall designate an administrative employee to be available for such purposes.
- 6. COMPENSATION (TIME RECORDS):** Client shall compensate ProSource Staffing, LLC for its services in accordance with the schedule set forth in Exhibit "A" hereto, which is made a part of this Agreement. For the purpose of compensation, employees and contractors must clock in and out using number provided by the client in order to verify time and for payment of services. Time sheets will either be sent to the client on Mondays of every week to verify time or the client will send time clock report for employees on Mondays for ProSource Staffing, LLC to verify time all of which will be completed by Tuesday mornings at the latest.
- 7. EXPENSES:** Client shall be responsible for all agreed upon expenses incurred by ProSource Staffing, LLC employees and contractors while on assignment to client under this Agreement.

30. SUBCONTRACT: ProSource Staffing, LLC at its sole discretion, may contract with one or more persons or entities for the performance of ProSource Staffing, LLC services covered by this Agreement.

31. INCIDENT ERROR TRACKING SYSTEM: ProSource Staffing, LLC has a system for tracking, and documenting unexpected incidents. When employees or contractors are involved in medication and/or documentation errors, unanticipated deaths, patient incidents, injuries, safety hazards related to the care and services provided, occupational illnesses, or security incidents including incidents of property damage, employees or contractors shall report the incident to ProSource Staffing, LLC. ProSource Staffing, LLC requires documentation to ensure continued patient safety.

32. ENTIRE CONTRACT: This Agreement represents the entire agreement between the parties, and no changes shall be valid unless in writing and executed by both parties, and if any provision hereof shall be held unenforceable, the remaining provisions will remain in full force and effect.

33. TERM OF AGREEMENT AND TERMINATION: The term of this Agreement shall begin on the date signed automatically renewing every three (3) years if not revised by agreement of each party or terminated. Either party may terminate this Agreement for any lawful reason by sending the other written notice of termination at least Thirty (30) days before the date of termination. Such termination shall not be a waiver of any right to pursue damages for preexisting breach. The parties herein, client and ProSource Staffing, LLC shall deal with each other in good faith during the 30 day period after which any notice of intent to terminate without cause has been given.

34. NOTICE: Any notice given pursuant to this Agreement shall be given by personal delivery, prepaid telegram, telecopy, overnight delivery service postage prepaid, registered, or certified mail, with return receipt requested, directed to the parties at the following addresses: ***111 Deer Run Road, Huntington, WV 25704***

36. EXECUTION: Executed by duly authorized officers, employees, or agents of the parties on the dates opposite of their respective signatures below:

ProSource Staffing, LLC

Shawna Chianne Frasure, Board Director/Owner

Katie Roach, CEO/Owner

Facility Representative Signature: David Quick
David Quick (Apr 25, 2025 12:59 EDT)

Date Apr 25, 2025

Contract/PRN Rates

- | | |
|---------------------------------|-----|
| A. Certified Nursing Assistants | /HR |
| B. Licensed Practical Nurses | /HR |
| C. Registered Nurses | /HR |

*Contract assignments are a minimum of eight (8) weeks.

*Any new service not listed will be added by an addendum attachment

*A minimum of (36-40) hours shall be guaranteed each week for ProSource Staffing, LLC if contract, excluding per diem.

*Crisis rates are only charged when agreed upon by both parties included in this contract. Crisis rates will be considered when either A. There is a covid outbreak within the facility or B. There is a severe staffing shortage due to an active covid outbreak or staffing ratios.

HOLIDAY POLICY: The following days are billed at a rate of times 1.5% more than the hourly rate:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Easter Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Training/Orientation: Signed timecards that authorize a paid lunch will be billed to the client.

Lunch Breaks: All lunches will be billed to the client.

Overtime Policy: Each exceeding hour beyond forty (40) in single payroll week (Sunday through Saturday) will be billed at a rate of times 1.5% of normal hourly rate.

Cancellation Policy for Contract Assignment: *Contract Assignments are guaranteed*- If canceled (for any reason) other than attendance or performance, Client will provide a 2-week notice to ProSource Staffing, LLC. Contracts are a min of 6 weeks and have guaranteed hours of 36 or 40 hours depending on 8 hour or 12 hour shifts. If employee does not receive full hours weekly, client will be billed for 36 or 40 hours depending on shift length, unless employee does not receive full hours due to either

- A. Late clock in/ late clock out
- B. Request time off
- C. Called off/ NCNS.



ProSource
Staffing, LLC

RFQ PROPOSAL

RSolicitation: CRFQ 0613 VNF2700000001

Title: Direct Care Staffing Services

Bid Due: August 26, 2026 at 1:30 PM EST

Agency: WV Veterans Nursing Facility

Department: State of West Virginia – Department of
Administration, Purchasing Division

Call us

ProSource Staffing, LLC

Address: 111 Deer Run Rd, Huntington, WV 25704

Cell: (757) 563-1662

Email: healthcarestaffing@prosources.info

www.prosources.org

1. DIRECT CARE STAFFING EXPERIENCE AND QUALIFICATION STATEMENT

Company Qualifications

ProSource Staffing, LLC (“ProSource”) is a West Virginia-based healthcare staffing company established on January 27, 2023, with its principal business address at 111 Deer Run Rd, Huntington, West Virginia 25704. ProSource provides healthcare staffing support to organizations requiring qualified nursing and direct-care personnel, supplemental staffing coverage, responsive placement services, and ongoing workforce continuity.

ProSource’s experience exceeds the solicitation requirement for a minimum of twelve months of experience operating a Direct Care Staffing organization. The Company’s healthcare staffing activities include the recruitment and placement of Registered Nurses (RNs), Licensed Practical Nurses (LPNs), Certified Nursing Assistants (CNAs), and other healthcare personnel for organizations requiring dependable clinical and direct-care staffing support.

The State clarified through Addendum No. 1 that evidence demonstrating the required twelve months of direct-care staffing experience is mandatory with the initial bid. ProSource will therefore provide supporting documentary evidence of its qualifying direct-care staffing experience as a separate component of the submission package.

ProSource has supported healthcare organizations where staffing shortages directly affect resident and patient services. These engagements have required more than candidate recruitment alone. ProSource has been responsible for identifying qualified personnel, coordinating placements, responding to changing workforce needs, assisting with open and difficult-to-fill positions, and supporting service continuity when healthcare organizations require supplemental personnel.

For the West Virginia Veterans Nursing Facility, ProSource will apply this experience to all three staffing classifications required by the solicitation:

- Registered Nurses (RNs);
- Licensed Practical Nurses (LPNs); and
- Health Service Workers (HSWs), who are required under the solicitation to be Certified Nursing Assistants.

ProSource understands that direct-care staffing in a long-term-care environment requires continuous operational attention. Qualified personnel must possess the appropriate professional credentials while also demonstrating reliability, availability, professionalism, and the ability to comply with Facility requirements governing scheduling, attendance, resident care, documentation, orientation, meal-pass participation, and emergency staffing.

Accordingly, ProSource manages healthcare staffing through an integrated lifecycle:



This model allows ProSource to evaluate each healthcare professional before placement and continue managing workforce requirements after an employee begins an assignment. ProSource will perform the staffing services required under this contract directly and will not subcontract performance of the staffing services. Addendum No. 1 specifically clarifies that subcontracting is not permitted.

Relevant Healthcare and Direct-Care Experience

ProSource's relevant staffing experience includes providing nursing personnel to healthcare organizations experiencing routine workforce requirements as well as staffing shortages and difficult-to-fill coverage needs. Services have included placement of qualified nursing staff, supplemental workforce coverage, support for recurring clinical needs, replacement staffing, and continuing staffing coordination.

Of particular relevance to this solicitation, ProSource has previously provided the same core disciplines requested by the West Virginia Veterans Nursing Facility—**RNs, LPNs, and CNAs**.

ProSource's prior healthcare staffing work demonstrates experience with:

- recruiting and placing qualified nursing and direct-care personnel;
- providing RN, LPN, and CNA staffing;
- supporting organizations experiencing healthcare workforce shortages;
- filling open and difficult-to-fill positions;
- supporting continuity of resident and patient care;
- coordinating supplemental healthcare staffing;
- responding to changing staffing requirements;
- providing replacement and backup support; and
- maintaining communication with client representatives concerning workforce needs.

These capabilities directly support the operational requirements of the WV Veterans Nursing Facility, where staffing may be required on regular, PRN, weekend, holiday, call-off, emergency, or other as-needed schedules. The State has also clarified that qualifying direct-care staffing experience does not have to be limited specifically to a Veterans Nursing Facility; comparable direct-care healthcare experience may satisfy the experience requirement.

Credentialing and Compliance Capability

ProSource recognizes that successful direct-care staffing requires a clear distinction between an applicant who is merely available and a healthcare professional who is fully qualified and prepared for assignment.

For this contract, ProSource will verify and maintain required employee documentation before placement in accordance with the Facility's requirements. Depending on discipline and assignment, the process will include professional licensure or certification, CPR documentation, references, required screening, employee health records, and other Facility-required documentation.

For personnel submitted to the WV Veterans Nursing Facility, ProSource will coordinate applicable contract-specific requirements, including:

- WVCARES eligibility and background-screening requirements;
- twelve-panel drug screening;
- completed application or résumé and professional references;
- valid West Virginia RN/LPN licensure or a valid multistate Nurse Licensure Compact license authorizing practice in West Virginia, as applicable;

- valid West Virginia CNA certification and Nurse Aide Registry standing for HSW personnel;
- verification of professional good standing;
- current CPR certification;
- confidentiality documentation;
- current West Virginia Food Handler's Card;
- physical examination and immunization documentation when required;
- PPD/TB and Hepatitis B documentation or an accepted Hepatitis B declination when applicable;
- Facility orientation;
- PointClickCare training;
- applicable administrative training; and
- other Facility-specific documentation required before assignment.

Addendum No. 1 clarifies that a nurse holding a valid multistate license may work in West Virginia, thereby allowing ProSource to consider qualified nurses holding either the appropriate West Virginia license or an applicable multistate Compact license authorizing practice in West Virginia.

ProSource will coordinate applicable WVCARES eligibility and background-screening requirements when candidates are submitted for positions and will ensure required eligibility documentation is completed before placement in accordance with Facility requirements. The State clarified that WVCARES processing is performed when candidates are being submitted for positions.

Candidate applications, résumés, and individual credentials will be provided as part of the candidate-submission and pre-placement process following award rather than as proposed personnel documentation with the initial bid, consistent with the State's Q&A clarification.

Long-Term Care and Resident-Care Understanding

The WV Veterans Nursing Facility operates in an environment where continuity of staffing is directly connected to resident safety, quality of care, and daily operations. ProSource understands that nursing and direct-care personnel working under this contract may be responsible for medication administration, clinical monitoring, resident assistance, documentation, activities of daily living, emergency response, meal-pass assistance, and other duties appropriate to their professional classification. ProSource will therefore evaluate candidates not only for licensure or certification but also for their ability to work effectively within a structured long-term-care environment.

Particular attention will be given to:

- direct-care capability;
- reliability and attendance history;
- ability to work required shifts;
- long-term-care experience or suitability;
- ability to follow Facility policies and chain of command;
- documentation capability;
- weekend and holiday availability;
- willingness and ability to participate in required meal-pass activities;

- ability to complete required Facility training and orientation; and
- absence of work or lifting restrictions that would conflict with Facility requirements.

This assignment-fit review is designed to improve continuity after placement and reduce avoidable turnover, call-offs, and scheduling disruptions.

The Facility specifically identified **call-offs, no-call/no-shows, and schedule changes where the Facility is not properly notified** as current areas of concern. ProSource will place particular emphasis on attendance reliability, timely call-off reporting, no-call/no-show prevention, and prompt communication of schedule changes.

Relevant Past Performance

Trinity Healthcare Services of Logan

Reference: Jackie Jeffrey

Email: JJeffrey@trinitywv.com

ProSource provided healthcare staffing support to Trinity Healthcare Services of Logan in response to staffing requirements involving qualified nursing personnel and dependable workforce coverage. ProSource supported the organization through placement of nursing personnel, supplemental staffing assistance, coverage of open and difficult-to-fill positions, and continuing staffing support based upon client requirements. The engagement demonstrates ProSource's ability to respond to healthcare workforce needs and support continuity of daily resident and patient-care operations.

Wyngate Weirton

Reference: Mrs. Eden Unkefe, Director of Nursing

Phone: (304) 723-7004

Email: Eunkefe@chancellorhealth.com

ProSource provided **Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistants** to support Wyngate Weirton's staffing requirements and assist with workforce shortages. Services included supplemental workforce coverage, support for open and difficult-to-fill shifts, and ongoing staffing assistance to maintain resident and patient-care coverage. This experience is directly relevant to the WV Veterans Nursing Facility because the RN, LPN, and CNA personnel provided under this engagement correspond directly with the RN, LPN, and HSW/CNA classifications required under this solicitation.

Fairmont Health and Rehab

Reference: Ms. Kayla Yoos, Scheduler

Phone: (304) 363-5633

Email: Kayla@centennial-hc.com

ProSource provided **RNs, LPNs, and CNAs** to Fairmont Health and Rehab to support clinical staffing needs and address workforce shortages affecting service coverage. ProSource's responsibilities included placement of qualified personnel, supplemental clinical staffing, response to staffing shortages, and continuing staffing coordination based upon Facility needs. This engagement demonstrates ProSource's experience providing the same core nursing and direct-care disciplines required under this solicitation and supporting healthcare organizations where dependable staffing directly affects continuity of resident services.

Qualification Commitment

ProSource understands that successful performance of this contract requires more than providing résumés or identifying available employees. It requires continuous recruiting, credential management, schedule coordination, attendance monitoring, replacement capability, and prompt communication with the Facility. ProSource is prepared to provide all three required staffing classifications and will manage recruitment, screening, credentialing, placement, replacement, and ongoing staffing coordination necessary to support the West Virginia Veterans Nursing Facility throughout the contract term.

ProSource also understands that the anticipated contract start date is September 14, 2026, and will coordinate recruitment and pre-placement activities to support timely contract mobilization if awarded.

2. STAFFING COVERAGE PLAN

Coverage Approach

ProSource will implement a structured staffing coverage model designed to support the WV Veterans Nursing Facility's regular, PRN, weekend, holiday, vacation, call-off, no-show, and emergency staffing requirements. The Company's objective is to maintain reliable coverage while reducing the likelihood that a single employee absence results in an avoidable interruption in resident care.

To accomplish this objective, ProSource will manage staffing through three complementary resource categories:

- **Primary Assigned Personnel** will support recurring or defined assignments.
- **PRN Personnel** will provide flexibility for variable scheduling requirements, open shifts, and supplemental coverage.
- **Qualified Backup Personnel** will support absences, vacations, call-offs, resignations, terminations, and other unexpected workforce disruptions.

ProSource will maintain recruiting activity throughout the contract so that replacement coverage does not depend solely on initiating a new recruiting effort after a staffing need has already occurred.

Regular and Recurring Shift Coverage

When the Facility issues a staffing requirement, ProSource will review the requested classification, anticipated schedule, assignment duration, reporting instructions, and applicable Facility requirements.

Candidates will be matched according to professional qualifications and assignment fit. Before confirming an employee for an assignment, ProSource will evaluate:

- professional credentials;
- credentialing status;
- schedule availability;
- assignment location;
- long-term-care suitability;
- weekend and holiday availability;
- orientation readiness; and
- ability to comply with Facility expectations.

For recurring assignments, ProSource will seek continuity by assigning personnel capable of reliably working the required schedule rather than unnecessarily rotating employees. Once an assignment is confirmed, ProSource will maintain communication with the employee concerning the assigned schedule, reporting instructions, attendance standards, weekend and holiday obligations, call-off procedures, orientation and training, required documentation, and schedule changes communicated by the Facility.

The Facility will retain responsibility for scheduling agency personnel, and ProSource will coordinate its workforce according to Facility schedules and direction. The State has clarified that the Facility generally expects vendors to provide available personnel for monthly scheduling within twenty-four hours of the staffing request, after which the Facility will schedule personnel where needed unless an agreed assignment is already established.

PRN Coverage

ProSource will maintain PRN personnel as a flexible staffing resource for open shifts, fluctuating demand, replacement requirements, and other supplemental staffing needs. ProSource understands that PRN classification refers to as-needed staffing and does not constitute guaranteed hours.

In accordance with Addendum No. 1, ProSource will monitor PRN eligibility to ensure that personnel designated as PRN work at least **three (3) days during every thirty (30)-day period** to remain eligible for PRN status with the Facility. The State further clarified that personnel working two or more days per week are expected to participate in applicable weekend and holiday requirements even though their employment status remains PRN because hours are not guaranteed.

Weekend Coverage

ProSource understands that weekend participation is an expected component of this contract and will incorporate weekend availability into recruiting, candidate screening, and assignment decisions from the beginning. Candidates will be asked to confirm weekend availability before assignment, and this information will be maintained alongside other scheduling information so that staffing personnel can quickly identify suitable resources when weekend needs arise.

ProSource understands the Facility's clarified weekend scheduling requirements:

Day-Shift Personnel:

Day-shift personnel are required to work two full weekends per month, with each weekend consisting of Saturday and Sunday. Day-shift personnel must also work at least one Friday day shift per month; that Friday is not classified as a weekend shift.

Night-Shift Personnel:

Night-shift personnel are required to work two full weekends per month, with each weekend consisting of Friday and Saturday night shifts. Night-shift personnel must also work one Sunday night shift per month; Sunday night is not classified as a weekend shift.

For pricing and scheduling purposes, Friday and Saturday night are weekend shifts for night-shift personnel, while Sunday night is not considered a weekend shift. ProSource will clearly communicate these requirements during candidate screening so that assigned personnel understand weekend obligations before beginning work.

Weekend coverage will be supported through regularly assigned personnel, candidates recruited specifically for weekend availability, PRN personnel, and qualified backup resources. Where a worker calls off on a required weekend shift, ProSource understands that the solicitation may require the affected employee to work an additional weekend assignment on a future schedule as directed by the Facility.

Holiday and Other Important-Date Coverage

Healthcare services continue throughout holidays, and ProSource recognizes the importance of planning holiday staffing before these dates occur. Employee holiday availability will be identified during recruitment and assignment. As recognized holidays and other important dates approach, ProSource will reconfirm assigned employee availability and review backup resources where additional coverage risk exists.

Holiday planning will include:

- advance identification of required personnel;
- confirmation of employee availability;
- communication of Facility holiday attendance expectations;
- preparation of backup resources for difficult-to-fill periods; and

- immediate activation of replacement outreach when unexpected absences occur.

ProSource understands that Addendum No. 1 identifies New Year's Day, Memorial Day, Independence Day, Veterans Day, Thanksgiving Day, and Christmas Day as paid holidays at **double time for up to eight hours**. Billing and payroll administration will follow the contract and applicable pricing provisions. ProSource will also communicate the solicitation's restrictions regarding call-offs associated with holidays and other important dates to assigned personnel.

Planned Vacations and Scheduled Leave

Known absences provide an opportunity to protect service continuity before a staffing gap occurs. When ProSource receives notice of an approved vacation, scheduled medical appointment, planned leave, or other foreseeable absence, the affected dates and shifts will be documented and replacement planning will begin as early as practicable.

ProSource will review available personnel whose discipline, credentials, orientation status, and schedule align with the assignment. Prior to confirming replacement coverage, ProSource will verify that the proposed replacement satisfies applicable assignment-readiness and Facility requirements.

The Facility will receive advance communication concerning planned replacement arrangements so that coverage can be coordinated before the employee's absence begins.

Call-Off and Unexpected Absence Response

ProSource will reinforce the Facility's call-off requirements during onboarding, orientation preparation, and assignment confirmation. Assigned personnel will be instructed to provide required notice directly to both the Facility and ProSource and to follow the Facility's required communication procedure rather than relying solely upon voicemail or indirect notification.

When ProSource receives notification of a call-off, illness, or other unexpected absence, replacement activity will begin promptly.

The response process will generally include:

1. **Confirm the Staffing Gap.**
ProSource will verify the required classification, shift, reporting time, and assignment affected.
2. **Review Assignment-Ready Personnel.**
Qualified PRN and backup personnel will be identified according to discipline, credentials, availability, and location.
3. **Contact Available Resources.**
Staffing personnel will initiate direct outreach to qualified workers capable of accepting the assignment.
4. **Confirm Assignment Readiness.**
ProSource will verify that the proposed replacement satisfies applicable credentialing, Facility approval, and orientation requirements.
5. **Communicate Coverage Status.**
The Facility will receive timely information concerning confirmed coverage or continuing replacement efforts.
6. **Escalate Unresolved Vacancies.**
If initial backup personnel are unavailable, ProSource will expand outreach to additional qualified personnel and continue recruiting activity.

The solicitation requires staffing agencies to make every possible effort to fill shifts affected by employee call-offs. ProSource's layered coverage model is designed to support this responsibility. ProSource will place particular emphasis on preventing no-call/no-show events and ensuring the Facility receives prompt notification of schedule changes, in direct response to the operational concerns identified by the Facility in the Vendor Q&A.

Emergency and Short-Notice Requests

ProSource will treat emergency and short-notice staffing requirements as priority staffing events. When such a need arises, ProSource will identify the required discipline and reporting time, review available assignment-ready personnel, initiate direct candidate outreach, and communicate staffing status to the Facility. Where possible, ProSource will prioritize personnel who have already completed applicable credentialing and Facility-readiness requirements so that avoidable compliance delays do not prevent placement. For regularly scheduled staffing requirements communicated sufficiently in advance, ProSource will support the Facility's applicable advance staffing requirements.

Consistent with the Addendum clarification, however, the contract's two-hour requirement for identifying/providing staff **does not apply to personnel accepting same-day open shifts, covering same-day call-offs, or responding to emergencies**. ProSource will nevertheless make every reasonable effort to secure qualified replacement personnel promptly for these situations. The State has further indicated that agencies are not typically contacted outside normal business hours for these events because Facility personnel may contact staff members directly to address open positions, call-offs, and no-call/no-show situations. ProSource will nevertheless maintain operational responsiveness and be prepared to assist when contacted.

Credential-Ready Backup Coverage

A replacement resource is valuable only if the individual is qualified and eligible to perform the assignment. For that reason, ProSource will closely integrate staffing coverage with credentialing activities. Whenever practicable, backup personnel will be advanced toward assignment readiness before vacancies occur.

For this contract, assignment readiness may include confirmation of:

- valid West Virginia RN/LPN licensure or applicable valid multistate Compact licensure;
- valid West Virginia CNA certification and Nurse Aide Registry standing for HSW personnel;
- professional good standing;
- WVCARES eligibility/background-screening requirements;
- twelve-panel drug screening;
- CPR certification;
- West Virginia Food Handler's Card;
- required employee health documentation;
- confidentiality requirements;
- Facility orientation;
- PointClickCare and administrative training, as applicable; and
- other required Facility documentation.

This process reduces the likelihood of identifying an available replacement who cannot actually be placed because required compliance documentation has not been completed.

Orientation and Training Continuity

ProSource recognizes that Facility orientation and training are significant components of assignment readiness. Addendum No. 1 clarifies that orientation includes both **classroom orientation and floor orientation**. Call-offs during either classroom or floor orientation are considered unacceptable except in the event of COVID or an extreme emergency. ProSource will communicate this requirement to personnel before they enter orientation.

The Facility has identified the anticipated orientation schedule as follows:

- CNA classroom orientation: generally Tuesday through Thursday, 8:00 AM to 4:00 PM;
- Nurse classroom orientation: generally Tuesday through Friday, 8:00 AM to 4:00 PM, with Friday expected to conclude at approximately 1:00 PM;
- Floor orientation: five days of 12-hour shifts, followed by two days working independently.

Personnel completing initial classroom and floor orientation must work at least **twenty-four (24) hours within ten (10) days following orientation** for applicable orientation-payment eligibility. ProSource will therefore identify personnel for orientation based upon genuine availability and commitment to the assignment and will coordinate scheduling to support the post-orientation work requirement.

Attendance and Reliability Management

ProSource will reinforce Facility expectations concerning punctuality, call-offs, no-call/no-show incidents, mandatory meetings, and chain-of-command requirements. Attendance concerns reported by the Facility will be reviewed promptly. Where an employee develops a pattern of unreliability that could jeopardize consistent service, ProSource will address the matter with the employee and, where appropriate, prepare qualified replacement resources.

The objective is to prevent isolated attendance concerns from developing into repeated coverage gaps.

ProSource will emphasize:

- advance communication whenever possible;
- immediate reporting of schedule changes;
- compliance with call-off requirements;
- no-call/no-show prevention;
- prompt response to Facility attendance concerns; and
- early contingency planning when an assignment appears at risk.

Management and Communication

ProSource will maintain a clear point of accountability for contract administration and staffing escalation.

Contract Manager / Primary Contact

Brittany McMillion

Director of Operations

ProSource Staffing, LLC

111 Deer Run Rd

Huntington, WV 25704

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Fax: 681-245-6269

The Contract Manager will oversee contract-related communication, staffing coordination, and escalation of significant workforce concerns. Facility requirements will be coordinated through the appropriate nursing leadership, including the Director of Nursing, Assistant Director of Nursing, and/or Facility scheduler, consistent with the communication structure described in the State's Vendor Q&A.

Coverage Commitment

ProSource's staffing coverage plan combines advance preparation, continuing recruiting, and active workforce management. Regular personnel provide continuity. PRN and backup personnel provide flexibility. Advance vacation, weekend, and holiday planning reduce predictable vacancies. Defined call-off, no-show, and emergency procedures provide a structured response when unexpected staffing needs arise.

Through this combined approach, ProSource will work to maintain dependable RN, LPN, and HSW/CNA coverage while supporting the WV Veterans Nursing Facility's resident-care and operational requirements throughout the contract term.

3. CLARKSBURG RECRUITMENT PLAN

Recruitment Strategy

ProSource will conduct a focused recruitment program for Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistants/Health Service Workers capable of providing services at the West Virginia Veterans Nursing Facility in Clarksburg, West Virginia.

Recruitment will continue throughout contract performance rather than ending after the initial staffing requirement has been addressed. This continuous recruitment model is important because the Facility may require recurring assignments, PRN personnel, replacement staff, weekend coverage, holiday coverage, and additional personnel as workforce needs change.

The recruitment program has two primary objectives:

- **First**, identify qualified personnel for current staffing requirements.
- **Second**, maintain a continuing pipeline of qualified personnel capable of supporting replacement, PRN, and future staffing requirements.

Clarksburg and Regional Recruiting Focus

Recruitment will begin with candidates located in Clarksburg and surrounding areas who can reliably report to the Facility. ProSource recognizes, however, that Addendum No. 1 confirms there is no requirement for personnel to reside in Clarksburg and no local-vendor preference. Accordingly, ProSource will not unnecessarily restrict recruiting to the immediate Clarksburg market.

Candidate sourcing will be organized through several recruiting tiers:

Primary Recruiting Area – Clarksburg and Immediate Surrounding Communities

ProSource will prioritize qualified RNs, LPNs, and CNAs located within a practical commuting distance because proximity can support attendance reliability and short-notice availability.

Secondary Recruiting Area – Regional and Statewide Workforce

Recruiting will extend throughout West Virginia to qualified professionals who are willing and able to report reliably to the Clarksburg Facility.

Compact and Travel Candidate Recruitment

For RN and LPN positions, ProSource may recruit qualified nurses located outside West Virginia when they hold a valid multistate Nurse Licensure Compact license authorizing practice in West Virginia or can otherwise satisfy applicable licensure requirements. The State specifically confirmed that nurses holding a valid multistate license may work in West Virginia.

Existing Healthcare Candidate Network

Previously identified or screened healthcare personnel may be re-engaged when their credentials, experience, location, and availability correspond to the Facility requirement.

Continuous New Candidate Development

New RN, LPN, and CNA candidates will continue to be sourced throughout contract performance to strengthen replacement, PRN, weekend, and holiday staffing capacity.

ProSource will not classify an applicant as assignment-ready simply because the person has expressed interest in the opportunity. Candidates must proceed through the applicable screening, credentialing, and Facility-readiness process before placement.

Targeted Candidate Sourcing

ProSource will use multiple healthcare-focused recruiting methods to develop the workforce pipeline.

Recruiting activity may include:

- healthcare employment platforms and staffing channels;
- location-specific RN, LPN, and CNA advertising;
- ProSource's healthcare candidate network;
- direct recruiter outreach to qualified healthcare professionals;
- employee and professional referrals;
- re-engagement of previously screened candidates;
- nursing and direct-care professional networks; and
- referral sourcing from healthcare professionals familiar with regional workforce conditions.

Recruitment communications will clearly identify the Facility location and material assignment expectations.

Candidates will receive accurate information regarding work schedules, weekend and holiday requirements, PRN expectations, 12-hour shifts, long-term-care duties, credentialing, orientation, meal-pass participation, attendance requirements, and mandatory coverage expectations before assignment.

Providing realistic information during recruiting supports better assignment fit and reduces avoidable turnover after placement.

RN Recruitment

Registered Nurse recruitment will focus on candidates capable of satisfying the Facility's clinical and operational expectations.

Before assignment, RN candidates will be evaluated for:

- a valid West Virginia RN license or valid multistate Nurse Licensure Compact license authorizing practice in West Virginia;
- professional good standing;
- relevant clinical and direct-care experience;
- schedule availability;
- long-term-care suitability;

- weekend and holiday availability; and
- ability to satisfy Facility-specific credentialing and training requirements.

Particular consideration will be given to candidates capable of supporting responsibilities such as resident assessment and monitoring, medication administration, clinical documentation, emergency response, interdisciplinary coordination, and supervision or support of other personnel when appropriate.

RN candidates will be informed of weekend rotation, holiday requirements, orientation, mandatory overtime provisions where applicable, Food Handler's Card requirements, and meal-pass participation before placement.

LPN Recruitment

Licensed Practical Nurse recruitment will target candidates holding either a valid West Virginia LPN license or a valid multistate Nurse Licensure Compact license authorizing practice in West Virginia.

Screening will consider experience and capability involving:

- medication administration;
- vital-sign monitoring;
- direct resident assistance;
- clinical documentation;
- examinations and treatments;
- activities of daily living;
- long-term-care or comparable direct-care environments; and
- compliance with supervisory and chain-of-command requirements.

Candidates will also be evaluated for schedule reliability, weekend and holiday availability, compliance readiness, and ability to complete Facility orientation and training.

HSW/CNA Recruitment

ProSource understands that Health Service Worker is not a separate unlicensed staffing classification under this solicitation. **All HSW personnel must be Certified Nursing Assistants.** Accordingly, HSW recruitment will focus on individuals holding valid West Virginia CNA certification and appropriate standing with the West Virginia Nurse Aide Registry.

HSW/CNA candidates will be evaluated for their ability to:

- provide direct resident care;
- support activities of daily living;
- follow supervisory direction;
- participate in required meal-pass activities;
- comply with Facility scheduling and attendance requirements;
- satisfy CPR requirements;
- obtain or maintain the required Food Handler's Card;
- satisfy applicable employee health and credentialing requirements; and

- complete required orientation and training before placement.

Recruitment for Weekends, Holidays, and PRN Requirements

ProSource will address nontraditional scheduling requirements during recruiting rather than after an employee has already accepted an assignment.

Recruiter screening will identify whether candidates are available for:

- weekdays;
- weekend rotations;
- evening or night assignments;
- holidays;
- other important dates;
- recurring assignments;
- PRN staffing; and
- supplemental or replacement coverage.

Candidates considered for recurring assignments will be informed of the applicable day-shift or night-shift weekend rotation. PRN candidates will be informed that they must work at least three days during each thirty-day period to maintain Facility PRN eligibility. Candidates with flexible availability may be maintained as backup resources in addition to being considered for primary assignments.

Candidate Screening and Assignment Fit

Candidates identified through recruiting will proceed through a structured review process.

Initial Qualification Review

Applications and résumés will be reviewed to evaluate healthcare experience, employment history, required professional classification, long-term-care exposure where applicable, credentials, and overall alignment with the assignment.

Recruiter Screening

Qualified candidates will be screened regarding:

- Facility location and reliable reporting capability;
- schedule availability;
- day/night shift availability;
- weekend and holiday availability;
- direct-care experience;
- long-term-care experience or suitability;
- attendance history and expectations;
- required professional credentials;
- willingness to complete Facility orientation and training;

- meal-pass responsibilities; and
- ability to perform the position without restrictions that conflict with Facility requirements.

Credential and Compliance Review

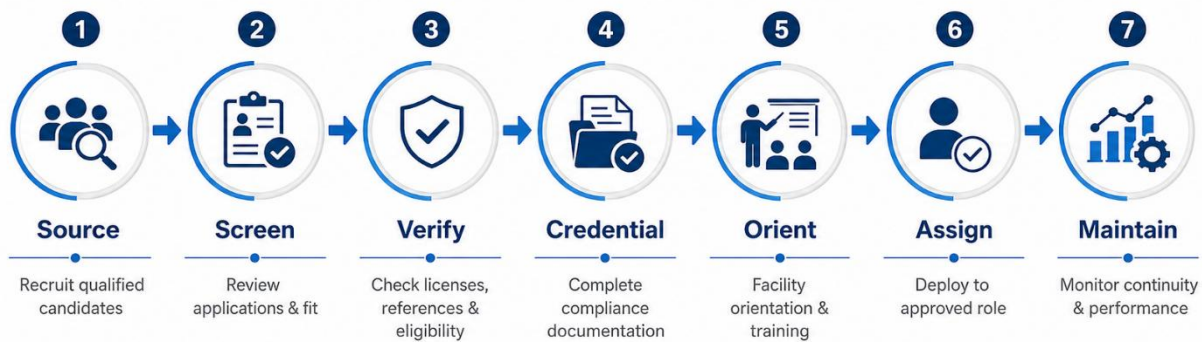
Before placement, ProSource will verify documentation applicable to the candidate's classification. This may include professional licensure or CNA certification, CPR, WVCARES requirements, drug screening, references, health documentation, Food Handler's Card, and other Facility-required documentation.

Assignment-Readiness Review

Only candidates satisfying applicable screening, credentialing, Facility approval, and orientation requirements will be considered assignment-ready.

The overall recruitment and placement process can be summarized as:

Direct Care Staffing Process



ProSource Staffing, LLC

Candidate Pipeline Management

ProSource will maintain recruitment activity according to candidate status so the Company can distinguish between interested applicants and personnel who can actually be deployed.

Candidate stages will generally include:

- **Sourced:** Candidate identified and contacted.
- **Screening:** Candidate undergoing qualification and assignment-fit review.
- **Credentialing:** Required documentation is being collected or verified.
- **Assignment Ready:** Applicable pre-placement requirements have been completed.
- **Active:** Employee is currently working an assignment.
- **PRN/Backup:** Qualified individual is retained for supplemental or future coverage.

Recruiting and staffing personnel will maintain relevant schedule and availability information so assignment-ready personnel can be identified promptly when staffing requirements arise.

Continuous Recruitment and Replacement Capacity

Recruitment will not end when initial staffing requirements have been filled. Healthcare staffing requirements change because of illness, turnover, vacation, changing schedules, increased workload, call-offs, and other operational factors. ProSource will therefore continue developing RN, LPN, and CNA personnel throughout contract performance.

Continuous recruitment will support:

- maintenance of backup personnel;
- replacement of employees who become unavailable;
- increased PRN capacity;
- weekend staffing;
- holiday staffing;
- coverage of call-offs and vacancies;
- response to newly identified Facility needs; and
- reduced dependence on last-minute recruiting.

When recurring assignments are stable, recruiting activity will be directed toward strengthening backup coverage and difficult-to-fill schedule capacity rather than discontinued.

Retention and Workforce Stability

Recruitment alone does not ensure dependable staffing. ProSource will support retention by establishing clear expectations before assignment and maintaining communication after an employee begins work.

Employees will receive accurate information regarding:

- schedules;
- reporting requirements;
- weekend obligations;
- holiday responsibilities;
- call-off procedures;
- Facility policies;
- orientation requirements; and
- assignment expectations.

Questions or administrative concerns raised by assigned personnel will be addressed promptly to reduce avoidable dissatisfaction or turnover. Where performance or attendance concerns arise, ProSource will address those matters while simultaneously evaluating whether contingency coverage should be prepared. This combined recruitment, retention, and contingency approach is intended to maintain a stable workforce while preserving ProSource's ability to replace personnel when necessary.

Recruitment Commitment

ProSource will provide the WV Veterans Nursing Facility with a recruitment program specifically designed to support RN, LPN, and HSW/CNA staffing in Clarksburg. The strategy combines local recruiting with statewide, regional, Compact-license, and other qualified sourcing channels so that candidate availability is not unnecessarily restricted to a single labor market.

Through targeted candidate sourcing, direct recruiter outreach, structured screening, credential verification, continuous pipeline development, PRN/backup recruiting, and active workforce management, ProSource will work to maintain a dependable staffing pipeline capable of supporting the Facility's regular and variable staffing requirements.

CONCLUSION

ProSource Staffing, LLC understands that successful performance of CRFQ 0613 VNF2700000001 depends upon three closely related capabilities: demonstrated direct-care staffing experience, reliable shift-coverage management, and continuous recruitment of qualified healthcare personnel.

ProSource's healthcare staffing experience includes provision of nursing and direct-care personnel and experience supplying RNs, LPNs, and CNAs to healthcare facilities requiring supplemental workforce support and continuity of care.

The Company will apply that experience to the WV Veterans Nursing Facility through a structured coverage model, contract-specific credentialing, responsive call-off and replacement procedures, attendance-management controls, and an ongoing recruiting program capable of sourcing qualified personnel locally, regionally, statewide, and through applicable multistate licensure channels.

ProSource recognizes the Facility's stated concerns regarding call-offs, no-call/no-shows, and uncommunicated schedule changes and will make workforce reliability and prompt communication central elements of contract management.

ProSource is prepared to support the West Virginia Veterans Nursing Facility with qualified personnel, responsive contract administration, and continuous attention to the staffing requirements necessary to maintain dependable resident-care operations throughout the contract term.