



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:

Legal Name: AMERGIS HEALTHCARE STAFFING INC

Alias/DBA:

Total Bid: \$964,337.50

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: 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 ESR08252600000001352	1

VENDOR

VS0000022647
AMERGIS HEALTHCARE STAFFING INC

Solicitation Number: CRFQ 0613 VNF2700000001
Total Bid: 964337.5
Response Date: 2026-08-25
Response Time: 13:50:00
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				964337.50

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: Pricing is based off of estimated hours provided by WV Veterans Nursing Facility.

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: VS0000022647
Vendor Name : Amergis Healthcare Staffing, Inc., formerly known as Maxim Healthcare Staffing Services, Inc.
Address :
Street : 7223 Lee Deforest Drive
City : Columbia
State : MD **Country :** United States **Zip :** 21046-3236
Principal Contact : Tyler Emanuel - Contractual Oversight
Vendor Contact Phone: 443-430-3721 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

**Vendor
Signature X**

Signed by:

Tyler Emanuel

BDD64638C4DA428...

FEIN# 83-2976157

DATE 8/19/26

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

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



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: VS0000022647

Vendor Name : Amergis Healthcare Staffing, Inc., formerly known as Maxim Healthcare Staffing Services, Inc.

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State : MD **Country :** United States **Zip :** 21046-3236

Principal Contact : Tyler Emanuel - Contractual Oversight

Vendor Contact Phone: 443-430-3721 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

Signed by:
Tyler Emanuel
Vendor Signature X

FEIN# 83-2976157

DATE 8/24/26

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				VETERAN'S NURSING FACILITY			
1 FREEDOMS WAY				1 FREEDOMS WAY			
CLARKSBURG		WV		CLARKSBURG		WV	
US				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		
Line	Event	Event Date
1	Technical Questions Deadline: 08/12/2026 at 10:00AM	2026-08-12

SOLICITATION NUMBER: CRFQ VNF2700000001
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

To publish vendor question and answers.

To modify and extend the bid opening date and time to 08/26/2026 13:30 (1:30 PM EST)

No other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Attachment A

REQUEST FOR QUOTATION

CRFQ VNF27*01

DIRECT CARE STAFFING SERVICES

ADDENDUM ONE

AUGUST 13, 2026

4.28 All vendor staff must work at a minimum of three (3) days every thirty (30) days to remain eligible for PRN status with the facility.

4.10.3 Call offs during orientation (classroom and floor) are inexcusable except in the event of covid or extreme emergency. Vendors must advise their staff NOT to call off during orientation.

4.10.2 If Agency staff does not work following initial classroom training/floor orientation, the vendor will NOT be paid for the Agency's staff hours. Staff must work at least twenty-four (24) hours in ten (10) days following orientation.

4.30 Holidays paid include New Year's Day, Memorial Day, Independence Day, Veterans Day, Thanksgiving Day, and Christmas Day at (double time) the hourly rate for an eight (8) hour shift.

4.27 Agency staff will work two full weekend shifts per month, and day shift will work one Friday day shift per month, and night shift will work one (1) Sunday night shift per month. Weekends consist of day shift as Saturday and Sunday, night shift as Friday and Saturday.

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.

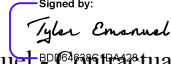
Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

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.

 Amergis Healthcare Staffing, Inc.
 Company
 Signed by:


 Tyler Emanuel
 Contractual Oversight
 Authorized Signature
 8/24/26

 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



CRFQ-VNF2700000001

Direct Care Staffing Services - RN, LPN, HSW

DUE: August 26, 2026

Submitted To

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

Submitted By

Jared Nelson, *Business Development Manager*
900 Virginia Street East, Suite 500
Charleston, WV 25301
P: 681-313-2917
jarnelson@amergis.com
www.amergis.com

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FIRM HISTORY

Established in 1988, Amergis has grown organically by addressing the healthcare professionals' shortage through recruitment and staffing. Over the years, we have evolved alongside the healthcare industry, offering a wide range of healthcare, laboratory, healthcare administrative, and Health Information Management (HIM) professionals, while developing solutions centered on effective healthcare delivery and outstanding client experiences.

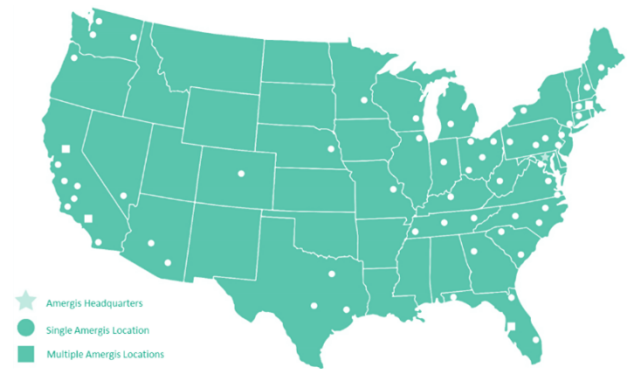
As a leading national healthcare staffing organization, Amergis is committed to delivering dependable and service-oriented solutions tailored to the unique needs of our clients. Our agility to adapt to the market trends while partnering with customers to design innovative solutions for complex healthcare workforce management challenges sets us apart from competitors. We align our services with our clients' missions, ensuring that their goals become our goals.

25 years ago, Amergis developed a robust Government Services Division to redesign our services to better face the unique healthcare staffing challenges faced by our government clients. Specializing our staffing solution allows us to better address the budgetary, human resources, administrative and operational burdens our federal, state, and local government clients face each day. We are dedicated to supporting government programs and services by providing customized solutions that meet the specific needs of public sector healthcare workforce management.

We have developed strong local roots in the communities we live in and serve. Each of our 70 offices nationwide has a team of Government Services focused individuals, who bring years of knowledge and experience supporting healthcare staffing programs for state and local government entities. Amergis' Charleston, WV, office has 14 professionals to support West Virginia Veterans Nursing Facility (WVNF) Direct Care Staffing Services - RN, LPN, HSW program.

Amergis serves a diverse range of healthcare needs, regardless of the care setting, making us a partner and provider of choice across the continuum of care. With a robust team of 9 recruiters locally, supported by over 1,200 recruiters nationally, Amergis offers stability, scalability, and flexibility to deliver unique workforce management solutions. We proudly serve approximately 2,000 government clients nationwide, including state, local, and federal government agencies, hospitals, correctional facilities, mental and behavioral health facilities, and long-term/acute care facilities.

Amergis is committed to leading the staffing industry with unmatched employee and client experiences. We do so through excellence in healthcare staffing and workforce solutions management through significant investments in our people and our technological offerings. We continue to evolve organically by building



Industry Recognition

Staffing Industry Analysts ranked Amergis as the 5th largest healthcare staffing agency in the nation for 2024. For the 2024 list, Forbes ranked Amergis as one of the country's top two healthcare staffing agencies for the second consecutive year. Forbes also listed Amergis in the top 25 when comparing temporary staffing agencies across all industries.

strong and long-lasting working relationships with our clients, connecting people with work that matters, and creating a supportive work culture.

Quality and Reputation of Services

Amergis is among an elite group of organizations that have achieved *Joint Commission (JC) Certification* for its nurse and allied health facility staffing services. This honor is further proof that our staffing customers receive excellence in leadership, human resources management, performance measurement & improvement, and information management. Amergis has participated in this certification audit process since 2010 and has passed every time. Amergis' onboarding processes, communications between headquarters and local offices, and performance improvement process were surveyed during a week-long time frame. The JC is the oldest and largest standards-setting and accrediting body in health care. Their focus is to continuously improve health care for the public.



Local Capacity and Proven West Virginia Experience

Amergis combines an established West Virginia presence with the resources of a national healthcare staffing organization. Our Charleston office provides WVNF with dedicated local recruiters and administrative and operational support familiar with the West Virginia labor market. The local team is reinforced by Amergis' regional recruiting resources, nationwide office network, and corporate support functions in Columbia, Maryland, expanding our ability to source, qualify, deploy, and support RNs, LPNs, and HSWs across WVNF facilities.

As a privately held, non-franchised organization, Amergis can coordinate resources across local, regional, and national teams while maintaining direct accountability for service delivery. We recruit locally whenever possible and supplement those efforts with broader domestic sourcing to maintain qualified candidate pipelines and respond to staffing needs throughout the state.

Our historical staffing performance in West Virginia demonstrates our capacity to support state facilities and long-term care environments. The following figures reflect hours worked and confirmed starts for nursing and aide personnel in these settings.

Historical Staffing for West Virginia State Facilities

Modality	Hours Worked	Starts
RNs	86,645	76
LPNs	46,564	51
Aides	1,684	4
Total	134,893	131

Historical Staffing for West Virginia Long-Term Care Facilities

Modality	Hours Worked	Starts
RNs	22,254	30
LPNs	158,399	209
Aides	25,386	74
Total	206,039	313

Together, this local infrastructure and demonstrated West Virginia staffing experience position Amergis to maintain qualified pipelines, support ongoing coverage requirements, and provide WVNF with consistent program oversight.

Experience as a Long-Term Care/Veterans Home Staffing Provider

Amergis serves state veterans homes, long term care facilities in urban areas as well as those that serve remote populations. In 2025-26, Amergis has staffed 32 state and local, long-term care (LTC) homes and veterans' homes. For these clients, we have placed close to 5,000 healthcare professionals serving over 2 million hours. The modalities we have staffed for these clients are listed below:

Administrative Professionals	Aides/Sitters/Companions
Registered Nurses	Licensed Practical Nurses
Certified Nurse Assistants	Certified Medication Aide
Emergency Medical Technician	Dietitian
Medical Social Worker	Direct Support Personnel
Respiratory Therapist	Medical Assistant
Unlicensed Social Worker/Counselor	Utilization Review Specialist

The services were provided to the following clients across the nation:

Barron Center	Bedford County Nursing Home
Belknap County Nursing Home	Colorado Veterans Community Living Center at Rifle
Cedarbrook Senior Care and Rehabilitation	Crest Haven Nursing and Rehabilitation Center
Delaware Veterans Home	Georgia War Veterans Nursing Home
Golden Age Manor	Hillsborough County Nursing Home
Hollidaysburg Veterans' Home	John Edward Harter Nursing Center
Kane Community Living Centers	Laguna Honda Hospital
Merrimack County Nursing Home	Long Island State Veterans Home
New Hampshire Veterans Home	Montana Veterans Home
Preakness Healthcare Center	NY State Veterans Home at Montrose

Rockingham County Nursing Home	RHA Health Services - Woodstock
Saint Joseph's Center	Rocky Knoll Health Care Center
Soldiers Home In Holyoke	SC DDSN - Whitten Center
Stockley Center	Southwestern Veterans Center
Vernon Acres	Vernon Manor
Wayne County Nursing Home	Westmoreland Manor

Regulatory Compliance and Qualifications

Amergis has 38 years of experience operating a direct care staffing organization and has extensive experience providing nursing and healthcare staffing services to long-term care facilities, veterans homes, and government healthcare agencies. Amergis complies with all applicable federal and West Virginia laws, regulations, and rules governing the provision of direct care personnel in long-term care settings. Prior to commencement of services, Amergis will maintain all required business licenses, permits, certifications, registrations, and authorizations necessary to perform services under this contract and will furnish evidence of such upon request.

Insurance Coverage

Amergis maintains insurance coverage and business qualifications consistent with its operations and contractual responsibilities. Amergis will provide applicable certificates, licenses, registrations, certifications, and other documentation requested by the State or Facility to demonstrate compliance with contract requirements.

PROGRAM MANAGEMENT

For the Direct Care Staffing Services - RN, LPN, HSW, **Jared Nelson** is your dedicated Program Manager and your main point of contact. He will lead our Program Management Team consisting of Director of Business Operations and Recruitment, Credentialing Coordinator, and Invoicing and Billing Manager. Our Executive Support Team will ensure that our Program Management Team has the required resources to ensure seamless delivery of services for the WVVNF. Our Project Management team will continue to receive support from additional billing, administrative staff, internal clinical supervisors, and other applicable support staff, locally as well as from our headquarters in Columbia, MD. Program Management Team Chart is below.

WVVNF's program will continue to be serviced by our local office in Charleston, WV. This office will be supported by our Regional Recruitment Delivery Hub, located in Charleston. The WVVNF will have access to our Program Management team on a 24/7 basis, including holidays, throughout the term of the contract. The WVVNF's dedicated Program Manager and their designated back-up will be directly responsible for managing our response to your needs and addressing any service questions the WVVNF may have regarding this project.

Although we operate during normal business hours, we will have designated internal employee team members **available after hours to speak with you live** and resolve any service issues. Our Charleston office has the necessary personnel to provide the support required to meet the WVVNF's needs. This office will receive additional support from over 70 Amalgis offices, regional recruitment hubs, and corporate headquarters, which include a range of internal resources from recruiters and administrative personnel to clinical and compliance managers, and senior management.

Designated back-up will be knowledgeable about the policies, procedures and deliverables of this contract and will work with the WVVNF to resolve any issues in the absence of the primary team member. Our team will also be in regular communication with the WVVNF management to ensure customer satisfaction and work in partnership to continuously improve the staffing program. Customized reports can be provided as part of these services.

Any healthcare professionals we assign to WVVNF facilities will undergo annual training and performance monitoring from both a clinical and operations perspective. Our Program Management team will establish a schedule of onsite visits and virtual meetings for regular scheduled feedback from WVVNF management to confirm we are providing services to the quality level expectations set in the contract deliverables. The key responsibilities of our Project management Team are as follows:

Amalgis' Project Management Responsibilities	
Leadership and Coordination	Direct and resource all implementation, transition, and contract tasks. Coordinate resources between the Program Management Office, recruitment hubs, and headquarters.
Performance and Compliance Monitoring	Ensure program and contract performance, maintaining compliance with schedules, budgets, and deliverables. Monitor contract performance and meet accountability and performance measures.
Communication and Reporting	Maintain regular communication with the WVVNF, providing updates and reports. Ensure Amalgis Candidate Information is accurate and timely.

Problem Resolution	Identify and resolve issues proactively. Streamline administrative processes and manage staff performance.
Customization and Flexibility	Customize work plans for each customer, detailing staffing plans. Remain engaged and responsive to ensure client satisfaction and compliance.
Strategic Planning	Establish long-term strategic goals and monitor market trends. Provide real-time rate analysis and react quickly to changes.
Recruitment and Credentialing	A dedicated recruitment manager will leverage resources to address staffing challenges. Ensure hiring deadlines are met and compliance is maintained.
Billing and Invoicing	Implement a simplified billing process with electronic timekeeping. Ensure invoice accuracy and timely processing by confirming timecard with WVVNF before submitting final invoice.

As an incumbent provider of temporary nursing and related staffing services to the WVVNF, we have established best practices to ensure the highest quality of service provision to the WVVNF, while ensuring retention of our temporary staff.

Key Differentiators of Amergis' Project Management for WVVNF	
Walk ins	Recruiters' walk-in our candidates for their first shift with the WVVNF facilities. If their shift begins early, our Recruiters meet our staff at the end of their shift. This allows us to ensure that our employees are content with the position and answer any questions they may have, while maintaining open communication with them.
Weekly Touch Points	Our Program Manager sets up a weekly cadence of communication with the WVVNF's POCs. This includes involving members from our program team and corporate departments if required.
Tracking Goals and Metrics	Our Executive Leadership oversees the Program Manager to ensure that our teams are tracking and meeting recruitment metrics and candidate submittal goals.
Continuous Recruitment	We continuously create a pipeline of candidates who have been pre-vetted and aligned with the WVVNF's requirements. These are candidates who can be presented to the Charleston for backfills or new positions.
Monitoring Starts	Our Program Manager will work with our Recruiters to ensure that we meet our metrics on timely start dates. This means setting up and monitoring our credentialing and background check workflows to allow our Credentialing Coordinators the time they need to clear candidates for the WVVNF. During our weekly touch points, we will work with individual facilities to update the facility on each individual candidate and where they stand with meeting their anticipated start date.
Executive Leadership Touchpoints	Amergis' Executive Leadership, along with our Program Manager will conduct a Quarterly Business Review (QBR) meeting with the WVVNF every 90 days. This allows us to be strong consultative partners for the WVVNF and its facilities.
Technology Platforms	The WVVNF will continue to work with Amergis through our proprietary technology platform – MaxView. This platform streamlines the workflow between the WVVNF and Amergis, from posting a new position, managing credentials and onboarding, to closing out a position. It also handles Purchase Orders and tracks and records all activities conducted by Amergis for the WVVNF.

Surveys	We survey our clients and employees on assignments to ensure satisfaction and update our processes to meet our clients and our professionals' needs.
Supporting Subcontracting Goals	Amergis has thoroughly vetted our subcontracting partners and has established processes in place to track, monitor, and report our subcontracting goals to the state.

Amergis is dedicated to maintaining high standards of service and support for WVNF, ensuring that all staffing needs are met with efficiency and professionalism. All open requisitions submitted to Amergis by the WVNF will be responded to by the deadline stated in the request.

Communication and Feedback

To ensure the needs of the WVNF are being met throughout the duration of this contract, Amergis offers several communication options that can be tailored, dependent upon WVNF needs.

Regularly Scheduled Check In: **Jared Nelson**, your main point of contact, will conduct daily, weekly, and monthly check-ins with WVNF's appointed personnel through the duration of the contract. These check-ins will ensure that we are able to provide candidates for open positions, understand where our candidates are in the selection process, how our staff perform onsite, and address any concerns proactively. We strongly believe that a consistent and transparent communication approach will allow Amergis to be a strong staffing partner for WVNF. Jared will provide feedback in a timely manner, which will reduce candidate drop-off rates during the recruitment process.

Quarterly Business Reviews: Amergis can provide the necessary management oversight of our employees and improve our program management for WVNF. For this, we propose Quarterly Business Review meetings. Such a review presents WVNF and Amergis with an opportunity to discuss program performance, fill-rates, and WVNF's satisfaction with our overall program services. Additionally, during such meetings, we will address employee performance and WVNF's or employee's grievances. These conversations will help us understand and improve our processes as well as anticipate your needs. Meetings may be held in person or via teleconference.

Annual Staff Review: Based on metrics collected through the year, Amergis' Program Manager will meet with WVNF's POC to review the potential changes in the program staffing levels. This gives both WVNF and Amergis the opportunity to address any grievances of WVNF, as well as discuss how to improve our processes to better meet WVNF's needs. To further ensure proper communication throughout the duration of this contract, our Program Management Team will assess the needs of WVNF and create a customized communication schedule for our representatives to meet and discuss how Amergis can best serve WVNF. Beyond the communication methods mentioned above and below, Amergis may also provide weekly, monthly, or quarterly communications depending on the preferences of WVNF.

Surveys and Performance Measurement: Our Program Management team will conduct formal and informal surveys, upon the WVNF's approval, to obtain performance feedback from patients, customer personnel and caregivers, to ensure our services and all participant stakeholders' experience are satisfactory. We will also monitor several Key Performance Indicators (KPIs) from an administrative standpoint which is customized for each project, such as response times to staffing requests, fill ratios, missed shifts, personnel retention rates and other KPI's specific to your project. We will be in constant and regular communication with WVNF's representatives to review the ongoing status of this project, through

scheduled progress meetings, performance reviews and delivery of reports customized to meet your needs.

Internal Auditing: To better serve you and your patients, not only do we manage quality from a clinical perspective, but we also provide internal audits on our administrative and business functions, such as payroll/human resources and compliance issues and other areas, as it relates to upholding standards of our services. This management process is part of our Quality Assurance and Improvement practices as we partner with your organization to achieve your program objectives.

Clinical Infrastructure: Amergis incorporates the use of our Clinical Infrastructure of advisors that assist each of our 70 plus offices nationwide on clinical matters and provider performance, as well as providing our staff with **initial and annual competency testing**, to further safeguard high standards of healthcare delivery and ensure the continued delivery of quality care. With our focus on the patient, customer and provider experience, we combined these practices with continuous feedback from all stakeholders in a wide variety of communications.

Upon request, Amergis will provide current staffing rosters, contact information, personnel file updates, credentialing records, and other staffing reports required by the Facility. Personnel records will be reviewed and updated annually and made available to the Facility upon request.

Reporting

We utilize MaxView to provide clients with access to real-time reporting that offers insight into current spending and other trends. Additional information, such as fill ratio and time to fill, is available quarterly. Amergis will also provide reports requested by the Agency and/or Purchasing Division, including quantities purchased, agencies utilizing the contract, total contract expenditures by agency, and other requested contract data. These reports support informed staffing and contract-management decisions.

STAFFING/SHIFT COVERAGE PLAN

With approximately 9 staffing recruitment specialists, Amergis will maintain a continuously recruited pool of qualified RNs, LPNs, and HSWs available for hourly, daily, weekly, monthly, annual, and PRN assignments. Our Program Manager will coordinate requested coverage with dedicated recruiters and credentialing personnel, monitor open shifts and anticipated absences, and maintain qualified backup staff for weekends, holidays, vacations, call-offs, and emergency requests. Amergis will respond to each request by the deadline established by the Facility and will make every possible effort to replace a staff member who calls off. Amergis will confirm the required number of staff no later than two hours before the applicable shift or assignment begins.

We currently have a pipeline of over 345,000 healthcare professionals for WVNF's program. The table below presents our pipeline numbers for each modality.

Modality	Local Pipeline	Regional Pipeline	National Pipeline
Registered Nurse (RN)	317	6,648	25,388
Licensed Practical Nurse (LPN)	1,119	13,803	45,528
Health Service Worker (HSW)	3,161	33,055	217,543

In the event of a declared pandemic or similar public health emergency, Amergis will comply with Facility directives regarding assignment restrictions and will take reasonable steps to ensure personnel do not work in multiple healthcare facilities when such restrictions are required by the Facility or applicable governmental authorities.

Backfill Contingencies

Amergis employees are available 24/7 to address any unforeseen vacancies (such as callouts) that may occur at WVNF facilities. By anticipating shortages and addressing them early, we ensure consistent coverage across all client facilities and minimize the risk of last-minute shift vacancies.



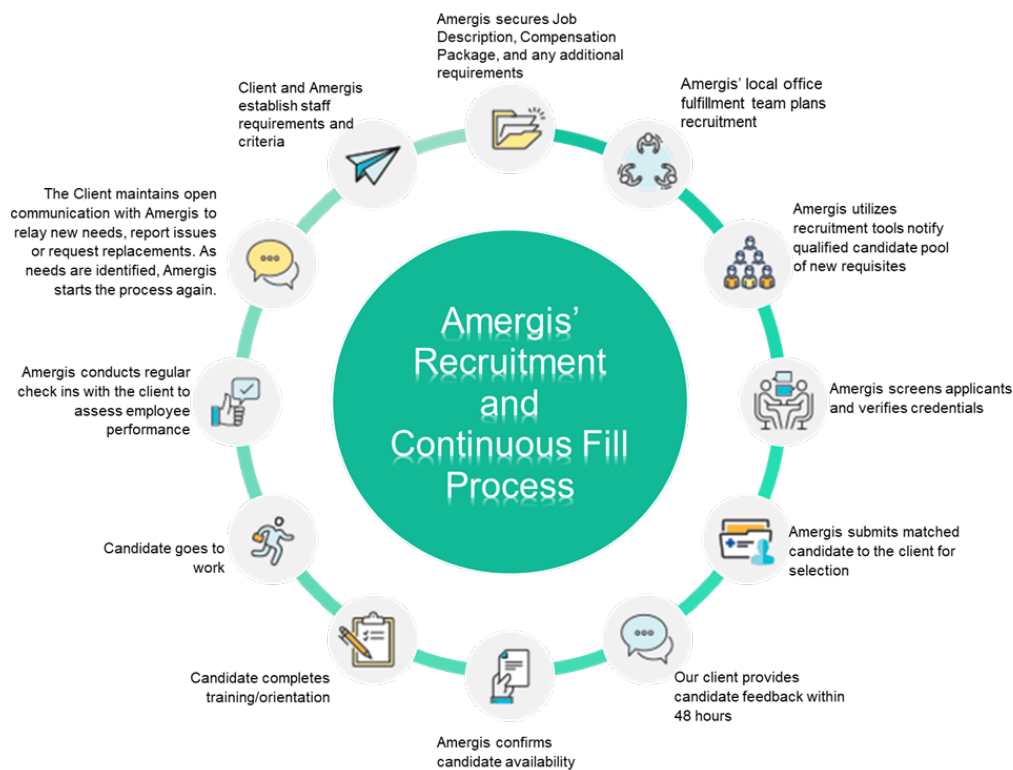
In the event of a callout, we contact active staff to fill the available shifts, allowing staff to pick up those shifts quickly. Our proactive pipelining strategy continuously builds and maintains a pool of qualified, credentialed healthcare professionals, enabling us to deploy candidates immediately when unexpected vacancies arise. Every callout and corresponding replacement are promptly communicated to the facility for approval.

Our MaxView shift scheduler platform empowers WVNF to efficiently share open shifts, monitor staffing levels, and forecast potential shortages in real time. When combined with our recruiter-driven candidate pipeline, this integrated approach enables us to respond quickly and effectively to staffing needs, ensuring that backfill contingencies are handled seamlessly and without disruption.

RECRUITING AND SCREENING APPROACH

Amergis employs a comprehensive staff delivery process that enables us to quickly provide WVNF with screened candidates who match both your skill and cultural requirements. Instead of relying on a stack of resumes, we use an integrated and multi-channel strategy to build lasting relationships with healthcare professionals and pinpoint the candidates best suited to WVNF positions.

Leveraging a proprietary applicant tracking system, RecruitCare, with a database of over 3.3 million pre-screened candidates, along with a client-accessible staff management platform, MaxView, Amergis offers WVNF full transparency into the candidate lifecycle, from initial application to contract completion, instilling confidence in their staffing partnership. Details of the core steps of our staffing process follow.



Source

The first step in Amergis' recruiting process is sourcing qualified healthcare professionals for WVNF assignments. We begin by evaluating the Facility's technical and cultural requirements, including licensure, certifications, competencies, work environment, and candidate fit. Using this information, our recruiters develop a targeted sourcing strategy and first leverage Amergis' extensive applicant tracking system to identify pre-screened candidates who can be deployed quickly as staffing needs arise.

For WVNF, Amergis will implement a focused recruitment strategy for RNs, LPNs, and HSWs throughout Clarksburg and the surrounding West Virginia labor market. Dedicated recruiters will utilize our internal candidate database, professional referrals, targeted advertising, social media outreach, job boards, local networking, and relationships with healthcare and community organizations to identify qualified candidates.

Recruiters are deeply connected to the local community and actively cultivate referral networks to expand the available talent pool.

Recruitment activity will be continuously monitored through regular pipeline reviews, daily recruiter check-ins, and weekly one-on-one meetings with the Program Management Team. Sourcing resources will be adjusted based on open shifts, anticipated vacancies, candidate availability, and Facility priorities. When additional support is needed, Amergis will leverage its regional and national recruiting resources to ensure a consistent pipeline of qualified professionals for WVVNF.

Screen

When our recruiters first approach an interested candidate, we screen to establish the initial viability of the candidate for that position. Your **Program Manager will work with WVVNF facilities to understand each facility's unique needs and customize our recruitment and screening requirements to meet those needs.** Our screening process is built to allow for customization based on each client's requirements. For WVVNF we will include the following screening criteria in our process.

The following table provides all items candidates are screened for:

Screening	Source
General Screening	Completed Application/Interview Professional Reference Check 12 Panel Drug Test
Professional Screening	Licensure/Certifications and Professional Credentialing Competency and Skills Test
Background Investigation	Global Employee Search in Amergis' ATS License Verification National Practitioner's Databank Fingerprint Checks (as required) WV Cares
Criminal Background Check	County and State Criminal Background Report WVCARES Eligibility Verification
Exclusion Screening	OIG/LEIE GSA/EPLS National Sex Offender Public Registry (NSOPR)
State Exclusion Search	West Virginia Department for Medicaid Services Exclusion Search
Medical Screening	Medical history and immunization records Titers for Rubella, Rubeola (Measles), Mumps and Varicella Titers for Hepatitis B T-Dap Influenza vaccine (during flu season) Two-Step TB Screening Process Any lab work as recommended by the physician

In addition to the background screening, Amergis candidates complete a basic skills and competency questionnaire based on the position description – to establish if they meet the position requirements.

Submission to WVVNF

Candidates must have successfully completed the screening process to be considered for WVVNF position(s). At the end of this screening process, the Recruiter creates a unique Candidate Submission Profile, matching the candidate to the open position. This step is necessary to ensure we are meeting position needs by submitting fully qualified candidates according to the position description. For clinical positions, the Program Management Team will conduct a Quality Assurance Review of each candidate before they are moved forward to clinical interviews. As presented in the table below, minimally our Candidate Submission Profile will include the following:

Cover Page with candidate details	Employment application or resume with references
EEO	Twelve-panel drug screening results
License verification(s) and certification records	Current CPR certification
WVCARES background clearance	Executed confidentiality agreement
WV Food Handlers Card	Physical examinations/immunization records

Amergis will provide all required personnel documentation to the Facility and obtain Facility approval prior to scheduling any professional for orientation or assignment.

Orient

We provide orientation for new healthcare professionals during their initial stages of employment. Orientation is tailored per profession and geared towards familiarizing employees with WVVNF-specific information as well as Amergis' policies and procedures. Employees must complete orientation to be eligible for assignment. We aim to prepare our employees for their assignment so they can be productive from day one. Before starting work, we review the specific information about the assignment such as directions, parking, dress code, expectations, attendance/call-offs and administrative items. When feasible, our assigned recruiter(s) or local office manager will walk the employee onto the job site on the first day. Following the employee's first day, we follow up with the employee to answer any questions, address any potential changes, and confirm commitment to the assignment.

Amergis will ensure all personnel complete Facility-required training, and competency assessments prior to independent assignment. Point Click Care (PCC) and Alzheimer's training will be included as required by the Facility, including initial and annual recertification requirements.

Service

Our job does not end once we make a placement. We remain engaged with our employees throughout the assignment, checking in to make certain they are satisfied with their assignment and to address and correct any issues in real time. We have a regular schedule to check in with WVVNF to ensure that our service exceeds expectations. We also take this time to verify that the assignment is going smoothly and help plan for any upcoming personnel scheduling needs.

Amergis will also continually recruit for the required healthcare designations to ensure our services are delivered promptly and WVNF's positions are consistently filled. Our overall approach is to create and maintain a pool of candidates who are ready for assignment and placement within WVNF facilities in order to fulfill expressed contract requirements.

Clinical Staff Qualifications and Responsibilities

Amergis is submitting qualified personnel for all three required disciplines: Registered Nurses (RN), Licensed Practical Nurses (LPN), and Health Service Workers (HSW). Assigned personnel will possess all licenses, certifications, registrations, and qualifications required by the State of West Virginia and the Facility and will perform the full scope of responsibilities including:

RN

Clinical oversight, resident assessment and care planning, medication administration, documentation, interdisciplinary collaboration, emergency response, and compliance with Facility policies and regulatory requirements.

LPN

Direct patient care, treatments, medication administration, clinical documentation, resident clinical data collection and reporting, care coordination, activities of daily living support, interdisciplinary collaboration, and compliance with Facility policies, professional standards, and applicable state and federal regulations.

HSW

Assistance with activities of daily living, resident safety and comfort, meal service support, documentation, and compliance with Facility policies, professional standards, and applicable state and federal requirements.

BILLING AND INVOICING PROCESS

Amergis delivers simple, accurate, and transparent invoicing to ensure fast review, minimal errors, and timely payment for WVNF. Our quality assurance controls protect billing integrity and give your team confidence in every invoice. The Program Management team manages time capture and reporting, while Amergis corporate headquarters processes payments to ensure clear accountability from start to finish.

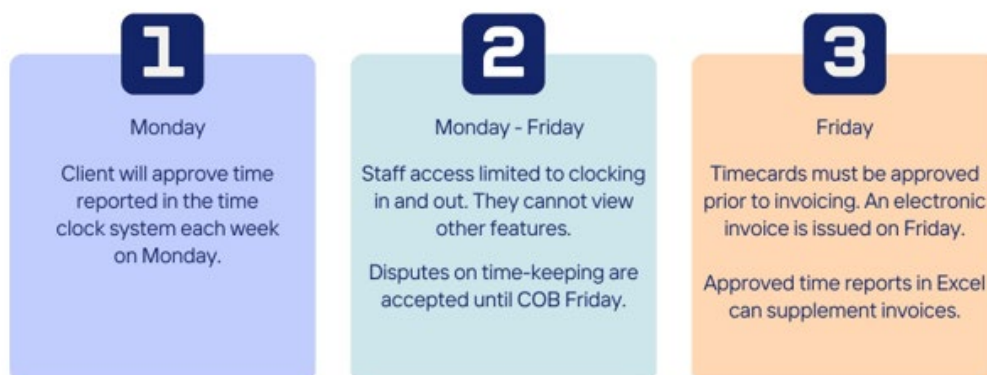
Amergis follows a structured, multi-step process to deliver accurate invoices on schedule:

- ▶ Contracted personnel clock in and out using an electronic timekeeping system.
- ▶ Amergis' Program Management team consolidates time data weekly and prepares a billing report.
- ▶ Amergis submits the billing report to WVNF to review.
- ▶ An Amergis billing representative resolves discrepancies directly with WVNF.
- ▶ Amergis issues a revised billing report reflecting agreed-upon corrections.
- ▶ WVNF reviews the final billing report and submits payment.
- ▶ At least two Amergis employees review every invoice for accuracy before submission.

Each invoice clearly itemizes the client name, unit, date of service, shift, class type, employee name, hours worked, and bill rate. Amergis also customizes invoices to meet client-specific requirements and provides aggregate billing reports on request to support audits and contract oversight.

Amergis will comply with Facility-established procedures regarding timesheet submission, payroll reporting, missing punch documentation, and invoicing schedules. Amergis acknowledges the Facility's timekeeping requirements and will coordinate with assigned personnel to ensure timely and accurate submission of all required payroll documentation.

When the billing team identifies an error, they correct it immediately in the billing system and apply the adjustment to the next invoice. Amergis invoices operate on net 30 terms. Electronic funds transfer (EFT) is the preferred payment method; PCard/credit card payments are accepted and subject to a 4% surcharge.



EXCEPTIONS

Pricing (Provision 13): Amergis requests the ability to negotiate reasonable pricing adjustments at renewal periods to account for unforeseen market conditions, labor market changes, regulatory requirements, or other factors that materially affect the cost of service delivery. If pricing must remain fixed through all renewal terms, Amergis requests the option to decline renewal at the end of any contract term.

PRICING

Amergis’ proposed pricing (provided in the fee table below) is an all-inclusive hourly rate that encompasses costs associated with employing and staffing the most experienced and competent professionals in the industry, as well as providing WVNF with exceptional customer service at both the local and corporate levels. Our proposed hourly rate incorporates the following:

Amergis Advantage		Included in Price	Added Value
Included in Price Employees’ annual salaries (including paying local, state, and federal taxes) Employees’ healthcare benefits (medical, dental, vision, and life insurance) Employees’ general and professional liability, malpractice, and unemployment insurance	Added Value - Competitive wages aligned with local standards and CPI - Attracts top talent with fair compensation - Helps retain experienced staff - Stability reduces turnover/ disruptions - Protects our employees from liability - Minimizes clients’ admin burden, liability	Employees’ professional development training sessions/programs	- Keeps staff current on industry trends and prepared for complex challenges - Proper training reduces risk and lessens client training burden
		Recruiting, screening, credentialing (fingerprinting, drug testing, etc., as applicable)	- Ensures employees are qualified and compliant with regulations - Provides recruiting edge by covering candidates’ start-up costs
		Dedicated Program Management	- Adapts to client billing process to ease admin tasks - Customized reporting and invoicing
		Around-the-clock, 24/7/365 coverage and availability	Ensures an immediate response to urgent staffing needs

Amergis prides itself on delivering exceptional, cost-efficient staffing services. Our proposed pricing reflects Amergis’ commitment to upholding quality while simultaneously remaining competitive in the marketplace.

****Amergis’ pricing is all inclusive; therefore, there are no extra costs for training, consultation, materials, equipment, travel, subcontracts, program management overhead other than salaries, etc.***

For pricing by modality, please see Exhibit A attached.

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	\$67.00	\$130,650 -
2	Weekend Regular Rate	750	\$67.00	\$50,250 -
			Grand Total	\$180,900 -

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

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

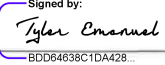
Vendor Information			
Vendor:	<u>Amergis Healthcare Staffing, Inc.</u>	*Printed Name	<u>Tyler Emanuel</u>
Address:	<u>7223 Lee Deforest Drive</u>	Title	<u>Assistant Controller</u>
	<u>Columbia, MD 21046-3236</u>	*Signature	Signed by:  BDD64638C1DA428...
Office Phone:	<u>888-800-1854</u>	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	<u>443-430-3721</u>		
Fax	<u></u>	Email:	<u>tyemanue@amergis.com</u>

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

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

Item No.	Description Of Services	Estimated Hours*	Hourly Rate	Subtotal
1	Weekday Regular Rate	5,500	\$58.75	\$ 323,125 -
2	Weekend Regular Rate	2,250	\$58.75	\$ 132,187.50 -
			Grand Total	\$455,312.50 -

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

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

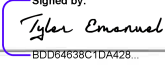
Vendor Information			
Vendor:	Amergis Healthcare Staffing, Inc.	*Printed Name	Tyler Emanuel
Address:	7223 Lee Deforest Drive	Title	Assistant Controller
	Columbia, MD 21046-3236	*Signature	Signed by:  BDD64638C1DA428...
Office Phone:	888-800-1854	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	443-430-3721		
Fax		Email:	tyemanue@amergis.com

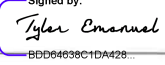
Exhibit A - Pricing Page
Direct Care Staffing Services
Health Service Worker (HSW)

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

Item No.	Description Of Services	Estimated Hours*	Hourly Rate	Subtotal
1	Weekday Regular Rate	6,250	\$37.50	\$ 234,375 -
2	Weekend Regular Rate	2,500	\$37.50	\$ 93,750 -
			Grand Total	\$ 328,125 -

*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)
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Vendor Information			
Vendor:	Amergis Healthcare Staffing, Inc.	*Printed Name	Tyler Emanuel
Address:	7223 Lee Deforest Drive	Title	Assistant Controller
	Columbia, MD 21046-3236	*Signature	Signed by:  BDD64638C1DA428...
Office Phone:	888-800-1854	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	443-430-3721		
Fax		Email:	tyemanue@amergis.com

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.

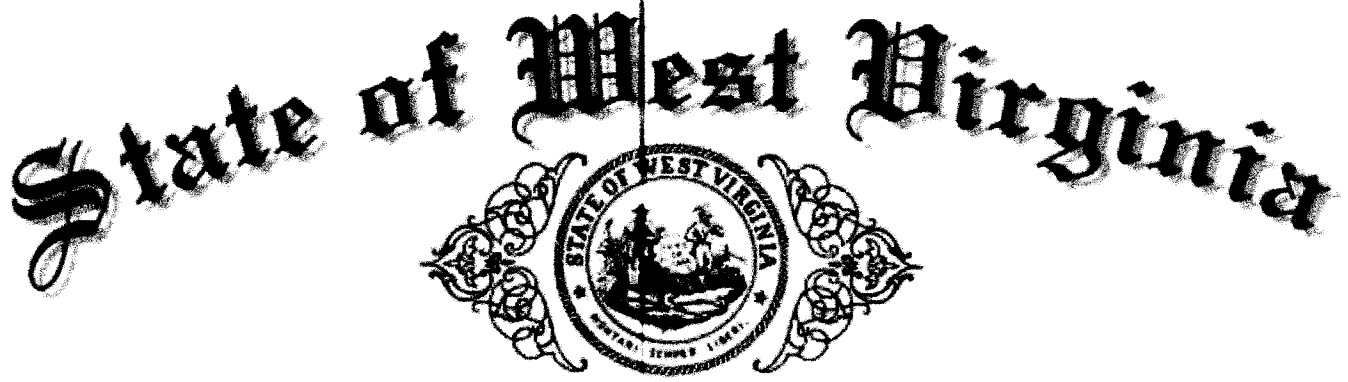
Contract Manager: Jared Nelson, Business Development Manager

Office Manager: Ryan Bloom, Director of Business Ops

Cell Number: Jared - 681-313-2917 Ryan - 681-313-2902

Fax Number: _____

Email Address: jarnelson@amergis.com rybloom@amergis.com



Certificate

*I, Mac Warner, Secretary of State of the
State of West Virginia, hereby certify that*

an Amended Certificate of Authority of

MAXIM HEALTHCARE STAFFING SERVICES, INC.

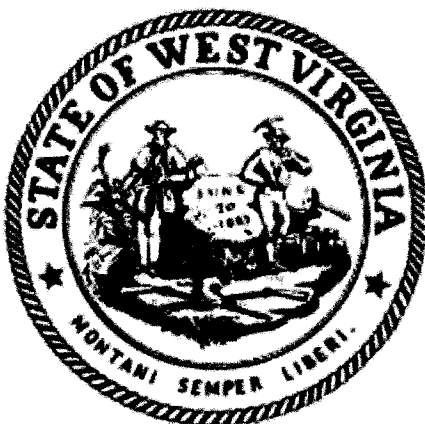
was filed in my office as required by the provisions of the West Virginia Code and was found to conform to law.

Therefore, I hereby issue this

CERTIFICATE OF AMENDMENT TO THE CERTIFICATE OF AUTHORITY

changing the name of the corporation to

AMERGIS HEALTHCARE STAFFING, INC.



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
April 02, 2024*

Mac Warner

Secretary of State

470696

State of West Virginia



Certificate

*I, Mac Warner, Secretary of State of the
State of West Virginia, hereby certify that*

MAXIM HEALTHCARE STAFFING SERVICES, INC.

Control Number: 9APMQ

a corporation formed under the laws of Maryland has filed its "Application for Certificate of Authority" to transact business in West Virginia as required by the provisions of the West Virginia Code. I hereby declare the organization to be registered as a foreign corporation from its effective date of February 22, 2019.

Therefore, I issue this

CERTIFICATE OF AUTHORITY

to the corporation authorizing it to transact business in West Virginia



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
February 22, 2019*

Mac Warner

Secretary of State

LICENSE

2026 - 2027

1690272

City of Charleston, West Virginia

MUST BE POSTED IN A CONSPICUOUS PLACE

Date Issued: June 30, 2026

Valid Through: June 30, 2027

Name/Address:

Classifications Licensed:

AMERGIS HEALTHCARE STAFFING
INC
900 VIRGINIA ST E SUITE 500
CHARLESTON, WV 25301

0 - General; Business



Christina Merbedone-Byrd
City Collector

This license is not authentic unless pre-validated by machine

NOT TRANSFERABLE

1690272-30621

WEST VIRGINIA STATE TAX DEPARTMENT BUSINESS REGISTRATION CERTIFICATE

ISSUED TO:
AMERGIS HEALTHCARE STAFFING, INC.
900 VIRGINIA ST E 500
CHARLESTON, WV 25301-2835

BUSINESS REGISTRATION ACCOUNT NUMBER: 2371-1951

This certificate is issued on: **04/24/2024**

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.