



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 5

List View

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

Procurement Folder: 2029895

Procurement Type: Central Master Agreement

Vendor ID: VS0000038088

Legal Name: COMPUNNEL SOFTWARE GROUP INC

Alias/DBA:

Total Bid: \$1,186,000.00

Response Date: 08/26/2026

Response Time: 11:59

Responded By User ID: SLEDBids@compunn

First Name: NITISHA

Last Name: KAINTHOLA

Email: SLEDBids@compunnel.con

Phone: 609-606-9010

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2700000001

Published Date: 8/19/26

Close Date: 8/26/26

Close Time: 13:30

Status: Closed

Solicitation Description: Direct Care Staffing Services

Total of Header Attachments: 5

Total of All Attachments: 5



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 ESR08262600000001421	1

VENDOR
VS0000038088
COMPUNNEL SOFTWARE GROUP INC

Solicitation Number: CRFQ 0613 VNF2700000001
Total Bid: 1186000
Response Date: 2026-08-26
Response Time: 11:59:38
Comments: No discount given

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				1186000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: Total amount

Extended Description:

Open-end contract for Direct Care Staffing Services

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	\$80	\$ 156,000 -
2	Weekend Regular Rate	750	\$160	\$120,000 -
			Grand Total	\$ 276,000 -

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

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

Vendor Information			
Vendor:	Compunnel Software Group, Inc.	*Printed Name	Ashish Yadav
Address:	4390 Route 1 North, Suite 302	Title	Program Manager
	Princeton NJ 08540	*Signature	
Office Phone:	609-606-9010	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	609-779-1290		
Fax	609-750-0981	Email:	govt@compunnel.com

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

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

Item No.	Description Of Services	Estimated Hours*	Hourly Rate	Subtotal
1	Weekday Regular Rate	5,500	\$55	\$ 302,500 -
2	Weekend Regular Rate	2,250	\$110	\$ 247,500 -
			Grand Total	\$ 550,000 -

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

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

Vendor Information			
Vendor:	Compunnel Software Group, Inc.	*Printed Name	Ashish Yadav
Address:	4390 Route 1 North, Suite 302	Title	Program Manager
	Princeton NJ 08540	*Signature	
Office Phone:	609-606-9010	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	609-779-1290		
Fax	609-750-0981	Email:	govt@compunnel.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	\$32	\$ 200,000 -
2	Weekend Regular Rate	2,500	\$64	\$ 160,000 -
			Grand Total	\$ 360,000 -

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

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

Vendor Information			
Vendor:	Compunnel Software Group, Inc.	*Printed Name	Ashish Yadav
Address:	4390 Route 1 North, Suite 302	Title	Program Manager
	Princeton NJ 08540	*Signature	
Office Phone:	609-606-9010	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	609-779-1290		
Fax	609-750-0981	Email:	govt@compunnel.com

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) _____

(Address) _____

(Phone Number) / (Fax Number) _____

(email address) _____

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

(Company)



(Signature of Authorized Representative)

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

(Phone Number) (Fax Number)

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0613 VNF2700000001

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

☒ Addendum No. 1	☐ Addendum No. 6
☐ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company



Authorized Signature

Date

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



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

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2029895

Doc Description: Direct Care Staffing Services

Reason for Modification:

Addendum No. 1

To Extend Bid Opening

To Publish TQ&A

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: VS0000038088

Vendor Name : Compunnel Software Group, Inc. DBA Compunnel,Inc.

Address : 4390 Route 1 North, Suite 302

Street :

City : Princeton

State : New Jersey

Country : USA

Zip : 08540

Principal Contact : Ashish Yadav

Vendor Contact Phone: 609-606-9010

Extension:

FOR INFORMATION CONTACT THE BUYER

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

**Vendor
Signature X**

FEIN# 582137105

DATE 08/26/2026

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

ADDITIONAL INFORMATION

Addendum No. 1 is issued for the following:

1. Responses to vendor questions attached. See Attachment A.

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

No other changes

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

INVOICE TO				SHIP TO			
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY CLARKSBURG WV US				VETERAN'S NURSING FACILITY 1 FREEDOMS WAY CLARKSBURG WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Direct Care Staffing Services	1			\$1,186,000

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

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: Ashish Yadav

Office Manager: Nitisha Kainthola

Cell Number: 609-779-1290

Fax Number: 609-750-0981

Email Address: govt@compunnel.com



STAFFING PLAN

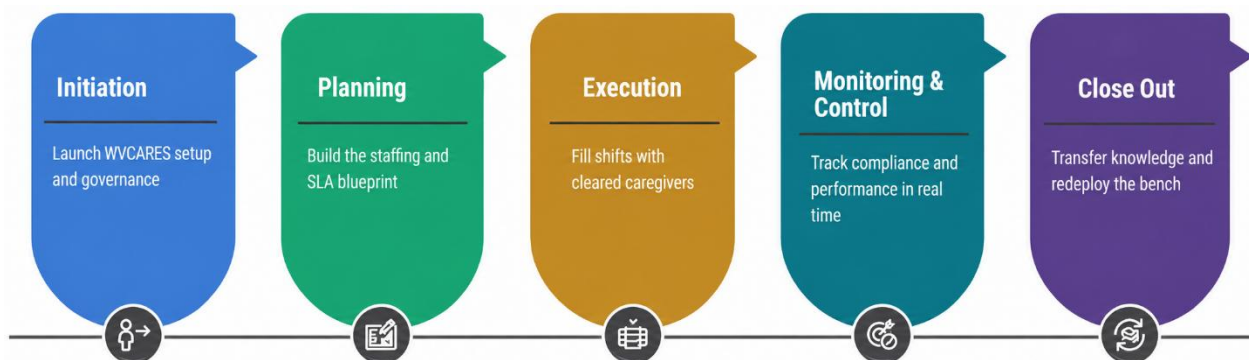
3.6.1 Plan for coverage of all shifts requested including weekends, holidays, call-offs, and vacations

We understand that West Virginia Veterans Nursing Facility provides skilled nursing and long term care. For the residents of this facility, staffing is not a back office function. It is the difference between a medication given on time, a call light answered in minutes, and a resident cared for with the dignity earned through service. Compunnel's Staffing Plan for this program is built around that reality and with the help of our local office in **5098 Washington St. W. Ste. 407 Charleston, WV 25313-1561**, every RN, LPN, and Health Service Worker we place will be fully licensed and WVCARES cleared, clinically competent, and available on the timeline that direct patient care demands, including same shift and STAT coverage when a call off threatens resident safety.

Compunnel's shift coverage plan is built to guarantee coverage for every shift the Facility requests, including standard weekday and weekend shifts, all Facility recognized holidays, unplanned call offs regardless of notice, and planned staff vacations and PTO, through the layered on call, float, and STAT bench model detailed below.

Compunnel is registered with WVCARES and is actively staffing long term care facilities in West Virginia under our existing Direct Care Staffing Services contract with the WV Department of Health and Human Resources (Contract # ARFQ BHH 235). This gives the Facility a vendor with a proven, compliant, in state clinical bench from day one, not a startup learning curve. Registered Nurses and Licensed Practical Nurses must hold active West Virginia licensure or a Nurse Licensure Compact multistate privilege. Health Service Workers must hold current standing on the West Virginia Nurse Aide Registry. Every caregiver must complete registration through WVCARES, the WV Clearance for Access Registry and Employment Screening program administered by the WV Department of Health and Human Resources, before working in a West Virginia long term care facility.

Our Staffing Plan follows **five phases that carry every requisition** from the moment the Facility issues a call to the moment a shift is safely covered. Each phase is owned by a named Compunnel clinical staffing role, includes a compliance checkpoint, and is measured against a defined service level commitment, including a dedicated STAT and emergency fill protocol for same day and same shift vacancies.





Relevant Experience

Compunnel Software Group, Inc. satisfies the experience requirement of CRFQ 0613 VNF2700000001, Section 3.1, requiring a minimum of twelve months' experience operating a Direct Care Staffing organization, and brings a broader, multi-state government healthcare staffing track record that supports reliable performance at scale.

Contracting Agency	West Virginia Department of Health and Human Resources (WVDHHR)
Contract Title	Direct Care Staffing Services
Solicitation/Contract No.	ARFQ BHH 235
Contract Start Date	10/02/2023
Current Status	Active
Duration to Date	Approximately 34 months as of the bid due date, nearly three times the required twelve months
Scope	Registered Nurses, Licensed Practical Nurses, and Health Service Workers, the same three disciplines required under this solicitation

This experience was earned in the same state, under the same regulatory framework, including WVCARES registration and West Virginia clinical licensure standards, and across the identical RN, LPN, and HSW discipline mix required by WVNF. Compunnel is prepared to furnish supporting contract documentation and reference verification upon request.

National Government Healthcare Staffing Portfolio

Compunnel's West Virginia experience sits inside a broader, active government healthcare staffing practice. Compunnel currently holds six concurrent state and local government healthcare or medical staffing contracts, in addition to the WVDHHR engagement, including the **State of Delaware (Temporary Medical Staffing Service), Maricopa County, Arizona (Temporary Medical Personnel), the State of Arkansas (Healthcare Qualified Vendor List), the Illinois Department of Corrections (Statewide Nursing Services),** and two active statewide healthcare staffing agreements with the **State of Missouri**. In total, Compunnel has secured **nineteen (19) government healthcare staffing contracts since 2022 across sixteen states.**

This government contracting base is backed by direct clinical placement volume. Since January 2021, Compunnel has placed clinical professionals, **Registered Nurses, LPNs, Nursing Assistants, and Nurse Practitioners, on 1,293 assignments across 39 states, with 111 of those assignments active today.** Across its full Healthcare and Pharma staffing vertical, including Medical Assistants and Phlebotomists, that figure rises to **4,743 placements across 42 states** over the same period.

This combination of an active in state Direct Care Staffing contract, a live national government healthcare staffing portfolio, and sustained clinical placement volume demonstrates that Compunnel is not a single contract vendor learning direct care staffing for the first time, but an established government healthcare staffing provider with the systems, licensure processes, and clinical bench already proven at scale.



1. Initiation

For clinical staffing, initiation begins before the first shift request is ever made. It begins with getting Compunnel's West Virginia clinical bench, licensure files, and WVCARES clearances audit ready, so that when the Facility issues its first call, our team is already positioned to respond rather than mobilizing from a standing start.



Contract Award and Notice to Proceed

Upon award and Notice to Proceed, Compunnel's Healthcare Program Manager will activate our internal governance framework and assembles a dedicated transition team for the Facility. This team will include a **Single Point of Contact for day to day shift coordination, a Clinical Recruitment Lead, a Credentialing and Compliance Officer, an HR and Onboarding Lead, and a Finance Manager.** Our proprietary talent platform, StafflinePro, is configured specifically for the Facility, with requisition categories built around RN, LPN, and HSW shift needs across day, evening, night, weekend, and holiday coverage.

WVCARES Enrollment, a Priority Track

Compunnel is already an active WVCARES registered employer of record in West Virginia long term care through our existing WVDHHR direct care staffing contract. For this Facility, our Compliance Officer confirms and, where needed, extends that registration within the 15 day window and provides the Agency documented proof of WVCARES eligibility set up as part of the contract start up deliverables.

Kickoff Meeting

The Single Point of Contact and Healthcare Account Manager, **Nitisha Kainthola** co lead a kickoff meeting with the Facility's Director of Nursing and administrative stakeholders. The meeting covers shift patterns, unit specific needs such as memory care, skilled nursing, and rehabilitation, call off escalation paths, documentation platform requirements, infection control



protocols, and a live walkthrough of StafflinePro's shift request and fill status dashboard. The meeting concludes with an agreed STAT fill escalation path and shared definitions for standard versus urgent requests.

Project Charter and Requirement Sign Off

Compunnel documents job families, required licensure and certifications, shift patterns, staffing expectations communicated by the Facility, and compliance standards including WVCARES, West Virginia licensure, TB and immunization screening, and BLS or CPR certification into a signed Project Charter and Requirement Sign Off. This gives the Facility assurance that every future shift request will be filled against a pre agreed and clinically appropriate qualification and turnaround framework rather than being renegotiated case by case.

Every clinical placement begins with licensure, compliance, and WVCARES readiness confirmed before the first shift is ever requested.

2. Planning

Planning turns the contract into an operating model built for the realities of skilled nursing staffing, including a fluctuating census, call offs that occur with little notice, and a workforce that must be both credentialed and locally available. Compunnel's Planning phase is designed around speed without cutting clinical or compliance corners.



Tiered Service Level Model for STAT, Urgent, and Standard Requisitions

Compunnel maps every requisition type to a defined response tier as not all requirements have the same urgency. Each tier is tracked in StafflinePro and reported to the Facility in real time.



Requisition Type	Example	Response Target	Fill Target
STAT or Same Shift	Unplanned call off with resident safety risk	Acknowledged within 15 minutes	Shift covered within 2 to 4 hours
Urgent	Next shift or next day gap	Acknowledged within 1 hour	Filled within 12 to 24 hours
Standard or Recurring	Scheduled long term or PRN coverage	Acknowledged within 1 business day	Candidate slate within 24 to 48 hours
Long Term Assignment	Extended RN, LPN, or HSW placement	Acknowledged within 1 business day	Placement within 3 to 5 business days

Candidate Sourcing and the Recruitment Plan

*As required under Section 3.6.2 of the CRFQ, Compunnel's detailed **Recruitment Plan** is provided as a separate, stand-alone document accompanying this Staffing Plan. That document sets out our sourcing channels, local West Virginia talent pipelines, and candidate pooling strategy in full. This Staffing Plan focuses on how a sourced candidate moves through credentialing, WVCARES clearance, onboarding, and deployment once identified.*

Work Breakdown Structure and Integrated Master Schedule

Compunnel maps every stage of the clinical staffing lifecycle, including intake, credentialing, WVCARES clearance, onboarding, shift deployment, and performance review, to a milestone with a named owner inside StafflinePro's Integrated Master Schedule. The Facility retains real time visibility into where every requisition stands, whether sourced, in credentialing, cleared, or deployed.

Risk and Compliance Plan

Our Compliance Officer leads risk planning specific to clinical staffing, where the consequences of a compliance gap are both regulatory and operational.

- A pre vetted STAT bench will be placed for high demand shifts such as nights, weekends, and holidays, reducing coverage risk during traditionally hard to fill hours.
- Planned staff vacation and PTO coverage is scheduled in advance using our float and on call bench, so a pre-planned absence is filled with the same reliability as an unplanned call off.
- Escalation playbooks for licensure verification, WVCARES clearance, and TB or immunization documentation, so a pending item will never delay a placement past its committed service level.
- Continuous monitoring of license expiration, NLC multistate privilege status, and BLS or CPR certification dates, with automated renewal alerts at 60, 30, and 15 days.



- Monthly compliance audits confirming alignment with the RFQ licensing requirements, WVCARES eligibility standards, the Drug Free Workplace Act under West Virginia Code Section 21 1D, and Workforce West Virginia in state labor sourcing provisions.
- Compunnel will not engage in any subcontracting under this Agreement; all Agency Staff will be directly employed, supervised, and paid by Compunnel.
- Compunnel will maintain commercial general liability, automobile liability, and professional liability/malpractice insurance coverage for the life of the Agreement.

Cost Control and Billing Model

Compunnel's Finance team maintains a transparent, itemized bill rate structure covering wages, statutory costs, and markup for each of the RN, LPN, and HSW categories. Hours are captured through StafflinePro time entry, approved by Facility designated supervisors, and reconciled automatically into audit ready invoices, giving the Agency clear and defensible pricing on every individual bid request. Because this is a multiple award, open end contract in which requisitions are issued per need to the lowest responsible bidder.

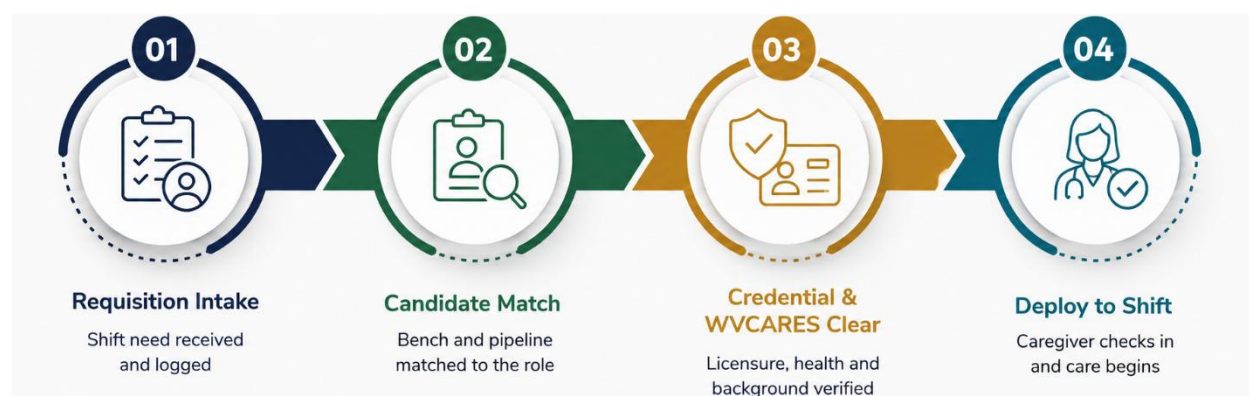
Technology Stack Activation

- **StafflinePro:** configured for shift based requisitions, licensure and credential expiration tracking, WVCARES clearance status, and real time fill dashboards for the Facility. 
- **Eximius.AI:** calibrated to match RN, LPN, and HSW licensure, unit specialty, and shift availability, accelerating time to fill for both standard and STAT requests. 
- **iEndorseU and JobRialto:** expand sourcing into referral networks and clinical marketplaces to reach passive local candidates for hard to fill night and weekend shifts, in support of the sourcing strategy set out in the Recruitment Plan. 

Planning builds a clinically compliant, locally rooted operating model before the first call off ever happens.

3. Execution

Execution is where the plan becomes a covered shift. For the Facility, every requisition, whether a scheduled long term placement or a two in the morning call off, moves through the same disciplined and accountable pathway.



Step 1: Requisition Intake

The Facility's Director of Nursing or a designated supervisor submits a staffing request, flagged as STAT, Urgent, or Standard, through StafflinePro or directly to our Single Point of Contact. STAT requests will be acknowledged within 15 minutes, at any hour of day or night. Standard requests are acknowledged within one business day. Every requisition automatically generates a compliance checklist confirming required licensure, unit specialty, and shift details.

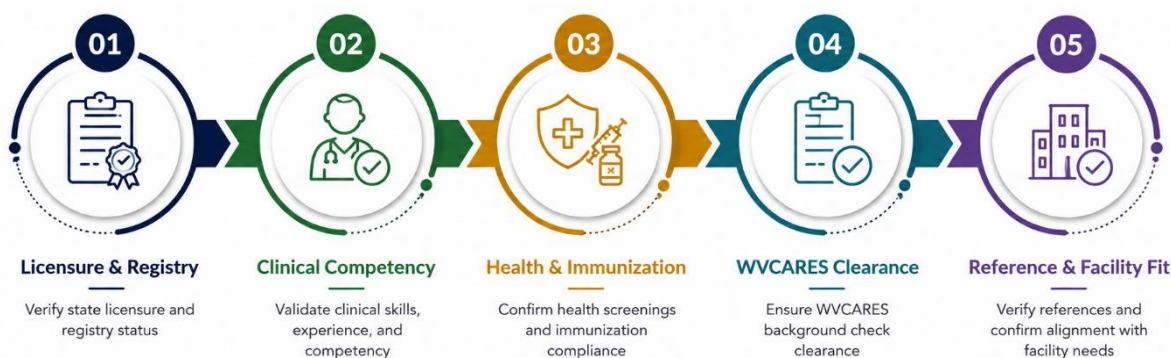
STAT requisitions are acknowledged in minutes, not hours.

Step 2: Candidate Sourcing

Once a requisition is received, our Clinical Recruitment Lead, Ajay Sharma, will start sourcing candidates using the channels and pipelines set out in Compunnel's Recruitment Plan, submitted separately under Section 3.6.2. The dedicated Facility bench will be activated first, followed by our broader West Virginia and Nurse Licensure Compact regional pool. For STAT requests, on call and float pool caregivers will be contacted immediately by phone. For standard requisitions, a candidate slate is typically built within 24 hours.

Step 3: Clinical Credentialing and Five Layer Screening

Every Registered Nurse, Licensed Practical Nurse, and Health Service Worker advanced to the Facility clears five layers of clinical and compliance screening. This is more rigorous than a standard staffing screen, because the outcome directly affects resident care and the Facility's regulatory standing.



Screening Layer	Owner	What It Confirms
1. Licensure and Registry Verification	Credentialing Team	Active, unencumbered WV RN or LPN license or NLC multistate privilege verified through the WV Board of Examiners, HSW standing on the WV Nurse Aide Registry, no OIG or SAM exclusions, and an NPDB query for RNs and LPNs.
2. Clinical Competency Assessment	Clinical Recruiter and Nurse Reviewer	Role specific skills validation covering medication administration, wound care, and charting, along with current BLS or CPR certification. Long term care experience is preferred and prioritized.
3. Health and Immunization Screening	HR and Onboarding Team	A TB test within the facility required window, Hepatitis B status and vaccination, flu vaccination per Facility policy, and physical fitness for direct patient care duties. Compunnel will accept a signed Hepatitis B declination form from any Agency Staff member who declines vaccination, and every Agency Staff member will hold a current Food Handler card from the Harrison County Health Department or an equivalent state certification, verified at the time the candidate is submitted for a position.
4. WVCARES Background Clearance	Compliance Officer	A WVCARES fingerprint based criminal background check, a WV Adult and Child Protective Services central registry check, and a sex offender registry clearance through WVDHHR, required before any unsupervised resident contact.
5. Reference and Facility Fit Review	Single Point of Contact	Two to three supervisor references validating reliability, teamwork, and long term care conduct, along with a final review for fit with the Facility's culture and its Veteran focused mission.

Only candidates who clear all five layers, licensure, competency, health screening, WVCARES clearance, and references, are submitted to the Facility.



Step 4: WVCARES and Background Verification

In parallel with clinical screening, Compunnel's Compliance Officer will initiate the WVCARES process required for employment eligibility in a West Virginia long term care facility. This includes fingerprint based state and federal criminal history checks, WVDHHR central registry checks, and sex offender registry screening, coordinated with our third party background vendors and tracked to completion in StafflinePro with real time status visible to the Facility. No caregiver will begin a shift without a completed WVCARES clearance on file.

WVCARES clearance and licensure are verified before a single resident is seen.

Step 5: Candidate Submission

For standard and long term requisitions, the Facility receives a curated slate within 24 to 48 hours, including a resume, a license and certification summary, WVCARES clearance confirmation, and a brief clinical fit summary will be mapped to the unit's needs. For STAT requisitions, this step is compressed to a single pre-cleared candidate offered for immediate deployment, since the bench candidate's credentials are already on file and current.

Step 6: Facility Orientation and Shift Assignment

Once selected, candidates for long term or recurring placements complete a brief facility orientation covering unit layout, the documentation system, emergency and infection control procedures, and the chain of command. For STAT and urgent shift coverage, our Single Point of Contact will confirm the caregiver's WVCARES clearance and current credentials directly with the unit supervisor and coordinates immediate check in, without bypassing any compliance step.

Agency Staff will be scheduled on a PRN basis or under a term assignment of approximately thirteen weeks with a minimum of thirty-six hours per week. PRN staff will work a minimum of three days every thirty days to remain eligible for continued PRN status with the Facility.

Step 7: Onboarding and Day One Readiness

Through StafflinePro, caregivers complete required documentation, including I 9 and E Verify, WVCARES confirmation, immunization records, and any Facility specific compliance forms, in advance wherever the requisition timeline allows. Our HR and Onboarding Lead will issue a **Day One readiness kit** covering facility policies, PPE guidance, reporting structure, and supervisor contacts. Our Single Point of Contact will check in with both the unit supervisor and the caregiver on Day One to confirm a smooth start and resolve any issue immediately.

Step 8: Scheduling, Timesheets, and Payroll

Shift hours will be captured through StafflinePro and approved by Facility designated supervisors. Payroll is processed on a compliant and timely schedule through secure direct deposit, in accordance with the Fair Labor Standards Act and West Virginia wage requirements, including appropriate overtime and shift differential handling. Compunnel maintains a dedicated on call



coordinator who manages same day call offs and rapid backfill without disrupting downstream payroll accuracy.

Step 9: Billing

Compunnel will submit invoices in the format and frequency prescribed by the Facility and solicitation, supported by approved timesheets and reconciliation records. Invoices will be generated weekly, with one invoice submitted per week per level of nursing staff, accompanied by signed timesheets, as required under Spec Section 7, tied directly to approved shift hours in StafflinePro, itemized by role, shift type, and reconciled by our Finance Manager before submission. This gives the Facility predictable, audit ready billing consistent with the awarded bid rates for each individual requisition.

Step 10: Performance Monitoring

Compunnel conducts structured check ins at **30, 60, and 90 days for longer term placements and continuously monitors STAT and PRN performance** through call off rates, punctuality, and unit supervisor feedback. Underperformance triggers immediate corrective action and, where necessary, replacement within one to two business days for long term placements, or immediate redispach from the on call bench for shift based coverage. Monthly dashboards track fill rate, time to fill by tier, no show and cancellation rate, and licensure and compliance currency across the active roster.

Every shift is covered, every clearance is current, and every performance metric is visible to the Facility.

4. Monitoring and Control





In clinical staffing, monitoring never stops at placement. Licenses expire, certifications lapse, and census needs shift over time. Compunnel's Monitoring and Control phase keeps the Facility's roster continuously compliant and continuously visible.

Performance and Compliance Dashboards

StafflinePro provides the Facility real time dashboards tracking fill rate by requisition tier, average time to fill, no show and call off rates, and caregiver satisfaction. If STAT fill performance drops below the committed two to four hour window, an automated alert triggers immediate escalation to the Clinical Recruitment Lead to expand the on call bench for that shift pattern.

Ongoing Licensure, WVCARES, and Health Reverification

For every caregiver on assignment, Compunnel's Compliance Officer tracks and reverifies the following on a rolling basis.

- WV RN or LPN license or NLC multistate privilege renewal status, with alerts at 60, 30, and 15 days before expiration.
- WV Nurse Aide Registry standing for HSWs.
- WVCARES clearance currency in line with WVDHHR requirements for continued eligibility in long term care employment.
- BLS or CPR certification renewal and required annual TB or health screening updates.

No caregiver will remain on the Facility's schedule with an expired license, a lapsed WVCARES clearance, or an overdue health screening. StafflinePro flags and removes non-compliant assignments proactively rather than reactively.

Quarterly Operations Reviews

Compunnel's Healthcare Program Manager lead, Nitisha Kainthola will do quarterly reviews with Facility leadership covering fill rate performance by shift and role, licensure and compliance audit results, call off trends, and targeted improvement actions, such as expanding the night shift on call bench if STAT requests concentrate in overnight hours.

Proactive Risk Logging

Risk	Likelihood	Impact	Mitigation	Owner
License or WVCARES clearance lapse	Low	High	Automated renewal alerts at 60, 30, and 15 days, and immediate schedule removal until re cleared	Compliance Officer
Call off or no show on a scheduled shift	Medium	High	Dedicated on call and float bench per shift pattern, with 2 to 4 hour STAT redeployment	Clinical Recruitment Lead



Risk	Likelihood	Impact	Mitigation	Owner
Hard to fill night, weekend, or holiday shifts	Medium	Medium	Shift differential incentives and expanded compact state sourcing per the Recruitment Plan	Recruitment Lead
Caregiver churn or bench attrition	Medium	Medium	Engagement check ins, redeployment planning, and competitive local pay rates	Single Point of Contact
Timesheet or billing discrepancy	Low	Medium	StafflinePro automated reconciliation and a 3 business day dispute resolution commitment	Finance Manager

Monitoring and Control means the Facility never discovers a compliance gap after the fact.

5. Close Out

Whether an assignment ends after a single shift or a multi month placement, Close Out ensures every caregiver exits cleanly, every credential file is archived for audit, and every lesson learned strengthens the next placement for the Facility.





Final Evaluations

Metric	Description	Measurement Method
Quality of Care Fit	Assesses caregiver performance and unit fit	Supervisor review with 30, 60, and 90 day check ins for long term placements
Response Speed	Time from requisition to shift coverage, by tier	StafflinePro service level tracking across STAT, Urgent, and Standard tiers
Satisfaction Score	Facility supervisor feedback on Compunnel service	Survey scale of 1 to 10
Compliance Currency	Licensure, WVCARES, and health screening status at close	StafflinePro compliance audit trail

Knowledge Handoff

Unit specific insight, including preferred documentation practices, resident care routines, and shift pattern considerations, is captured from outgoing caregivers and supervisors and stored in Compunnel's knowledge library tagged to the Facility. This allows future placements to ramp up faster and with less disruption to residents.

Secure Offboarding

Activity	Owner
Exit check in	Clinical Recruitment Team
Facility and system access revocation	Facility IT and Compunnel HR
Final timesheet and payroll reconciliation	Finance Manager
Credential and WVCARES file archival	Compliance Officer

Bench Redeployment

High performing Registered Nurses, Licensed Practical Nurses, and Health Service Workers remain on Compunnel's dedicated West Virginia bench, ready for redeployment to future requisitions. This preserves facility familiarity and shortens time to fill on the next call.

Lessons Learned and Continuous Improvement

Within **five business days of assignment completion**, Compunnel will review any delays or issues, such as a slow WVCARES turnaround or a hard to fill night shift, and feeds corrective actions directly into our recruiter playbooks and STAT response protocols. This will ensure the Facility benefits from continuous improvement across the life of the contract.

Close Out preserves clinical continuity and prepares Compunnel's bench for the next call.



RECRUITMENT PLAN

3.6.2 Recruiting Plan detailing how vendors plan to recruit nursing staff in the Clarksburg, WV area

Compunnel understands that recruiting for a Veterans skilled nursing facility is not the same as recruiting for an office or a warehouse. A caregiver who is a strong match on paper will only serve the West Virginia Veterans Nursing Facility well if that caregiver holds the proper license, clears WVCARES, demonstrates clinical competence, and can physically reach Clarksburg for the shift in question. Compunnel has built this Recruitment Plan around that reality. It sets out exactly how Compunnel will find, evaluate, and prepare Registered Nurses, Licensed Practical Nurses, and Health Service Workers, so that the Facility will receive candidates who are ready for direct patient care, not simply available.

Compunnel will leverage the existing West Virginia clinical talent pool it maintains through its Direct Care Staffing Services contract with the WV Department of Health and Human Resources, Contract Number ARFQ BHH 235. This existing, same state, same discipline mix engagement gives this Recruitment Plan an in state foundation to build from rather than a cold start.

This plan follows the same **ten step method** Compunnel uses across its government staffing programs, adapted specifically for clinical, direct care recruiting. Two changes will matter most for this program. First, Compunnel will weight sourcing heavily toward north central West Virginia and the surrounding Nurse Licensure Compact region, because a caregiver's physical proximity to Clarksburg will determine whether Compunnel can actually cover a same day or





STAT shift. Second, Compunnel will build additional time and structure into the screening and verification steps, because licensure, WVCARES clearance, and health screening are legal requirements for working in a West Virginia long term care facility, not optional best practices.

Step 1: Review Requirement

To correctly understand the Facility's need for direct care staff, Compunnel's Clinical Recruitment Lead will thoroughly **evaluate every requisition before sourcing begins**. This will include understanding the unit involved, such as skilled nursing, memory care, or rehabilitation, the role and licensure level required, the shift pattern, any specialty care needs, and whether the request is a scheduled long term assignment or an urgent same day need.

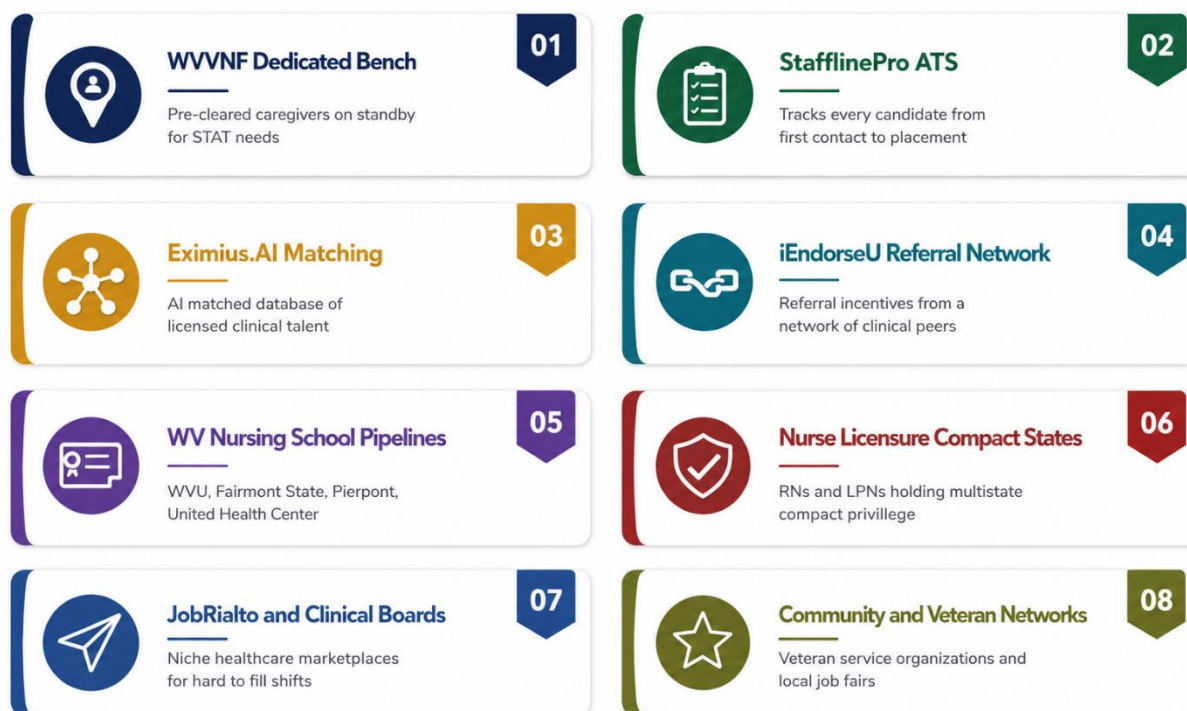
This step will also include a **full review of the compliance requirements attached to the role, including WVCARES eligibility, West Virginia RN or LPN licensure or Nurse Licensure Compact privilege, HSW standing on the WV Nurse Aide Registry, required immunization and health screening records, and BLS or CPR certification**. Compunnel will treat its understanding of the Facility's culture, its Veteran focused mission, and its staffing expectations as part of the requirement itself, not an afterthought, so that every candidate Compunnel puts forward will be evaluated against the full picture of what success in that unit looks like.

Compunnel will treat maintaining a ready and available clinical talent pool, tracking work hours accurately, and ensuring timely placement and replacement within the Facility's fulfillment timeframes as core parts of this step. Compunnel will report any real or potential conflict of interest identified during the hiring process to the Facility for final determination before a candidate proceeds further.

Compunnel will ensure the seamless deployment of qualified caregivers while maintaining full compliance, operational efficiency, and high quality direct care service delivery by closely following this requirement review process.

Step 2: Local Sourcing

Direct patient care staffing succeeds or fails on proximity. A caregiver has to be able to physically reach the Facility, sometimes on very short notice. Compunnel's primary sourcing strategy for this program is local, drawn from West Virginia and the immediate Clarksburg area, with the surrounding Nurse Licensure Compact region and Compunnel's national technology platforms serving as a secondary, backup channel when local supply alone is not sufficient to meet demand.



Local and Regional Channels

- WVNF dedicated bench:** At contract transition, Compunnel will establish a Facility-specific bench by identifying and pre-clearing Registered Nurses, Licensed Practical Nurses, and Health Service Workers from its existing West Virginia clinical pool who are already familiar with the Facility or with similar West Virginia long term care settings, and will hold this dedicated bench on standby for STAT and short notice coverage. This Facility-specific bench will be built directly from the caregiver pool Compunnel already maintains under its active WV DHHR Direct Care Staffing Services contract (ARFQ BHH 235), giving the Facility a head start at go live rather than a cold start.
- West Virginia nursing school pipelines:** Compunnel will maintain ongoing relationships with WVU School of Nursing, Fairmont State University, Pierpont Community and Technical College, and United Health Center's nursing programs, giving Compunnel early visibility into new RN, LPN, and CNA or HSW graduates across Harrison, Marion, and Monongalia counties.
- Nurse Licensure Compact states:** As West Virginia participates in the NLC, Compunnel will recruit RNs and LPNs who already hold multistate compact privileges from neighboring compact states, widening the qualified pool without adding licensure delay.
- Community and Veteran networks:** Compunnel will conduct outreach through veteran service organizations, local job fairs in Clarksburg, Bridgeport, and Fairmont, and community groups that reflect the Facility's resident population.



Technology Enabled Sourcing

- **Eximius.AI:** Compunnel will calibrate its AI matching engine to Facility job families, screening licensure, specialty, and shift availability across Compunnel's national candidate database to surface qualified matches quickly.
- **iEndorseU:** Compunnel will use its social recruiting and referral platform, with an open network of clinical referrers, to extend its reach into passive candidates who are not actively browsing job boards. Referrers will be compensated for helping fill a role.
- **JobRialto and StafflinePro:** Compunnel will use StafflinePro, its Applicant Tracking System, to log, route, and track every candidate from first contact through placement, and will use JobRialto to expand sourcing reach into niche clinical marketplaces for hard to fill shifts.
- **Job boards and direct outreach:** Compunnel will post openings on the Compunnel website and targeted healthcare job boards, and will conduct direct outreach to licensed RNs, LPNs, and CNAs already living within commuting distance of Clarksburg.

Sourcing Compliance Commitments

To ensure every sourced candidate is placement ready and fully compliant with West Virginia direct care requirements, Compunnel will:

- Adhere to mandated WVCARES clearance, background checks, and drug screening requirements for every candidate before placement.
- Follow all pre-screening, licensure verification, and Facility specific credential protocols without exception.
- Confirm candidate availability against the Facility's shift patterns, including night, weekend, and holiday coverage needs, as well as planned vacation and PTO backfill coverage.
- Provide timely, itemized invoicing that reflects billable hours, authorized overtime, and shift differentials in line with West Virginia procurement policy.
- Maintain a structured replacement process so that a call off or an unsuccessful placement does not disrupt continuity of resident care.
- Identify and report any real or potential conflict of interest to the Facility for final determination before a candidate is confirmed.



Step 3: Initial Screening

Compunnel will put every candidate sourced in Step 2 through a comprehensive initial screening to confirm the candidate meets the Facility's direct care staffing needs. Compunnel will evaluate candidates on relevant clinical skills, years of experience, long term care knowledge, and their ability to support the specific unit identified in the requirement, whether skilled nursing, memory care, or rehabilitation.

Compunnel will further refine this screening to identify the best match for each requisition. Compunnel will inform candidates about the shift scope and compliance requirements, including WVCARES clearance, licensure verification, and health screening, so that only candidates genuinely committed to the assignment for its full duration continue in the process.

Once Compunnel evaluates a resume, Compunnel's recruitment team will validate applicant information directly with the candidate. This will include:

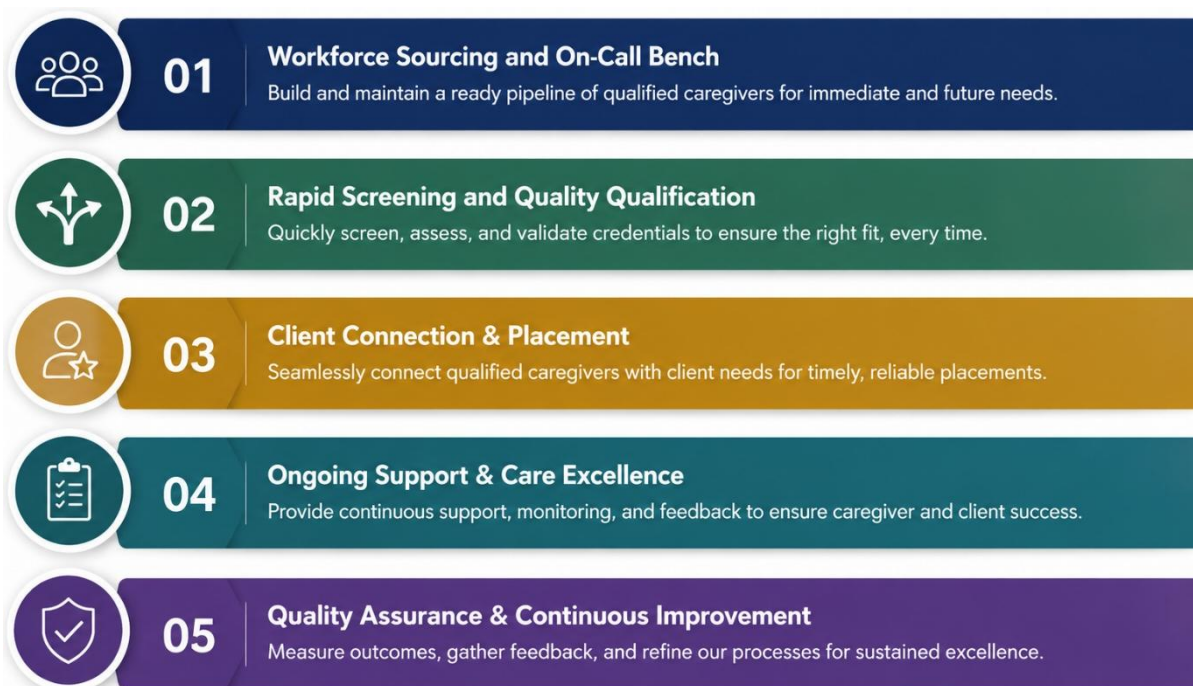
- Verifying employment history, clinical skills, and licensure or certification status against the role's requirements.
- Assessing communication skills and the candidate's ability to work within a Veteran focused, long term care environment.
- Confirming that the candidate understands and agrees to the Facility's required shift hours, overtime policies, and assignment terms.

To ensure full compliance with the Facility's requirements at this stage, Compunnel will:

- Confirm that every caregiver proposed is available for the full duration of the assignment before submission.
- Follow all pre-screening, WVCARES, and licensure verification protocols required for direct care roles.
- Ensure compliance with invoicing and timekeeping policies, including proper documentation of billable hours and any authorized overtime.
- Maintain a structured replacement process to quickly fill a vacancy if a placed caregiver is unable to complete the assignment.
- Provide transparent reporting and status updates throughout the placement process.

Step 4: Clinical Screening

Candidates who clear initial screening will move into Compunnel's clinical screening process. Compunnel will combine automated tools with hands on review by its clinical team, so that only candidates who are both technically qualified and genuinely suited to direct patient care reach the Facility.



Telephonic screening

A recruiter will hold a discussion confirming skills, licensure status, work authorization, location, and reason for seeking the assignment.

Machine learning matching

StafflinePro's built in matching engine will compare licensure, certifications, years of relevant experience, and location against the requirement to prioritize the strongest matches for human review.

Clinical competency assessment

Compunnel will conduct a role specific evaluation of skills such as medication administration, wound care, and charting, and will confirm current BLS or CPR certification.

Subject matter expert review

an experienced nurse reviewer will evaluate the candidate's clinical background and judgment against the specific needs of the unit.

Account manager fit review

Compunnel's Single Point of Contact will evaluate cultural fit with the Facility and its Veteran focused mission before a candidate is finalized for submission.

Step 5: Facility Submission/ Candidate Submission

Once Compunnel identifies and screens qualified caregivers, Compunnel will submit candidates to the Facility using the preferred method and format. Using StafflinePro, Compunnel will build a Skill Matrix that aligns each candidate's licensure, certifications, and experience with the specific unit's needs, giving the Facility a clear and consistent basis for comparison.



Key Submission and Hiring Process

- 1. Resume submission and skill matching:** Compunnel will present candidates against the Facility's defined role, shift pattern, and compliance criteria, with a Skill Matrix highlighting role specific qualifications.
- 2. Responsive and scalable slate delivery:** Compunnel will respond promptly to every staffing request and will submit as many qualified candidates as needed to maintain continuity of care, standard requisitions within 24 to 48 hours and STAT requisitions with an immediate bench candidate.
- 3. Interview coordination:** once the Facility reviews candidates and expresses interest, Compunnel's Single Point of Contact will coordinate the interview, confirming scheduling with both the Facility and the candidate.
- 4. Pre-employment screening and compliance:** upon selection, Compunnel will confirm all required verifications are complete, including WVCARES clearance, criminal background check, RN or LPN licensure or NLC privilege verification, HSW registry standing, reference checks, and I 9 work authorization.
- 5. Placement and shift compliance:** Compunnel will place caregivers for the exact shift pattern and duration specified in the request, in full compliance with the Facility's work hour and overtime policies. Compunnel will confirm the caregiver's arrival with the Facility by phone or through StafflinePro within thirty minutes of the scheduled shift start, and within fifteen minutes for STAT placements.
- 6. Invoicing and payroll management:** Compunnel will ensure accurate time tracking, payroll processing, and transparent invoicing based on approved shift hours and the Facility's billing requirements.

Step 6: Qualified Candidate

After the Facility completes its review or interview, Compunnel will rank candidates against the specific needs of the requirement so that the hiring manager can make a confident, well informed decision. The ranking process will consider:

- **Job specific clinical skills and experience:** Compunnel will evaluate candidates against the exact RN, LPN, or HSW competencies required for the unit.
- **Long term care and unit fit:** Compunnel will prioritize candidates with prior skilled nursing, memory care, or Veteran focused care experience.
- **Certifications and compliance:** Compunnel will verify licensure, BLS or CPR certification, and WVCARES clearance status ahead of any final decision.



- **Availability and shift commitment:** Compunnel will rank candidates in part on their ability to commit to the full shift pattern and assignment duration requested by the Facility.

Step 7: Hiring Decision

The hiring decision will rest with the Facility. Once the Facility confirms a selection, Compunnel will promptly communicate the offer, assignment expectations, and onboarding requirements to the caregiver.

Compunnel's Role in the Hiring Process

- **Clear offer communication:** Compunnel will give caregivers a clear explanation of shift pattern, assignment duration, pay rate, and any Facility specific requirements before they accept.
- **Timely acceptance and confirmation:** Compunnel will facilitate a swift acceptance to prevent delay, and will confirm the caregiver's availability for the full duration outlined in the Facility's request.
- **Final documentation and compliance:** Compunnel will coordinate any remaining licensure confirmation, WVCARES documentation, or health screening records needed before the caregiver's first shift.

Step 8: Background and Compliance Verification

Healthcare staffing carries a level of regulatory weight that general staffing does not. Compunnel will not allow any caregiver to begin a shift at the Facility without completing every layer of the verification process below. Compunnel will use StafflinePro to manage and document this process from start to finish.





A. Pre Screening and Clinical Assessment

Compunnel will verify prior clinical experience, employment history, and relevant licensure for every proposed caregiver, and will perform a clinical competency assessment where applicable, covering medication administration, wound care, charting, and other unit specific skills.

B. WVCARES Clearance and Criminal Background Check

Compunnel will comply with West Virginia's WVCARES requirements before any caregiver begins work in a long term care setting. This will include:

- SSN trace and ten year address history, verifying prior addresses and any aliases.
- Fingerprint based state and federal criminal history check administered through WVCARES.
- WV Adult and Child Protective Services central registry check.
- National sex offender registry clearance through WVDHHR.

C. Licensure and Role Specific Verification

For RNs and LPNs, Compunnel will verify active, unencumbered West Virginia licensure or Nurse Licensure Compact multistate privilege directly through the WV Board of Examiners, along with an NPDB query. For HSWs, Compunnel will verify current standing on the WV Nurse Aide Registry. Where a caregiver's assignment requires additional certification, such as specialized dementia or memory care training, Compunnel will confirm this is current before submission.

Failure to complete WVCARES clearance or licensure verification as required by the Facility will result in the caregiver being held from the schedule. This requirement will never be waived, regardless of shift urgency.

D. Drug Screening

Compunnel will maintain a drug free workplace consistent with West Virginia Code Section 21 1D and the Facility's own policy. This will include pre placement drug screening for every caregiver and random screening where required, using saliva or urine based testing with results generally available within a short turnaround.

E. Documentation and Ongoing Compliance

Compunnel will use StafflinePro to securely store and manage all WVCARES, licensure, and background check records, and will be able to produce proof of completed verification on request. Compunnel will cover the costs associated with standard background screening. For assignments extending six months or longer, Compunnel will schedule reverification of licensure and WVCARES clearance on a rolling basis rather than only at the point of hire.



Verification	What It Covers
WVCARES Clearance	Fingerprint based state and federal criminal history check, WV Adult and Child Protective Services central registry check, and sex offender registry clearance through WVDHHR, required before any unsupervised resident contact.
Licensure and Registry Verification	Confirmation of active, unencumbered WV RN or LPN licensure or NLC multistate privilege through the WV Board of Examiners, and WV Nurse Aide Registry standing for HSWs.
SSN Trace and Identity	Ten year address history and alias check used to build an accurate criminal records search.
Employment and Education History	Verification of the most recent seven years of employment history and any required nursing or certification education, along with US employment eligibility through E Verify.
Health and Immunization Screening	TB test, Hepatitis B status, annual influenza vaccination, physical examination, and current BLS or CPR certification.
Drug Screening	Saliva or urine based drug testing consistent with the Facility's Drug Free Workplace policy and West Virginia Code Section 21 1D.
Professional Reference Checks	Verification with at least two immediate supervisors from recent assignments, confirming reliability, teamwork, and long term care conduct.

For a new candidate entering the process for the first time, Compunnel will complete this verification process within 48 to 72 hours. For caregivers already on Compunnel's WVVNF dedicated bench, this verification will already be complete and current, which is what will allow Compunnel to fill a STAT request in hours rather than days. Compunnel will monitor verification currency continuously for the life of the assignment and will reverify on a rolling basis, not only at the point of hire.

Step 9: Onboarding

Once Compunnel selects a caregiver and clears the caregiver through background verification, Compunnel's HR and Onboarding team will complete onboarding within one week of the hiring decision for standard placements, and immediately for STAT deployments where credentials are already on file.

1. Digital Onboarding Through StafflinePro

- Electronic data collection and secure document storage to meet WVCARES and Facility requirements.
- Automated verification of employment eligibility, including I 9 and E Verify.
- A simple, low error onboarding interface for the caregiver.



- Tracking of assignment terms, shift hours, and invoicing records in line with the Facility's placement requirements.
- Automated notifications to HR and the caregiver to keep onboarding on schedule.

2. Contractual Compliance and Documentation

- Employment terms aligned with the exact shift pattern and duration specified in the request.
- Confidentiality agreements where required by the Facility, including resident privacy expectations.
- Policy training covering workplace conduct, infection control, and Facility specific procedures.
- Position specific orientation for RN, LPN, or HSW roles, so caregivers understand unit expectations before their first shift.

3. Shift Hours, Timesheets, and Invoicing Compliance

Onboarding will include training on the Facility's timekeeping procedures, with shift tracking built into StafflinePro to keep invoicing accurate. Compunnel will submit invoices in the Facility's required format, with automated payroll processing and expense tracking to keep payment transparent and on time.

4. Health, Safety, and Compliance Training

- Resident privacy and confidentiality expectations consistent with federal and state health privacy standards.
- Infection control and safety procedures specific to a long term care environment.
- Emergency response and reporting procedures for the unit the caregiver is assigned to.
- An overview of the Facility's Veteran focused mission and culture, so caregivers arrive prepared to serve that population respectfully.

Step 10: Follow Up

Compunnel will ensure a seamless transition from onboarding to assignment through structured follow up with the Facility.

Arrival confirmation: Compunnel will confirm the caregiver's arrival with the Facility by phone or through StafflinePro within thirty minutes of the scheduled shift start, and within fifteen minutes for STAT placements.

Regular check-ins: Compunnel will conduct scheduled performance check ins to confirm the caregiver continues to meet job expectations, shift hour requirements, and Facility policy.

Issue resolution and rapid replacement: if a caregiver does not meet performance expectations or fails to report for a shift, Compunnel will notify the Facility immediately, will provide an incident summary if requested, and will deploy a replacement from the bench without delay.



Ongoing compliance: for assignments requiring additional licensure renewal or WVCARES reverification during the placement, Compunnel will manage that process proactively so the caregiver's eligibility never lapses mid assignment.

Comprehensive Reporting

To maintain transparency and give the Facility ongoing visibility without added administrative work, Compunnel will provide structured reporting on a regular basis.

Report	What It Includes	Frequency
Staffing Report	Active caregivers by name, unit, shift, assignment start and end dates, Facility supervisor, and bill rate	Monthly
Compliance Report	Licensure and WVCARES renewal due dates, upcoming health screening requirements, and any open verification items	Monthly
Performance Report	Attendance, punctuality, call off trends, and supervisor feedback by caregiver	Weekly

A ready bench, a fast credentialing path, and continuous follow up will keep the Facility covered on both scheduled shifts and same day emergencies.

Recruitment Timing by Requisition Type

Quick deployment and thorough verification will not be in conflict in Compunnel's model. The table below shows how the same ten step process will move at two different speeds depending on whether a caregiver is coming from Compunnel's pre-cleared Facility bench or is a new candidate entering the pipeline for the first time.

Activity	STAT or Pre Cleared Bench	Standard New Candidate
Requirement intake and acknowledgment	Within 15 minutes	Within 1 business day
Sourcing and candidate identification	Immediate, from dedicated bench	4 to 24 hours
Initial and clinical screening	Already on file and current	4 to 8 hours
Licensure, WVCARES and background verification	Already cleared and current	48 to 72 hours
Facility submission and interview coordination	Direct dispatch, no interview required	24 to 48 hours
Hiring decision and offer	Verbal confirmation, immediate	1 to 2 business days



Activity	STAT or Pre Cleared Bench	Standard New Candidate
Onboarding and Day One readiness	Same shift check in	3 to 5 business days
Follow up and performance monitoring	Ongoing	Ongoing

This tiered approach is what will allow Compunnel to deliver the two to four hour STAT fill promised in the Staffing Plan while still performing every required licensure, WVCARES, and health verification step in full. Speed will come from bench readiness built in advance, not from skipping compliance work.