



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: VS0000046458

Legal Name: WILLIAM W PROFESSIONAL STAFFING LLC

Alias/DBA: SHAWNDETTA MILLER

Total Bid: \$714,950.00

Response Date: 08/26/2026

Response Time: 13:15

Responded By User ID: WilliamWProStaff

First Name: Shawndetta

Last Name: Miller

Email: smiller@williamwprostaff.co

Phone: 2128047908

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2700000001

Published Date: 8/19/26

Close Date: 8/26/26

Close Time: 13:30

Status: Closed

Solicitation Description: Direct Care Staffing Services

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia  
Solicitation Response

**Proc Folder:** 2029895  
**Solicitation Description:** Direct Care Staffing Services  
**Proc Type:** Central Master Agreement

| Solicitation Closes | Solicitation Response        | Version |
|---------------------|------------------------------|---------|
| 2026-08-26 13:30    | SR 0613 ESR08262600000001435 | 1       |

**VENDOR**  
VS0000046458  
WILLIAM W PROFESSIONAL STAFFING LLC

**Solicitation Number:** CRFQ 0613 VNF2700000001  
**Total Bid:** 714950  
**Response Date:** 2026-08-26  
**Response Time:** 13:15:36  
**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 |     |            |            | 714950.00                   |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 85101601  |              |               |         |

**Commodity Line Comments:** William W. Professional Staffing LLC submits its bid for all three required disciplines: RN, LPN, and HSW/CNA. The amount entered represents the combined evaluated total from the three signed Exhibit A pricing pages. Please see the attached consolidated response for pricing, mandatory plans, experience documentation, signed forms, and Addendum 1 acknowledgment.

**Extended Description:**  
Open-end contract for Direct Care Staffing Services

# DIRECT CARE STAFFING SERVICES

CRFQ-0613-VNF2700000001

Submitted to  
West Virginia Purchasing Division  
on behalf of the West Virginia Veterans Nursing Facility

|                           |                                                     |
|---------------------------|-----------------------------------------------------|
| Offeror                   | William W. Professional Staffing LLC                |
| Authorized Representative | Shawndetta Miller, MBA, MA, Chief Executive Officer |
| Submission Date           | August 26, 2026                                     |
| Evaluated Bid Total       | <b>\$714,950.00</b>                                 |

William W. Professional Staffing LLC (WWPS) is a woman-owned and minority-owned staffing firm established in 2008. WWPS accepts the solicitation requirements and offers a disciplined, responsive model for furnishing qualified RNs, LPNs and HSWs/CNAs. Our operating model combines healthcare recruiting, credential control, 24/7 escalation, payroll administration and active primary-and-backup scheduling to protect resident care.

The response includes all three required disciplines, signed pricing pages, both mandatory operating plans, proof of direct-care staffing experience, the designated-contact certification and the signed Addendum 1 acknowledgment.

**YOUR NEEDS ARE OUR #1 PRIORITY.**

## Response Compliance Matrix

This matrix is provided for evaluator convenience. It identifies each initial-response requirement confirmed in Addendum 1, Question 49, and shows where it appears in this consolidated file.

| Required response component                         | WWPS response                                                                                             | Location                         |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------|
| Signed CRFQ form                                    | Completed and signed by the CEO/authorized representative.                                                | Following the technical response |
| Three signed Exhibit A pricing pages                | RN, LPN and HSW/CNA pages completed and individually signed.                                              | After the CRFQ form              |
| Shift-coverage plan                                 | 24/7 scheduling, weekend/holiday rotation, call-off response and two-hour replacement controls.           | Technical response               |
| Clarksburg-area recruiting plan                     | Local-first sourcing, regional reach, screening, credentialing and activation milestones.                 | Technical response               |
| Proof of 12+ months direct-care staffing experience | Founded in 2008; healthcare record includes 100+ RN/LPN/CNA deployments and named healthcare engagements. | Technical response               |
| Designated contact form                             | Completed and signed.                                                                                     | Following pricing pages          |
| Addendum acknowledgment                             | Addendum 1 acknowledged and signed.                                                                       | Final page                       |

### Responsibility and readiness commitments

- WWPS will maintain 24/7 accessibility, including weekends and holidays, through the designated contract administrator and an operations escalation line.
- WWPS will complete WVCARES setup within 15 days after award and before candidate processing, as permitted by Addendum 1.
- Professional liability/malpractice, general liability, automobile and workers' compensation evidence will be furnished before performance or as requested by the State.
- WWPS will not place personnel until required licenses, registry standing, screenings, training and facility-specific records are verified.

## Pricing Summary

| Discipline                      | Weekday Rate | Weekend Rate | Evaluated Hours | Extended Total      |
|---------------------------------|--------------|--------------|-----------------|---------------------|
| Registered Nurse                | \$56.00      | \$56.00      | 2,700           | \$151,200.00        |
| Licensed Practical Nurse        | \$40.00      | \$40.00      | 7,750           | \$310,000.00        |
| Health Service Worker/CNA       | \$29.00      | \$29.00      | 8,750           | \$253,750.00        |
| <b>Combined evaluated total</b> |              |              | <b>19,200</b>   | <b>\$714,950.00</b> |

These are all-inclusive regular bill rates. Contractual shift differentials, overtime, holiday and other-important-date multipliers will be applied only as expressly required by the solicitation. No separate travel, mileage, recruiting or administrative charge will be added.

Pricing was benchmarked to current West Virginia and Clarksburg-area public compensation data, then structured to cover direct wages, payroll taxes, workers' compensation, required screening, credential administration, insurance, recruiting and contract management while remaining competitive.

WWPS understands that the estimated hours are not guaranteed, may be divided between two awardees, and that the combined total across all three disciplines is used for evaluation. The unit rates on the signed pricing pages control.

## Shift-Coverage Plan

WWPS will use a layered coverage model built around a committed core roster, credentialed reserve staff and 24/7 escalation. The operating objective is simple: every accepted shift is covered by a qualified professional who is ready, documented and accountable.

### 1. Monthly schedule acceptance

- Review the Facility's monthly schedule immediately upon receipt and confirm available staff within the required 24-hour period.
- Assign a primary clinician and at least one qualified backup wherever practical, with weekend and holiday rotation requirements built into the schedule.
- Verify that no employee is scheduled beyond licensure, competency, lifting or hour limitations.

### 2. Weekends, holidays and mandatory coverage

- Maintain day-shift and night-shift rotations meeting the required weekend, Friday and Sunday commitments.
- Publish holiday and other-important-date rotations at least one month in advance and secure written employee acknowledgment.
- Monitor weekly hours against the Saturday-through-Friday workweek and coordinate authorized overtime or mandated 16-hour coverage when required.

### 3. Call-offs and emergency replacement

- Maintain a continuously answered emergency number with response well inside the two-hour contractual maximum.
- Require employees to notify both the Facility's RN Supervisor and WWPS at least two hours before a shift; voicemail alone is not accepted.
- Activate the reserve list immediately and keep the Facility informed until coverage is confirmed. No-call/no-show events trigger immediate removal from future scheduling pending review.

### 4. Quality controls

- Daily attendance monitoring, weekly timesheet reconciliation and monthly roster updates.
- Credential-expiration tracking for licenses, CPR, food-handler cards, immunizations and annual personnel files.
- Corrective action, replacement and documented root-cause review for tardiness, attendance, conduct or performance issues.

## Clarksburg Recruiting Plan

WWPS will recruit locally first and regionally second, building a durable Clarksburg-area pipeline rather than depending solely on last-minute travel staff.

### Sourcing channels

- WorkForce West Virginia, regional nursing and nurse-aide programs, professional associations, healthcare job boards and targeted social recruiting.
- Direct outreach within Clarksburg, Bridgeport, Fairmont, Morgantown and the surrounding commuter radius.
- Employee referral campaigns focused on long-term-care professionals willing to meet weekend, holiday and mandatory-overtime requirements.
- Selective use of multistate-licensed nurses legally eligible to practice in West Virginia.

### Screening and readiness

- Telephone qualification followed by structured experience, availability and attendance screening.
- Primary-source verification of RN/LPN licenses or compact privilege and CNA standing on the West Virginia Nurse Aide Registry.
- WVCARES eligibility, twelve-panel drug screening, CPR, food-handler card, physical/immunization records and references completed before placement.
- Candidate expectations reviewed in writing: orientation attendance, meal-pass duties, 24 hours worked within 10 days after orientation, weekend and holiday rotation, call-off procedures and Facility conduct rules.

### Pipeline management

Recruiting, compliance and operations will maintain a live availability roster by discipline and shift. Shawndetta Miller will serve as the contract administrator and executive escalation point. WWPS will provide status updates during activation and will not present a worker until required credentials and availability have been verified.

## Mobilization, Credentialing and Quality Control

WWPS will move from award to a controlled, documented candidate pipeline without representing unverified personnel as ready for assignment.

### 15-day activation plan

| Timing          | Action                                                                                                                  | Control/output                                       |
|-----------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Award / Day 0-1 | Kickoff with Facility; confirm contacts, shift needs, onboarding sequence and invoicing protocol.                       | Written responsibility matrix and escalation tree.   |
| Days 1-3        | Complete WVCARES vendor setup and launch Clarksburg-area sourcing by discipline and shift.                              | Recruiting dashboard and candidate funnel.           |
| Days 3-7        | Interview, reference-check and verify availability; begin primary-source license/registry checks.                       | Qualified shortlist with no unsupported credentials. |
| Days 5-12       | Complete drug screening, WVCARES eligibility, CPR, food-handler, physical/immunization and personnel-file requirements. | Credential matrix with expiration alerts.            |
| Days 10-15      | Submit candidate packets, coordinate in-person orientation/training and confirm primary/backup assignments.             | Facility-approved activation roster.                 |

### Quality and reporting controls

- Credential matrix reviewed before submission and again before every first shift; expiration alerts monitored by compliance staff.
- Daily attendance check, documented call-off log and weekly primary/backup roster reconciliation.
- Weekly invoicing in arrears, separated by staffing level, reconciled to Facility-approved time records.
- Performance issues acknowledged promptly, investigated, documented and corrected through coaching, removal or replacement as appropriate.
- Monthly operating review covering fill activity, call-offs, replacements, credential status, invoice exceptions and open risks.

## Proof of Direct-Care Staffing Experience

William W. Professional Staffing LLC was established in 2008 and has more than twelve months of continuous experience operating a professional staffing organization. WWPS has recruited and placed more than 100 nursing professionals in long-term-care settings, including Registered Nurses, Licensed Practical Nurses and Certified Nursing Assistants. The experience below demonstrates direct-care recruiting, placement, credential coordination, attendance control and continuity of service.

### Representative direct-care experience

| Client/Facility                                | Relevant services                                                                           | Evidence of qualification                                                       |
|------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Major long-term-care facility                  | Deployed more than 100 RNs, LPNs and CNAs.                                                  | High-volume resident-care coverage; supported staffing mandates and continuity. |
| Supplemental Health Care                       | RN, LPN and CNA staffing across rehabilitation and healthcare facilities.                   | Clinical recruiting, onboarding and workforce coordination.                     |
| Van Duyn Center for Rehabilitation and Nursing | Nursing staffing support for an upstate New York rehabilitation and long-term-care setting. | Directly comparable skilled-nursing and resident-care environment.              |
| Cortland Nursing Home                          | Nursing staffing for a New York nursing facility.                                           | Relevant nursing-home coverage and workforce coordination.                      |
| Ascellon Corporation                           | Full-cycle recruiting for Registered Nurse Surveyors.                                       | Credential-aware clinical sourcing and regulatory support.                      |
| YesCare / Corizon Health                       | Nursing staffing for healthcare and correctional-care environments.                         | Clinical continuity, confidentiality and compliance-sensitive delivery.         |

### Additional healthcare placement breadth

WWPS has also supported recruiting or placement activity involving LHC Group (home-health RN), St. Luke's Health System (psychiatric RN), Novant Health (medical/surgical RN), Prestige Healthcare (nursing-home administrator), Tower Health (certified medical assistant and phlebotomist), Houston Methodist (clinical data abstractor), Amedisys (clinical manager) and Loyal Source Government Services (physician assistant).

### Records and reference validation

WWPS maintains client, recruiting, placement, payroll and personnel records supporting the experience summarized above. Reference contacts and underlying records are available to the State upon request, subject to protection of employee and client-confidential information. Where WWPS supported a facility through a staffing partner, the relationship is stated accurately and is not represented as a direct prime contract.

I certify that the foregoing experience statement is true and correct to the best of my knowledge and that I am authorized to make this representation on behalf of William W. Professional Staffing LLC.



**Shawndetta Miller, MBA, MA**  
Chief Executive Officer  
08/26/2026



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

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

BID RECEIVING LOCATION

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

VENDOR

**Vendor Customer Code:**

**Vendor Name :** William W. Professional Staffing LLC

**Address :** 18510 Dunlop Avenue

**Street :**

**City :** Saint Albans

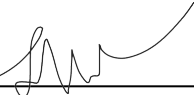
**State :** NY **Country :** United States **Zip :** 11412

**Principal Contact :** Shawndetta Miller, MBA, MA

**Vendor Contact Phone:** 212-804-7908 **Extension:**

FOR INFORMATION CONTACT THE BUYER

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

**Vendor Signature X**  **FEIN#** 26-3810798 **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<br>AFFAIRS<br>1 FREEDOMS WAY |  |    |  | VETERAN'S NURSING<br>FACILITY<br>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**

| <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<br>3 |
| VNF2700000001 | Final          | Direct Care Staffing Services |           |

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**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            | \$56.00            | \$ 109,200.00        |
| 2        | Weekend Regular Rate    | 750              | \$56.00            | \$ 42,000.00         |
|          |                         |                  | <b>Grand Total</b> | <b>\$ 151,200.00</b> |

\*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   |                                             |                                                                        |                                                                                      |
|----------------------|---------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Vendor:</b>       | William W. Professional Staffing LLC        | <b>*Printed Name</b>                                                   | Shawndetta Miller, MBA, MA                                                           |
| <b>Address:</b>      | 18510 Dunlop Avenue, Saint Albans, NY 11412 | <b>Title</b>                                                           | Chief Executive Officer                                                              |
|                      |                                             | <b>*Signature</b>                                                      |  |
| <b>Office Phone:</b> | 212-804-7908                                | *I hereby certify I am authorized by the Vendor to sign this document. |                                                                                      |
| <b>Cell Phone</b>    | 212-804-7908                                |                                                                        |                                                                                      |
| <b>Fax</b>           | N/A                                         | <b>Email:</b>                                                          | smiller@williamwprostaff.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            | \$40.00            | \$ 220,000.00        |
| 2        | Weekend Regular Rate    | 2,250            | \$40.00            | \$ 90,000.00         |
|          |                         |                  | <b>Grand Total</b> | <b>\$ 330,000.00</b> |

\*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:            | William W. Professional Staffing LLC        | <b>*Printed Name</b>                                                   | Shawndetta Miller, MBA, MA                                                           |
| Address:           | 18510 Dunlop Avenue, Saint Albans, NY 11412 | Title                                                                  | Chief Executive Officer                                                              |
| Office Phone:      | 212-804-7908                                | <b>*Signature</b>                                                      |  |
| Cell Phone         | 212-804-7908                                | *I hereby certify I am authorized by the Vendor to sign this document. |                                                                                      |
| Fax                | N/A                                         | Email:                                                                 | smiller@williamwprostaff.com                                                         |

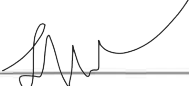
**Exhibit A - Pricing Page**  
**Direct Care Staffing Services**  
**Health Service Worker (HSW)**

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            | \$29.00            | \$ 181,250.00        |
| 2        | Weekend Regular Rate    | 2,500            | \$29.00            | \$ 72,500.00         |
|          |                         |                  | <b>Grand Total</b> | <b>\$ 253,750.00</b> |

\*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   |                                             |                                                                        |                                                                                      |
|----------------------|---------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Vendor:</b>       | William W. Professional Staffing LLC        | <b>*Printed Name</b>                                                   | Shawndetta Miller, MBA, MA                                                           |
| <b>Address:</b>      | 18510 Dunlop Avenue, Saint Albans, NY 11412 | <b>Title</b>                                                           | Chief Executive Officer                                                              |
|                      |                                             | <b>*Signature</b>                                                      |  |
| <b>Office Phone:</b> | 212-804-7908                                | *I hereby certify I am authorized by the Vendor to sign this document. |                                                                                      |
| <b>Cell Phone</b>    | 212-804-7908                                |                                                                        |                                                                                      |
| <b>Fax</b>           | N/A                                         | <b>Email:</b>                                                          | smiller@williamwprostaff.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) Shawndetta Miller, MBA, MA, Chief Executive Officer

(Address) 18510 Dunlop Avenue, Saint Albans, NY 11412

(Phone Number) / (Fax Number) 212-804-7908 / N/A

(email address) smiller@williamwprostaff.com

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

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

William W. Professional Staffing LLC

()

(Signature of Authorized Representative)

Shawndetta Miller, MBA, MA, Chief Executive Officer 08/26/2026

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

212-804-7908 / N/A

(Phone Number) (Fax Number)

smiller@williamwprostaff.com

(Email Address)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

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

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

**Addendum Numbers Received:**

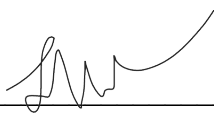
(Check the box next to each addendum received)

|                                                    |                                          |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> 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.

**William W. Professional Staffing LLC**

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

**08/26/2026**  
\_\_\_\_\_  
Date

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