



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: VS0000038352 

Legal Name: HEALTH ADVOCATES NETWORK INC

Alias/DBA:

Total Bid: \$1,092,000.00

Response Date: 08/26/2026 

Response Time: 13:05

Responded By User ID: hanstaff1 

First Name: Aby

Last Name: Mamboleo

Email: contracts@hanstaff.com

Phone: 800-928-5561

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 ESR08262600000001437	1

VENDOR
VS0000038352 HEALTH ADVOCATES NETWORK INC

Solicitation Number:	CRFQ 0613 VNF2700000001		
Total Bid:	1092000	Response Date:	2026-08-26
		Response Time:	13:05:40
Comments:	HAN offers the following early payment discounts: 0.75% if paid within 10 days, Net 30, or 0.65% if paid within 15 days, Net 30		

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				1092000.00

Comm Code	Manufacturer	Specification	Model #
85101601			

Commodity Line Comments: The total bid amount represents the combined pricing for Registered Nurse (RN), Licensed Practical Nurse (LPN), and Health Service Worker (HSW) services.

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



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

State of West Virginia
Centralized Request for Quote
Service - Prof

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

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Health Advocates Network, Inc. DBA Staff Today

Address : 100 N Barranca St. Suite 430 West Covina CA 91791

Street : 100 N Barranca St. Suite 430

City : West Covina

State : California

Country : United States

Zip : 91791

Principal Contact : Aby Mamboleo

Vendor Contact Phone: 800-928-5561

Extension: 1100

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X

FEIN# 84-4187795

DATE 08/20/2026

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				

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

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CRFQ VNF2700000001

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Health Advocates Network, Inc. DBA Staff Today

Company



Authorized Signature

08/20/2026

Date

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

Revised 6/8/2012

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: Aby Mamboleo

Office Manager: Aby Mamboleo

Cell Number: 626-626-1419

Fax Number: 877-858-6263

Email Address: contracts@hanstaff.com

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	\$82.50	\$ 160,875.00 -
2	Weekend Regular Rate	750	\$85.50	\$ 64,125.00 -
			Grand Total	\$ 225,000.00 -

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

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

Vendor Information			
Vendor:	Health Advocates Network, Inc. DBA Staff Today	*Printed Name	Aby Mamboleo
Address:	100 N Barranca St. Suite 430	Title	Branch Director
Office	West Covina CA 91791	*Signature	
Phone:	800-928-5561 x 1100	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	626-626-1419		
Fax	877-858-6263	Email:	contracts@hanstaff.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	\$60.00	\$ 330,000.00 -
2	Weekend Regular Rate	2,250	\$62.00	\$ 139,500.00 -
			Grand Total	\$ 469,500.00 -

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

- Actual number of hours needed will be sent separately, to lowest bidder first, then next lowest, etc.
- Vendor must complete, sign and return this Pricing Page.
- Pertinent Pricing information:
 - Shift Differential - see Section 2.22 (extra \$1 per hour worked between 3:00 p.m. and 7:00 a.m.)
 - Weekend - see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight)
 - Work Week - see Section 2.27 (the 7 day period beginning Saturday at 12:01 a.m. and ending the following Friday at midnight)
 - Vendor Accessibility - see Section 3.2 (Vendor shall be accessible 24/7, including weekends and holidays)
 - Multiple Awards - see Section 4.1
 - Staff qualifications - see Section 4 (entire section)
 - Unpaid staff training - see Section 4.10.2 (if staff does not work after training, the time in training will not be paid)
 - 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:	Health Advocates Network, Inc. DBA Staff Today	*Printed Name	Aby Mamboleo
Address:	100 N Barranca St. Suite 430	Title	Branch Director
	West Covina CA 91791	*Signature	
Office Phone:	800-928-5561 x 1100	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	626-626-1419		
Fax	877-858-6263	Email:	contracts@hanstaff.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	\$45.00	\$ 281,250.00 -
2	Weekend Regular Rate	2,500	\$46.50	\$ 116,250.00 -
			Grand Total	\$ 397,500.00 -

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

- Actual number of hours needed will be sent separately, to lowest bidder first, then next lowest, etc.
- Vendor must complete, sign and return this Pricing Page.
- Pertinent Pricing information:
 - Shift Differential - see Section 2.22 (extra \$1 per hour worked between 3:00 p.m. and 7:00 a.m.)
 - Weekend - see Section 2.26 (hours between Saturday at 12:01 a.m. and Sunday at midnight)
 - Work Week - see Section 2.27 (the 7 day period beginning Saturday at 12:01 a.m. and ending the following Friday at midnight)
 - Vendor Accessibility - see Section 3.2 (Vendor shall be accessible 24/7, including weekends and holidays)
 - Multiple Awards - see Section 4.1
 - Staff qualifications - see Section 4 (entire section)
 - Unpaid staff training - see Section 4.10.2 (if staff does not work after training, the time in training will not be paid)
 - 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:	Health Advocates Network, Inc. DBA Staff Today	*Printed Name	Aby Mamboleo
Address:	100 N Barranca St. Suite 430	Title	Branch Director
	West Covina CA 91791	*Signature	
Office Phone:	800-928-5561 x 1100	*I hereby certify I am authorized by the Vendor to sign this document.	
Cell Phone	626-626-1419		
Fax	877-858-6263	Email:	contracts@hanstaff.com

HAN RESPONSE

3.6.1 PLAN FOR COVERAGE OF ALL SHIFTS REQUESTED INCLUDING WEEKENDS, HOLIDAYS, CALL-OFFS, AND VACATIONS.

Section 3.6.1 Shift Coverage Plan

Health Advocates Network, Inc. DBA Staff Today (HAN) will provide shift coverage for Registered Nurses, Licensed Practical Nurses, and Health Service Workers in accordance with the West Virginia Veterans Nursing Facility's staffing requests, schedules, and contract requirements. HAN's coverage process addresses regular staffing needs, weekends, holidays, call offs, planned absences, PRN requirements, and emergency staffing requests.

1. Regular Staffing Requests

Upon receipt of a staffing request from the Facility, HAN's Contract Manager will review the requested classification, shift, service dates, estimated hours, reporting requirements, response deadline, and other assignment requirements.

For monthly staffing requests, HAN will identify and provide the Facility with available qualified personnel within the required 24-hour timeframe. The Facility will establish the resulting work schedules based on its staffing needs.

The request will be entered into the CTM Applicant Tracking System for recruitment, availability confirmation, credential review, and assignment tracking. HAN recruiters will identify available personnel who meet the requirements of the requested RN, LPN, or HSW classification and confirm their availability for the specified assignment.

Before placement, HAN will verify all applicable preplacement requirements, including:

1. Applicable West Virginia professional license, valid multistate nursing license authorizing practice in West Virginia, or required West Virginia CNA certification and Nurse Aide Registry status.
2. Current CPR certification.
3. Current Food Handler Card acceptable to the Facility for all positions.
4. WV CARES eligibility and required background screening.
5. Twelve panel drug screening.
6. Completed application or resume documenting education, work history, and relevant experience, if any.
7. Required professional references.
8. Physical examination and required health and immunization documentation, including PPD and Hepatitis B documentation or an accepted Hepatitis B declination, as applicable.
9. Required orientation, competency assessment, training, and Facility specific documentation.

HAN will not assign personnel whose required qualifications, credentials, screenings, or other preplacement requirements are incomplete.

The Facility will establish the work schedule for Agency Staff. HAN will confirm assignments with personnel and maintain staffing availability based on the Facility's issued schedules and staffing requests.

2. Weekend Coverage

HAN will maintain qualified personnel for weekend coverage and assign staff in accordance with the Facility's weekend schedule and applicable day shift and night shift requirements.

For day shift personnel, weekends consist of Saturday and Sunday. Day shift personnel will be scheduled to work two full weekends per month, consisting of Saturday and Sunday, and at least one Friday day shift per month. The additional Friday day shift is not considered a weekend shift.

For night shift personnel, weekends consist of Friday and Saturday. Night shift personnel will be scheduled to work two full weekends per month, consisting of Friday and Saturday, and one Sunday night shift per month. The additional Sunday night shift is not considered a weekend shift.

HAN will communicate these scheduling requirements to assigned personnel and confirm availability when assignments are scheduled. HAN will maintain additional qualified personnel in the recruitment pipeline to address weekend vacancies, schedule changes, and replacement needs.

If a weekend assignment becomes vacant, HAN will immediately identify qualified and available personnel who meet the required classification and applicable preplacement requirements and will make every possible effort to fill the affected shift.

3. Holiday and Important Date Coverage

HAN will provide staffing support for holidays and Other Important Dates in accordance with the Facility's rotation schedules and Sections 4.30 through 4.32 of the RFQ, as modified by Addendum No. 1.

Upon receipt of the Facility's holiday or Important Date rotation schedule, HAN will confirm the availability of assigned personnel and identify qualified backup personnel for anticipated coverage needs.

HAN will communicate applicable attendance and scheduling requirements to assigned personnel before the holiday or Important Date. Recruiters will continue monitoring RN, LPN, and HSW availability throughout these periods to address schedule changes and unexpected vacancies.

Any replacement assigned to a holiday or Important Date shift will satisfy all applicable preplacement requirements before reporting to the Facility.

4. Call Off Coverage

HAN will instruct assigned personnel who are unable to report for a scheduled shift to notify both the Facility and HAN at least two hours before the scheduled shift.

In accordance with the RFQ, the employee will be required to telephone the Facility, speak directly with the RN Supervisor, and notify HAN of the call off.

Upon receipt of a call off, HAN will immediately identify qualified and available replacement personnel and make every possible effort to fill the affected shift with another Agency Staff member.

HAN will confirm the required classification before assigning replacement personnel and will comply with the substitution and rate requirements of Section 4.15 of the RFQ. A lower classification will not be substituted for a higher requested classification.

Accordingly:

1. An LPN will not be substituted for a requested RN.
2. An HSW will not be substituted for a requested RN or LPN.
3. If an RN is provided for a requested LPN or HSW shift, the rate applicable to the originally requested classification will apply unless otherwise agreed in writing with the Facility.
4. If an LPN is provided for a requested HSW shift, the HSW rate will apply unless otherwise agreed in writing with the Facility.
5. When the Facility specifically requests an RN to cover an LPN or HSW shift and the applicable rate is agreed in writing, the RN rate will apply.
6. When the Facility specifically requests an LPN to cover an HSW shift and the applicable rate is agreed in writing, the LPN rate will apply.

Replacement personnel will not report until all applicable qualification and preplacement requirements are complete.

5. Vacation and Planned Absence Coverage

HAN will require assigned personnel to provide notice of planned vacations and other scheduled absences as early as practicable so replacement coverage can be coordinated before the affected shift.

Upon notification of a planned absence, the Contract Manager and recruiting team will review qualified personnel who are available for the applicable classification, shift, and dates.

HAN will prioritize personnel who have already completed the Facility's preplacement requirements for planned replacement coverage.

If an immediately available replacement has not been identified, the requirement will remain active in CTM and will be escalated for continued recruiter outreach until coverage is confirmed or the Facility advises that coverage is no longer required.

6. Emergency Staffing and Replacement Process

HAN will remain accessible 24 hours per day, 7 days per week, including weekends and holidays, for staffing issues, emergency requests, and complaints.

Aby Mamboleo will serve as HAN's primary contact for direct communication with the Facility regarding contract administration and staffing matters.

Primary Contact: Aby Mamboleo

Phone: 800-928-5561 ext. 1100

Email Address: contracts@hanstaff.com

For after hours and emergency staffing needs, the Facility may contact HAN's 24/7 staffing line at **(626) 626-1419**. Calls or messages received through this number will be answered or responded to within two hours in accordance with the RFQ.

Upon receipt of an emergency staffing request or unexpected absence, HAN will:

1. Confirm the required classification, shift, reporting time, and Facility need.
2. Review CTM for qualified personnel who are available and meet all applicable placement requirements.
3. Contact qualified personnel and confirm their availability and ability to report for the requested assignment.
4. Verify that the selected employee has completed all applicable screening, licensing, certification, credentialing, orientation, training, and documentation requirements.
5. Notify the Facility of the status of the replacement effort and provide confirmed coverage information when a qualified employee is identified.
6. Continue recruitment and candidate outreach until the staffing requirement is filled or the Facility advises that coverage is no longer required.

HAN's 24/7 staffing line will be answered or responded to within two hours as required by the RFQ. The separate requirement to provide scheduled personnel at least two hours before the start of a shift does not apply to personnel filling same day call offs, same day open shifts, or emergency requirements, as clarified by Addendum No. 1.

HAN will not assign personnel who have not completed all applicable preplacement requirements solely to meet an emergency staffing need.

7. Candidate Availability and PRN Monitoring

HAN will use CTM to monitor candidate availability, credential status, recruitment activity, current assignments, PRN eligibility, and readiness for placement.

For each staffing requirement, HAN will review:

1. Current assignment status.
 2. Weekday and weekend availability.
 3. Holiday and Important Date availability.
 4. Shift availability.
 5. Required licensure and certification status.
 6. Screening and compliance completion.
 7. Orientation and training status.
 8. Pending staffing requests.
-

9. Backup and replacement availability.
10. Upcoming assignment changes and reported vacancies.
11. PRN assignment activity and continued eligibility.

HAN will monitor PRN assignment activity to support the Facility's requirement that PRN personnel work a minimum of three days every thirty days to remain eligible for PRN status.

HAN will also verify current assignment status before scheduling personnel to prevent conflicting assignments and to comply with the Facility's restriction against Agency Staff working in multiple healthcare facilities during the same time period.

Known vacancies will be identified for replacement recruitment as soon as they are reported.

8. Replacement and Escalation Process

If an assigned employee becomes unavailable, resigns, fails to report, is removed from an assignment, or otherwise requires replacement, HAN will immediately begin replacement efforts.

If the Facility directs that an employee not return because of attendance, conduct, performance, or other contract compliance concerns, HAN will remove the individual from the assignment and begin identifying a replacement. The recruiting team will first review qualified personnel in CTM who meet the same classification, schedule, and Facility requirements.

If an immediately available replacement is not identified, the staffing requirement will be escalated to the Contract Manager for expanded candidate outreach and continued recruitment. HAN will maintain communication with the Facility regarding the status of the replacement effort until the requirement is resolved.

Replacement personnel will not begin work until all applicable replacement requirements are complete and Facility approval has been obtained when required.

3.6.2 RECRUITING PLAN DETAILING HOW VENDORS PLAN TO RECRUIT NURSING STAFF IN THE CLARKSBURG, WV AREA.

Section 3.6.2 Clarksburg Recruitment Plan

Health Advocates Network, Inc. DBA Staff Today (HAN) will conduct targeted recruitment for Registered Nurses, Licensed Practical Nurses, and Health Service Workers required by the West Virginia Veterans Nursing Facility in Clarksburg, West Virginia. HAN will recruit within the Clarksburg and surrounding West Virginia market and expand sourcing to regional and national labor markets as necessary to identify qualified personnel who are available and able to report to the Facility.

1. Recruitment for the Clarksburg Market

Upon contract award, HAN's Contract Manager will review the Facility's staffing requirements with the recruiting and compliance teams. This review will address the required RN, LPN, and HSW classifications, work schedules, applicable licensing and certification requirements, screening requirements, Facility orientation, and other conditions applicable to assignment.

Staffing requirements will be entered into the CTM Applicant Tracking System and assigned to recruiters for sourcing. HAN will recruit candidates from Clarksburg, surrounding West Virginia communities, and other locations based on qualifications, availability, and ability to report to the Facility.

Recruitment will not be limited by candidate residence. When additional candidates are required, HAN will expand sourcing to regional and national labor markets while confirming each candidate's ability to satisfy the Facility's schedule, credentialing, onboarding, and reporting requirements.

2. Local, Regional, and Expanded Candidate Sourcing

HAN will use multiple recruitment methods to identify qualified RN, LPN, and HSW personnel for the Facility. These methods will include:

1. Searching HAN's existing CTM candidate database by classification, location, credentials, work history, and availability.
2. Conducting direct telephone, email, and text outreach to qualified healthcare personnel within Clarksburg, surrounding West Virginia communities, and other applicable labor markets.
3. Posting available positions through established online employment platforms.
4. Using employee and professional referral networks to identify qualified nursing and direct care personnel.
5. Conducting recruiter outreach through professional networks, workforce resources, and nursing and nurse aide training programs.
6. Reengaging previously screened or previously assigned healthcare professionals whose credentials and availability align with current Facility requirements.

During initial outreach, recruiters will communicate the Facility location, requested classification, schedule, assignment expectations, required credentials, and applicable onboarding requirements. Candidate interest, availability, and ability to report to the Facility will be confirmed before the individual advances in the recruitment process.

3. Recruitment by Required Classification

HAN will recruit and evaluate candidates according to the licensing, certification, and qualification requirements applicable to each classification identified in the RFQ.

❖ Registered Nurses

RN candidates will be screened to confirm that they hold a valid West Virginia RN license or a valid multistate license authorizing practice in West Virginia, in good standing, together with current CPR certification and all other applicable Facility qualifications. HAN will review each candidate's relevant nursing experience. Candidates without prior experience may be considered in accordance with the Facility's requirements and may be subject to an extended orientation period.

❖ Licensed Practical Nurses

LPN candidates will be screened to confirm that they hold a valid West Virginia LPN license or a valid multistate license authorizing practice in West Virginia, in good standing, together with current CPR certification and all other applicable Facility qualifications. HAN will review each candidate's relevant nursing experience. Candidates without prior experience may be considered in accordance with the Facility's requirements and may be subject to an extended orientation period.

❖ Health Service Workers

HSW candidates will be recruited as Certified Nursing Assistants. HAN will verify that each proposed HSW holds the required West Virginia CNA certification and is registered and in good standing with the West Virginia Nurse Aide Registry. HAN will also verify current CPR certification and all other applicable Facility qualifications. HAN will review each candidate's relevant direct care experience. Candidates without prior experience may be considered in accordance with the Facility's requirements and may be subject to an extended orientation period.

Candidates will be considered only for classifications for which they satisfy the applicable licensing, certification, registry, screening, and Facility qualification requirements.

4. Candidate Screening and Qualification Review

Each prospective candidate will complete a structured screening and qualification review before placement consideration.

HAN will:

1. Confirm the candidate's interest, location, schedule availability, education, professional credentials, and relevant work history.
2. Review the candidate's completed application or resume to document education, work history, and relevant experience, if any.
3. Conduct required professional reference checks.
4. Verify professional licenses and certifications through the applicable licensing board, registry, or other authorized source.
5. Confirm that required licenses and certifications are current and in good standing and identify any restrictions or disciplinary issues that would affect placement eligibility.
6. Confirm the candidate's ability to satisfy the Facility's screening, health, orientation, training, scheduling, and documentation requirements.
7. Identify candidates who may require extended orientation based on experience and Facility requirements.

Candidates who do not meet the applicable licensing, certification, screening, or other mandatory Facility requirements will not advance to placement.

5. WV CARES and Preplacement Compliance

HAN will incorporate all applicable West Virginia and Facility specific compliance requirements into the recruitment and onboarding process for each proposed staff member.

At candidate submission and before placement, as applicable, HAN will verify completion of the following requirements:

1. WV CARES eligibility and required background screening for each proposed staff member.
2. Twelve panel drug screening.
3. Applicable West Virginia professional license, valid multistate nursing license authorizing practice in West Virginia, or required West Virginia CNA certification and Nurse Aide Registry status.
4. Current CPR certification.
5. Current Food Handler Card acceptable to the Facility for all positions, including a Harrison County Health Department Food Handler Card or acceptable state certification.
6. Required professional references.
7. Completed application or resume documenting education, work history, and relevant experience, if any.
8. Required confidentiality documentation.
9. Physical examination and required health and immunization documentation, including PPD and Hepatitis B documentation or an accepted Hepatitis B declination, as applicable.

CTM will be used to track the completion and status of required candidate documentation. Candidates with incomplete, expired, or unverified mandatory requirements will not be released for placement.

6. Facility Orientation and Assignment Readiness

During recruitment and onboarding, HAN will inform candidates of the Facility specific requirements associated with the assignment so that each candidate understands the required schedule, duties, attendance expectations, and onboarding obligations before accepting placement.

HAN will coordinate completion of applicable Facility requirements, including required in person orientation, competency assessments, PointClickCare training, Facility administration training, Facility provided thirty hours of initial Alzheimer's training, eight hours of annual Alzheimer's recertification training, and other education or training required by the RFQ.

Agency Staff who have previously completed the Facility's thirty-hour Alzheimer's training and remain continuously assigned to the Facility will continue with the required annual recertification training.

Assignment readiness will be confirmed after all applicable qualification, screening, credentialing, orientation, and Facility onboarding requirements have been completed.

7. Ongoing Candidate Pipeline and Short Notice Requirements

HAN will maintain ongoing recruitment throughout the contract term to support recurring staffing requirements, anticipated vacancies, replacement needs, and short notice requests.

CTM will be used to maintain and monitor the recruitment pipeline based on:

1. RN, LPN, or HSW classification.
2. Candidate location and ability to report to Clarksburg.
3. Weekday and weekend availability.
4. Holiday and Important Date availability.
5. Shift availability.
6. Current assignment status.
7. Credential and compliance status.
8. Orientation and training status.

Recruiters will continue sourcing candidates for classifications with recurring or anticipated demand and will periodically reconfirm candidate interest, availability, credentials, and ability to report to the Facility.

For short notice requirements, HAN will first contact qualified candidates within the active pipeline who meet the requested classification and applicable preplacement requirements. If the existing pipeline does not meet the requirement, HAN will expand recruitment to additional West Virginia, regional, and national labor markets to identify qualified personnel who are available and able to report to the Facility.

This ongoing recruitment process will maintain an active source of qualified RN, LPN, and HSW personnel for regular staffing needs, anticipated vacancies, replacement coverage, and short notice assignments.

Evidence of Direct Care Staffing Experience

Health Advocates Network, Inc. DBA Staff Today (HAN) has at least twelve months of experience operating a Direct Care Staffing organization and providing Direct Care Staffing Services. Attached are State of West Virginia Agency Master Agreements for Direct Care Staffing Services demonstrating HAN's qualifying experience from October 2, 2023 through October 1, 2024.

Please see the attached documented evidence on the next page.



State of West Virginia Agency Master Agreement

Order Date: 2023-08-15

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Number:	AMA 0512 3832 BHH24002W 1	Procurement Folder:	1273998
Document Name:	Direct Care Staffing Services	Reason for Modification:	
Document Description:	Direct Care Staffing Services		
Procurement Type:	Agency Master Agreement		
Buyer Name:	Roberta A Wagner		
Telephone:	(304) 558-0437		
Email:	roberta.a.wagner@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-10-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-10-01

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000038352 HEALTH ADVOCATES NETWORK INC 1875 NW CORPORATE BLVD STE 120 BOCA RATON FL 33431 US Vendor Contact Phone: 800-928-5561 Extension: 109 Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td>0</td></tr><tr><td>#3</td><td>No</td><td></td><td>0</td></tr><tr><td>#4</td><td>No</td><td></td><td>0</td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No		0	#3	No		0	#4	No		0	Requestor Name: Juan L Haynes Requestor Phone: 304-352-5641 Requestor Email: juan.l.haynes@wv.gov
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No		0																		
#3	No		0																		
#4	No		0																		

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount:

Open End

DEPARTMENT AUTHORIZED SIGNATURE

SIGNED BY

DATE:

ELECTRONIC SIGNATURE ON FILE

8-15-23



State of West Virginia
Agency Master Agreement

Order Date: 2023-08-15

CORRECT ORDER NUMBER MUST
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ORDER SHOULD BE DIRECTED TO
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Order Number:	AMA 0512 3832 BHH24001CC 1	Procurement Folder:	1272557
Document Name:	Direct Care Staffing Services	Reason for Modification:	
Document Description:	Direct Care Staffing Services		
Procurement Type:	Agency Master Agreement		
Buyer Name:	Roberta A Wagner		
Telephone:	(304) 558-0437		
Email:	roberta.a.wagner@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-10-02
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