



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

**Solicitation**

NUMBER
MMB13100

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY  
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HEALTH AND HUMAN RESOURCES  
 MILDRED MITCHELL-BATEMAN  
 HOSPITAL  
 1530 NORWAY AVENUE  
 HUNTINGTON, WV  
 25705 304-525-7801

DATE PRINTED
02/01/2013

BID OPENING DATE: 02/14/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1. ADDENDUM ISSUED TO RESPONSE TO VENDOR'S QUESTIONS REGARDING THE ORIGINAL RFQ SUBMITTED. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. TO PROVIDE REVISED PRICING PAGE. REVISED PRICING PAGE IS ALSO ATTACHED.						
3. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.						
----- END OF ADDENDUM NO. 01 -----						
0001	1	HR		964-65		
HOURLY RATE: - RN ALL INCLUSIVE FEE.						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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HEALTH AND HUMAN RESOURCES  
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BID OPENING DATE: 02/14/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
TO PROVIDE AN OPEN END CONTRACT FOR "LOCUM TENENS" FOR PSYCHIATRIC REGISTERED NURSES (RN) OR LICENSED PRACTICAL NURSE(S) (LPN) WITH PSYCHIATRIC EXPERIENCE (MINIMUM 1 YEAR) TO MEET THE STAFFING REQUIREMENTS OF AN ADULT PSYCHIATRIC HOSPITAL, MILDRED MITCHELL-BATEMAN HOSPITAL LOCATED AT 1530 NORWAY AVENUE, HUNTINGTON, WV.						
0002	1	HR		964-65		
				OVERTIME RATE: - RN ALL INCLUSIVE FEE.		
0003	1	HR		964-65		
				HOLIDAY RATE: - RN ALL INCLUSIVE FEE.		
0004	1	HR		964-65		
				HOURLY RATE: - LPN ALL INCLUSIVE FEE.		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 MILDRED MITCHELL-BATEMAN  
 HOSPITAL  
 1530 NORWAY AVENUE  
 HUNTINGTON, WV  
 25705 304-525-7801

DATE PRINTED
02/01/2013

BID OPENING DATE: 02/14/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0005	1	HR		964-65		
				OVERTIME RATE: - LPN ALL INCLUSIVE FEE.		
0006	1	HR		964-65		
				HOLIDAY RATE: LPN ALL INCLUSIVE FEE.		
***** THIS IS THE END OF RFQ MMB13100 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: MMB13100

Addendum Number: 01

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

**Applicable Addendum Category:**

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

**Description of Modification to Solicitation:**

1. To provide answers to Vendor's questions regarding the original RFQ.
2. To provide revised pricing page.
3. To provide addendum acknowledgement.

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

**Terms and Conditions:**

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

ATTACHMENT A

QUESTIONSQuestion #1:

I wanted to determine if you will be requiring the awarded vendor to roll over some/any of the current employees?

Answer #1:

No, we are not permitted by the rules of purchasing, each contract stands alone.

Question #2:

Which vendor(s) are currently providing Psychiatric-Nursing Services to Mildred Mitchell-Bateman Hospital?

Answer #2:

1. Maxim Healthcare Services, LLC  
DBA Maxim Staffing Solutions
2. Capitol Medical, Inc.
3. Aureus Nursing, LLC

Question #3:

What is the current hourly rate charged by the vendor(s)?

Answer #3:Maxim's Rate

RN2:

Hourly Rate: \$42.00/hour (all inclusive)

Overtime Rate: \$63.00/hour (all inclusive)

Holiday Rate: \$63.00/hour (all inclusive)

RN3:

Hourly Rate: \$50.00/hour (all inclusive)

Overtime Rate: \$75.00/hour (all inclusive)

Holiday Rate: \$75.00/hour (all inclusive)

LPN:

Hourly Rate: \$32.00/hour (all inclusive)

Overtime Rate: \$48.00/hour (all inclusive)

Holiday Rate: \$48.00/hour (all inclusive)

Capitol's Rate

RN2:

Hourly Rate: \$45.00/hour (all inclusive)

Overtime Rate: \$67.50/hour (all inclusive)

Holiday Rate: \$67.50/hour (all inclusive)

RN3:

Hourly Rate: \$48.00/hour (all inclusive)

Overtime Rate: \$72.00/hour (all inclusive)

Holiday Rate: \$72.00/hour (all inclusive)

LPN:

Hourly Rate: \$30.00/hour (all inclusive)

Overtime Rate: \$45.00/hour (all inclusive)

Holiday Rate: \$45.00/hour (all inclusive)

**Aureus's Rates:**

RN2:

Hourly Rate: \$61.00/hour (all inclusive)

Overtime Rate: \$79.30/hour (all inclusive)

Holiday Rate: \$79.30/hour (all inclusive)

RN3:

Hourly Rate: \$61.00/hour (all inclusive)

Overtime Rate: \$79.30/hour (all inclusive)

Holiday Rate: \$79.30/hour (all inclusive)

LPN:

Hourly Rate: \$46.00/hour (all inclusive)

Overtime Rate: \$59.80/hour (all inclusive)

Holiday Rate: \$59.80/hour (all inclusive)

**Question #4:**

What have been the previous year's historical hours of usage for Nursing Services?

**Answer #4:****Year 2012****LPN**

Regular Hours: 8,663.50

Overtime Hours: 1,336.00

Total LPN Hours: 9,999.50

**RN 2**

Regular Hours: 6,873.25

Overtime Hours: 750.50

Total LPN Hours: 7,623.75

**RN 3**

Regular Hours: 3,218.75

Overtime Hours: 371.00

Total LPN Hours: 3,589.75

**Year 2013****LPN**

Regular Hours: 1,108.50

Overtime Hours: 319.00

Total LPN Hours: 1,427.50

**RN 2**

Regular Hours: 643.50

Overtime Hours: 111.75

Total LPN Hours: 755.25

**RN 3**

Regular Hours: 585.00

Overtime Hours: 127.50

Total LPN Hours: 712.50

**Question #5:**

Will this contract encompass all West Virginia facilities?

**Answer #5:**

No, It will strictly be used by Mildred Mitchell-Bateman Hospital.

**Question #6:**

Pertaining to PG 23, Section 4.2.1.7

Are we not allowed to hire a previously dismissed employee from the Mildred Mitchell-Bateman Hospital into our company at all? Or is this requirement solely isolated to hiring them to work in the hospital again?

**Answer#6:**

You may hire them; however they cannot come back to work for any State of WV, Department of Health & Human Resources (DHHR) facility or office.

**Question #7:**

Pertaining to Pg. 15 Section 39 Confidentiality

Would like to request that notifications in all sections be changed from “immediately” to “promptly but no later than 72 hours” and Section 4.4.2.2 be changed to 72 hours as well.

**Answer #7:**

No changes as this question does not apply to the section referenced.

**Question #8:**

Pertaining to Pg. 21 Section 4.1.1.4

Would like to revise the following to state: “RN’s” must participate in Treatment Team Meetings to provide input on individualized Treatment Plans, direct consultations, receive and give recommendations to and from other disciplines to maximize positive behavioral results.

**Answer #8:****Revise Section 4.1.1.4 from:**

RN(s) must participate in Treatment Team Meetings to develop individualized Treatment Plans, direct consultations, receive and give recommendations to and from other disciplines to maximize positive behavioral results.

**Revise Section 4.1.1.4 to:**

RN(s) must participate in Treatment Team Meetings to provide input on individualized Treatment Plans, direct consultations, receive and give recommendations to and from other disciplines to maximize positive behavioral results.



**REVISIONS****Revision #1:****Revise Section 4.2.1.7 from:**

Successful vendor will not hire any nurse who is currently or has been an employee of WVDHHR/Mildred Mitchell-Bateman Hospital within six (6) months of nurse's release date from Mildred Mitchell-Bateman Hospital.

Successful vendor will not allow any nurse who was dismissed to return to work through the staffing agency at Mildred Mitchell-Bateman Hospital.

Successful vendor will be responsible for a replacement fee of \$50,000 for being in violation of attempting to recruits or hire current or former employees of Mildred Mitchell-Bateman Hospital.

**Revise Section 4.2.1.7 to:**

The hospital will not allow any previous employee who was dismissed for disciplinary or performance reasons by any DHHR Facility or Office to return and work through the staffing vendor.

**Revision #2:**

To provide revised Pricing Page

**Revision #3:**

To provide Addendum Acknowledgement. This document should be signed and returned with your bid. Failure to sign and return with your bid may result in disqualification of your bid.

REQUEST FOR QUOTATION  
MMB13100 Locum Tenens Nurses

Pricing Page

Item #	Estimated # of Hours	Level of Psychiatric Nursing	Unit Cost	Total Cost
#1		Registered Nurse (RN)	\$ _____	\$ _____
	20,000	A. Regular Hours	\$ _____	\$ _____
	3,000	B. Overtime Hours	\$ _____	\$ _____
	104	C. Holiday Hours	\$ _____	\$ _____
#2		Licensed Practical Nurse (LPN)	\$ _____	\$ _____
	20,000	A. Regular Hours	\$ _____	\$ _____
	3,000	B. Overtime Hours	\$ _____	\$ _____
	104	C. Holiday Hours	\$ _____	\$ _____
GRAND TOTAL OF "A"				\$ _____
GRAND TOTAL OF "B"				\$ _____
GRAND TOTAL OF "C"				\$ _____
GRAND TOTAL				\$ _____
#3		Permanent Placement Fee:*		
		Registered Nurse	\$ _____	
		Licensed Practical Nurse	\$ _____	

\*One time placement fee for each permanently placed employee by the vendor.

Rates are all inclusive

This is a progressive award contract and the award will be made from the lowest to the highest Grand Total for "RN's" and "LPN's" meeting the required mandatory specifications. Lowest will be vendor "A", second lowest will be "B" and so on.

Use of this contract will work the same. Agency must contact the lowest bid first and if they cannot provide the agency needs within the time frame allowed in the attached specifications, Agency will then contact the next lowest bidder and so on, until one of the vendors awarded the contract, can cover the immediate needs.

The number of hours is only an estimation to be used for bid, we may require more or less hours than stated above.

Please Print Information Below.

Company Name: \_\_\_\_\_

Sales Representative: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Remit to Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** MMB13100

**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 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.

\_\_\_\_\_  
Company

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

\_\_\_\_\_  
Date

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