



**Certified Nursing Assistance (CNA)
Division of Developmental Disabilities Services
(DDS)**

Bid Number: 710-21-0031

Submitted on: June 14, 2021

Submitted to:

**Chorsie Burns
OP Buyer
Arkansas Department of Human Services
Office of Procurement
700 Main Street Slot W345
Little Rock, AR 7220
Phone: 501-682-6327
Email: chorsie.burns@dhs.arkansas.gov**

Submitted by:

**Greeshma J. Verma
Director of Government Services
Global Empire, LLC
2151 Linglestown Road, Suite 180
Harrisburg, PA 17110
Phone: 717-540-6894
Fax: 717-303-3557
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GHG is a minority owned business

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A. BID SIGNATURE PAGE

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:	Global Empire, LLC				
Address:	2151 Linglestown Rd. Suite 180				
City:	Harrisburg	State:	PA	Zip Code:	17110
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit				
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned				
AR Certification #: _____ * See Minority and Women-Owned Business Policy					

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Greeshma J. Verma	Title:	Director of Government Services
Phone:	717-540-6894	Alternate Phone:	Cell: 717-439-5222
Email:	bids@globalempirellc.com		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>
ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.
ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: p.p.  Title: Director of Government Services
Use Ink Only.

Printed/Typed Name: Greeshma. J. Verma Date: 6/7/2021

B. ATTACHMENT A

Contract Number _____

Attachment Number _____

Action Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☒ No

IS THIS FOR:

TAXPAYER ID NAME:

Goods? ☐ Services? ☒ Both? ☐

YOUR LAST NAME:

FIRST NAME

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☒ None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☒ None of the above applies

DHS Revision 11/05/2014

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature P.P. Shumilov Title Director of Government Services Date 6/9/2021
 Vendor Contact Person Greeshma J. Verma Title Director of Government Services Phone No. (717) 540-6894

Agency use only

Agency Number 0710 Agency Name Department of Human Services Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____

DHS Revision 11/05/2014

C. EQUAL OPPORTUNITY POLICY



TOPIC: NON-DISCRIMINATION-AFFIRMATIVE ACTION AND PROVISION OF SERVICES IN NON-DISCRIMINATORY MANNER

Policy:

In our efforts to develop our affirmative action program, we hereby reaffirm and formalize our commitment to the principle of equal employment opportunity and provision of services in non discriminatory manner to clients.

This company's policy is to ensure equal employment opportunity for all without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other non-job-related characteristics. While this document cannot be considered an employment contract between GHG and its employees, we view the principle of equal opportunity as a vital element in the employment process and as a hallmark of good management.

Procedure for Affirmative Action:

In developing our affirmative action program, we commit ourselves to:

Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, national origin, disability, veterans status or any other non-job-related characteristic.

Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.

Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training and education are administered in a nondiscriminatory manner.

In developing the Affirmative Action Plan, we have analyzed our workforce and established placement goals to apply good faith efforts to increases the percentage of employment of minorities, women, veterans, and disabled individuals in the workforce.

It is our desire that the combination of measurable goals and directed effort will make equal employment opportunity a fact at this facility. To ensure our goals for equal employment opportunity may be achieved through our good faith efforts, we have established various levels of responsibility to both direct and oversee our affirmative action efforts.

The HR Specialist of GHG has been designated Equal Employment Opportunity Officer of the company. The Human Resource Department is responsible for monitoring affirmative action efforts and for providing equal opportunity training and recommending outside resources. Individual managers and supervisors are responsible for ensuring that their employment decisions comply with the principles embodied in Title VII, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, Executive Order 11246, Revised Order No. 4, and the Americans with Disabilities Act.

Procedure for Provision of Services in non-discriminatory Manner:

GHG shall provide necessary home care services to persons in need to the extent such person may be entitled to same and such services that are available at GHG Home Care. In providing homecare services, GHG will not:

1. Deny a qualified consumer an opportunity to receive benefits or services that are offered to others;
2. Deny a qualified consumer benefits or services to which he or she is entitled;
3. Provide a qualified consumer with benefits or services that are not as effective as the benefits or services provided to others;
4. Provide benefits or services in a manner that limits or has the effect of limiting the participation of qualified consumer
5. Limited English Proficient (LEP) individuals shall be advised of their right to receive appropriate interpreter or auxiliary services at no cost to them.
6. A notice regarding non-discrimination in admission or access to service, its programs and activities shall be provided to patients in the form of "The GHG Patient and Client Bill of Rights."
7. Qualified consumers, including those with impaired sensory or speaking skills, will receive effective notice consistent with their disability concerning consent to service and/or waivers of rights.
8. GHG will make a good-faith attempt to provide reasonable accommodation to a person with a disability so as to provide access to services, seminars and classes offered by GHG.


Any person who believes that he, she, or another person has been subjected to discrimination which violates this Policy may file a complaint using GHG's complaint and grievance procedure.

D. VENDOR AGREEMENT AND COMPLIANCE

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are **NON-mandatory** must be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.


By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Vendor Name:	Global Empire, LLC	Date:	6/9/2021
Signature:	p.p. 	Title:	Director of Government Services
Printed Name:	Greeshma J. Verma		

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory must be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.


By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Vendor Name:	Global Empire, LLC	Date:	6/9/2021
Signature:	p.p. 	Title:	Director of Government Services
Printed Name:	Greeshma J. Verma		

SECTION 3 - VENDOR AGREEMENT AND COMPLIANCE

- *Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.*

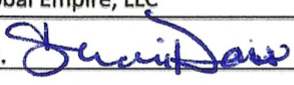
By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Vendor Name:	Global Empire, LLC	Date:	6/11/2021
Signature:	p.p. 	Title:	Director of Government Services
Printed Name:	Greeshma J. Verma		

SECTION 4 - VENDOR AGREEMENT AND COMPLIANCE

- *Exceptions to Requirements shall cause the vendor's proposal to be disqualified.*

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Vendor Name:	Global Empire, LLC	Date:	6/11/2021
Signature:	p.p. 	Title:	Director of Government Services
Printed Name:	Greeshma J. Verma		

E. PROPOSED CONTRACTORS FORM

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

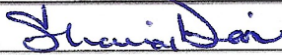
PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

☒ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

By signature below, vendor agrees to and **shall** fully comply with all Requirements related to subcontractors as shown in the bid solicitation.

Vendor Name:	Global Empire, LLC	Date:	6/11/2021
Signature:	p.p. 	Title:	Director of Government Services
Printed Name:	Global Empire, LLC		

F. BACKGROUND AND ORGANIZATION

Global Empire (“GHG”), established in 1999 in Harrisburg Pennsylvania, is a certified Minority-Owned Business Enterprise that is a part of the Noor, Inc. family of companies. The Noor Inc. family of companies provides Healthcare, IT, Professional and Administrative staffing services.

GHG is a division that specializes in providing healthcare staffing to the government and commercial clients across the nation. We have extensive experience working with federal, state, and local government agencies.

GHG has a strong resourcing and recruiting team and with our dedicated team of professionals, we provide focused contract management solutions and accommodate all procedures and protocols required for clients in the non-profit, government and for-profit sectors. Our core competency of strategic recruiting and optimal customer service distinguishes us from other staffing companies.

At GHG, it is our goal to align our thinking to that of our clients. Informed by more than a job description, we immerse ourselves in our client’s culture to gain an understanding of management style, organizational goals and history, ideal hires and hires that were less successful. We meet with more candidates for a position than our clients ever could independently, and we constantly source passive candidates to create a pipeline of potential hires. Equally important is GHG's “ownership” of our candidate base; we act as a career consultant to our candidates and they appreciate our investment in their success.

GHG is particular with our skills evaluation, reference and background checks and market intelligence. Our researchers provide clients with the latest data as to rates of compensation, average tenure, titles and organizational structure. Combining data with the assurance that hard skills, references and screening results meet client expectations for excellence allows GHG to make the right placement for clients in every industry.

In the previous 12 years, GHG has helped a long list of clients, both government and corporate, to find satisfactory multi-sector staffing solutions that best fit to their needs and internal professional culture. GHG is a well-established, liquid and profitable company with sufficient financial strength, capacity, working capital and other resources to perform this contract.

GHG and its family of companies have grown to over \$80 million in annual net revenues. Our family of companies has seen tremendous growth in recent years with its revenue increasing from \$14,300,000 in 2013 to over \$66,000,000 in 2015. This stable and continuous growth trend extended through 2019 as well with annual revenue of \$80,000,000.

Placement Specialties:

- *Contract and Temporary:* GHG builds strong relationships with our contingent employees and we are confident they have the abilities and skill set required to deliver superior performance. Our contingent employees are prepared to make immediate contributions for any length of time, providing the flexibility sought by our clients;
- *Temporary to Permanent:* Temp-to-Perm arrangements are ideal for clients who wish to avoid a search fee or prefer to observe a candidate’s abilities in the workplace prior to making a hiring commitment. Candidates also have the chance to understand and embrace a client’s values, goals and practices while serving in an interim capacity;
- *Permanent Placement:* GHG leverages our proven techniques and deep resources to fill even the most challenging positions. We handle everything from identifying and screening candidates to negotiating the offer to ensure the most favorable hiring outcomes for our clients.

Nature of Business & Services Performed

GHG was ranked as the 2nd fastest growing company in Central Pennsylvania in 2017, and this serves as a statement of capability for us:

- Minority Business Enterprise (MBE) Certification
- GSA Schedule – Contract # V797D-70129(Effective May 1,2017-April 30, 2022)
- Over 15 years of industry experience
- Clients include Federal, State, & Local Government entities, and Fortune 500 companies
- Recruiter & Provider of International Healthcare Professionals like RN/PT/OT
- Provide prime healthcare staffing services at more than 300 facilities nationwide
- GHG provides Medical Staffing Solutions in the accordance with the following industry practices: Contract Staffing; Contract to hire; and Permanent Hire Staff.



GHG's Average number of healthcare personnel placements:

SIN #	Description	Placements Per Year
621-025	Registered Nurse (General)	12
621-025	Registered Nurse (Specialist)	2
621-026	Dentist	3
621-027	Pharmacist	4
621-033	Dental Hygienist	5
621-033	Dental Assistant	9
621-035	Physical Therapist	10
621-038	Licensed Practical/Vocational Nurse	5
621-039	Medical Assistant (Certified/Registered)	9
621-040	Nursing Assistant (Certified/Registered)	4
621-046	Phlebotomist	11
621-046	Medical Lab Technician	3
621-047	Mental Health Counselor	4
621-047	Social Worker	3
621-049	Operating Room/Surgical Technician	3
621-050	Radiography	8
621-050	Radiation Therapist	5
621-051	Pharmacy Technician	10
621-054	Nurse Practitioner	1
621-055	Dosimetrist	4
621-061	Physicist	1

Our mission at GHG is to understand the unique needs of our clients and provide them with result oriented, cost effective, and reliable solutions. We provide innovative workforce solutions to companies of all sizes nationwide, to meet the challenges of today's changing business environment. We have the resources and focus to help government agencies and private companies maximize the efficiency and productivity of their workforce through our wide array of services and e-capabilities.

G. PROJECT STAFF

If selected for this contract, the following leaders would provide supervision and support on this activity:

Greeshma Verma is responsible for the overall coordination and completion of services and she will serve as the single point of contact for this contract between DDS and GHG.

Ana Rowling is in charge of recruiting for Government/Federal contracts. She has over 10 years of experience recruiting healthcare professionals for the government and commercial clients.

Shania Davis, Government Contract Coordinator will coordinate with the Recruiting Manager and Director of Government Services for scheduling. She will assist with compliance, on-boarding and benefits.

Primary Point of Contact: Ms. Greeshma J. Verma – Director of Government Services (POC)

Tel: 717-540-6894, Fax: 717-303-3557, Email: gverma@globalempirellc.com

Secondary Point of Contact: Ms. Shania Davis - Contracts/HR Coordinator

Tel: 717-540-1500 Ext. 17, Fax: 717-303-3557, Email: sdavis@globalempirellc.com

Ms. Luizza Rossa Vinas – National Recruiter

Tel: 717-900-3222, Fax: 717-900-3222, Email: luizza@globalempirellc.com

Ms. Anita Kodwin – Accounts and Billing Manager

Tel: 717-303-3517, Fax: 717-540-8502, Email: anita@noorinc.com

Mr. Ronald Sanchez - Payroll Manager

Tel: 212-634-3104 x4096; Email: rsanchez@noorstaffing.com

General Contact Information:

Global Empire, LLC
2151 Linglestown Road, Suite 180
Harrisburg, PA 17110
Tel: 717-540-6894 / 717-439-5222
Fax: 717-303-3557

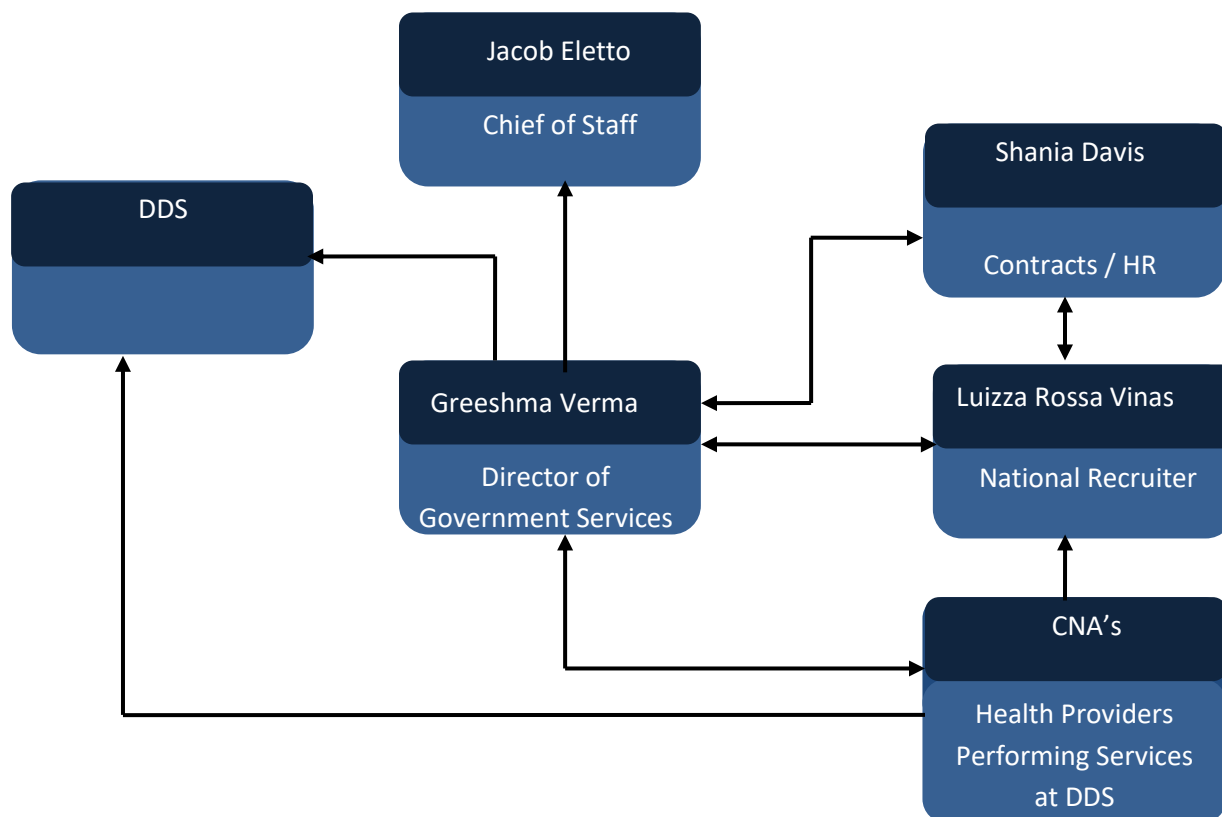
Company Designations:

TIN No	:	25-1836736
NPI No	:	1063408045
DUNS No	:	127326473
CAGE No	:	3XEG5
GSA Contract No	:	V797D-70129
Status	:	Minority Owned Business
SAM Registration	:	Active
Parent Company	:	GHG Holdings, Inc.
Parent Company TIN No:	:	46-4331213

H. ORGANIZATIONAL CHART

The following organizational chart shows the lines of authority as they relate to the services needed.

Certified Nursing Assistance DDS



I. ROSTER OF PROPOSED CANDIDATES'

Arkadelphia

Keyunia Smith
Kimberly Hunter
Latausha Lewis
Maria Vidal
Morgyn Goodnight
Zhane Townes

Boonville

Ashley Turley
Chanda Self
Gracie Nolen
Kelsey Maxon
Leslie McCormack
Shaley Price-Burgess

Conway

Ashley Finnie
Audrey Scruggs
Infinity Parks
Khadijia White
Tymeka Rollins

Jonesboro

Ashley Mahone
Kewone Carto
Madison Balch
Mica Wilborn
Morgan Medlin
Shelly Pankey

Southeast

Felicia Stanley
Jerry Norsey
Ke'Unna Thomas
Mary Charles
Ruby Ashford
Sholonda Jones

J. PAST & PRESENT PERFORMANCE

The table below contains a list of GHG's several valued customers and an introduction to the services we provide to each.

Name of the Client	Summary
U.S. Department of Veterans Affairs	GHG was awarded a VA contract on June 15, 2007. GSA Schedule Contract #: V797D-70129. We provide RN (General and Specialty), Nurse Practitioner, and Nurse Assistant, PT, PTA, OT, OTA, Dental Hygienist, and more to Department of Veteran Affairs. We are dedicated to provide excellent services to Department of Veteran Affairs.
Dept of Navy - National Navy Medical Center	Through Competitive bidding, GHG is providing Nursing Services (Nurse Specialist) to NNMC since 2007. GHG has stood up to the expectations and service level of NNMC since the award of the contract.
Department of Army	GHG is providing the Medical, Nursing and Technician Healthcare Services to various Army Medical Centers across the nation.
Department of Labor - Job Corps Center Healthcare Services	GHG is providing Dental and Medical Services to 10 Job Corps Center across the nation.
Federal Bureau of Prisons	GHG is providing a plethora of Healthcare Services to 13 different Correctional facilities across the nation.
U.S. Department of Agriculture	GHG is providing Dental and Medical Services to 4 Job Corps Center across the nation.
Westchester Medical Center	GHG has a blanket contract with WMC since 2007 for providing Healthcare Staffing Services like Dental Services, nurse staffing, and other healthcare and administrative professionals
Commonwealth of Pennsylvania (State Correctional Facilities)	GHG was successfully awarded a contract for providing Radiologic Technologist to SCI-Graterford in the year 2004-05. GHG successfully delivered and completed the contract with the highest level of service.
Commonwealth of Pennsylvania (Department of Public Welfare)	GHG is a licensed Homecare Services Company providing services to various counties and agencies in the State of Pennsylvania.
Prison Health Services & City of Philadelphia	GHG is a subcontractor to Philadelphia Prison System and has been providing healthcare and medical staffing services there since 2002.
PA Department of Corrections – SCI, Camp Hill	Over the last five years, GHG regularly provides healthcare staffing services to various State Correctional facilities in PA. GHG has provided excellent staff of correctional nurses at SCI Camp Hill, PA.
Georgia Correctional Healthcare (GCHC)	GHG is providing health care services to inmates of the Georgia Department of Corrections (GDC)
Montgomery County Prison – MD	GHG has a contract with Montgomery County, MD, to provide Temporary Nurse Services to inmates of Montgomery County Department of Correction and Rehabilitation

K. CLIENT REFERENCES

Organization/Customer	Vizient Inc.
Period of Performance	2016 to present
Description of Services	Temporary Nursing Staff
Point of Contact	Ximena Arenas-Valle
Phone Number	972.830.2940
Email	ximena.arenasvalle@vizientinc.com

Organization/Customer	Peterson Air Force Base
Period of Performance	2017 to present
Description of Services	Two (2) Registered Nurse (Case Managers)
Point of Contact	Kira M. Waller, TSgt, USAF
Phone Number	719.556.1354 DSN: 834.1354
Email	kira.waller@us.af.mil

Organization/Customer	Atlanta VAMC
Period of Performance	2013 to 2020
Description of Services	Registered Nurses = 3; CNA= 11; LPN = 6
Point of Contact	Don Grier
Phone Number	(404) 321-6111 ext. 4926
Email	don.grier@va.gov

L. MANAGEMENT PLANNING & PROJECT MANAGEMENT

GHG is a nationally renowned staffing company dedicated to provide qualified medical professionals to match the high standards of government and commercial clients' expectations. GHG has more than 15 years of experience in providing healthcare staffing services to our clients nationwide in a timely and seamless manner. This section details our systems and resources, recruitment methodology, screening and verification methodology, employee retention plans, contingency plans and substitution and replacement plans to ensure continuous and timely fulfillment of staffing requirements.

1.0 Systems and Resources

GHG has sufficient resources to continuously support the Government through the duration of this contract without any interruptions. GHG has a proven track record and expertise to successfully recruit and place healthcare professionals nationwide. On an average, we have around 300 full-time and part-time employees in our payroll. Apart from our own employees, we have a large database of qualified medical professionals. We consider these professionals as our extended workforce.

We believe in demand-based recruitment, we have a huge database of qualified professionals and we can verify their credentials and place them in a short time if there is sufficient demand from our clients. GHG's conscientious staff is dedicated to providing superior customer services to our clients, employees and candidates.

2.0 Contract Management Capabilities

GHG is committed to providing DDS with:

- Certified Medical Assistant services of the highest caliber with HIPAA compliance at competitive pricing
- The resources, procedures, and infrastructure required to be completely responsive

The GHG Contract/Service Management Plan ensures that its customers receive services that exceed all expectations, while providing continuous process improvement and employee development. We take pride in streamlining the process of contract management while delivering scalable solutions. The contract Management Program involves every employee and it is monitored and controlled by all levels of management. This extensive review ensures the accuracy of all credentials submitted to the government and demonstrates that our candidate stand up to critical peer review. GHG has been meeting all government requirements and compliances necessary and offering quality services. This quality approach is built upon:

- Hiring and Recruiting Qualified Personnel
- Applying Knowledgeable People to Each Task Order
- Applying Experience in all departments of the organization
- Review & Continuous Feedback

GHG has experienced recruiters with an average experience of 7-10 years in recruiting of healthcare professionals. Our recruiters are very experienced in understanding the exact client needs and providing the right fit for the job on a timely manner. They have sufficient subject matter knowledge to understand the exact nature of the clients' requirement and shortlist the candidates immediately after preliminary interview. GHG intends to assign two recruiters to each recruitment project.

Our experienced healthcare professionals are licensed, certified, and registered in their areas of specialization. We guarantee a lead-time of seventy-two hours to our clients for presenting potential candidates available for interview. In a nutshell, our qualified staff, abundant database of potential professionals, stringent recruitment methodology, strong past performance record, industry-leading compensation plan, fringe benefits, competitive

costs and ability to provide qualified and thoroughly screened healthcare professionals, constitutes our unique selling proposition.

We use Avionte staffing and accounting software which integrates front and back office systems necessary in the staffing industry today. Using Avionte has produced measurable improvements in client/employee satisfaction and retention. Key features of the Payroll and Billing tools include: time tracking, payroll, billing and accounts receivables, accounts payable, payment processing, reporting, and general ledger. An integrated financial system means that Avionte automatically updated as transactions occur allowing us to produce accurate financial statements and other reports on demand.

3.0 Financial Capabilities

1. Highlights

- Our company was ranked as the 13th “Fastest Growing Company” in Central PA in 2001, 2002, and 2004. GHG then ranked 9th in 2015 and ranked as the 2nd “Fastest Growing Company” in Central PA in 2017.
- Strong financial performance with a 400% growth in bottom-line and a 50% growth in revenue
- GHG was awarded the 3rd largest Minority Owned Company in Central PA in 2009.
- GHG is a Minority Owned Business which has grown at an average of 300% since its inception in 1999

2. Well Established Company with a high revenue base

- GHG is a well-established, liquid, and profitable company with financial strength and capacity, working capital, and other resources to perform the contract.
- GHG has annual turnover of \$17 million with professional management.

3. Desirable Financial Ratios

- Due to our high asset values and small amount of liabilities, Global has *high Current Ratios* (Total Current Assets/Total Current Liabilities).
- Further, a great portion of our Current Assets are liquid (cash); therefore, our *Cash Ratios are very high* and highlight our ability to perform the contract without financial assistance from any outside source.
- Due to our low level of corporate debt, Global and our CTA partners have *low Debt Ratios* which reinforce the long term solvency and stability of our companies.
- Finally, our high gross profit margins and returns on assets highlight the continual profitability of our firms.

4. Impeccable Past Performance on contracts of similar size and scope

- GHG serviced projects/task orders for more than 40 Federal agencies, similar in size and scope to this proposed project, this offers prima facie evidence that supports our financial strength, capacity, and resources to handle similar contracts.

M. RECRUITMENT METHODOLOGY

GHG is well equipped to successfully address current and future healthcare staffing needs of the Government and Commercial Clients. This section describes our overall approach and the methodology for providing healthcare staffing services to our valued clients. We have customized our methodology to meet the needs of the Government and other agencies in a timely manner. GHG takes great pride in its unique and un-matched recruiting methods that were developed internally and are proprietary in nature. GHG will employ a recruiting strategy made up of five primary components. These five customized recruiting methods will ensure that qualified medical professionals are recruited and placed in a seamless manner.

- a. Incumbent Professionals Recruiting**
- b. Internal Pool Recruiting**
- c. Innovative Mass Recruiting Methods**
- d. Traditional Recruiting Method**
- e. Modern Recruitment Methods**

These five recruiting methods will ensure that proper personnel are recruited and placed to work in a timely fashion.

1. Incumbent Qualified Worker – GHG respects existing providers on current contracts for continuity of service to patients. We also understand the reduced training/orientation efforts and expeditions turn-around achieved by the incumbent employees. GHG makes every effort to hire the service employees to continuing performing medical services at the government facilities. We satisfy all applicable laws and Executive orders 13495 while offering employment under the contract. Our attractive compensation, fringe benefits and conscientious management team have drawn the loyalty of incumbent employees.
2. Internal Pool Recruitment – GHG has an extensive pool of candidates and recruit candidates across the nation. Our Recruiting/Scheduling Manager and Project Manager assigned to this project upon contract award to GHG will manage this pool and submit the medical professionals to our clients.
3. Innovative Mass Recruiting Method – GHG maintains a distinct competitive advantage in the staffing industry through the highly creative and innovative recruiting methods used to grow its operations. These proprietary mass recruiting techniques allow our company to quickly ramp up a large pool of in-bound applicants by professional category and can be focused specifically to the client location
4. Traditional Recruitment Methods – In addition to unique and internally developed methods of recruiting, GHG utilizes traditional methods, including paper advertisement, Local Employment Office Postings, local magazine advertising, direct mail, and radio spots to attract potential candidates. GHG also has a Website dedicated to recruiting medical professionals who pro-actively submit their resumes to job board websites such as Monster.com, careerbuilder.com, Indeed.com etc.
5. Modern Recruitment Methods – GHG uses the services of Social Media, when recruiting today, since it allows us to form a vast pool of potential candidates, within short period of time. We use social media websites such as LinkedIn, Facebook, and Twitter to find potential healthcare professionals.

We have customized our methodology to meet the needs of the Government and Commercial Clients in a timely manner, taking into account the size of the target markets and the professionals in demand by the agencies that constitute our target market. The key features of our overall approach and methodology for providing healthcare staffing services to the government are listed below. Such a procedure ensures the company is only placing the best, most qualified employees to work.

GHG is well equipped to successfully address the staffing needs of DDS, and it has a team of full time recruiters with experience in recruiting healthcare professionals. Our recruiters are experienced and have sufficient subject matter knowledge to understand the exact nature of the client's requirements and preliminarily interview the candidates. The key features of our overall approach and methodology for providing healthcare staffing services to the government and commercial clients are listed on the figure below (See Figure).

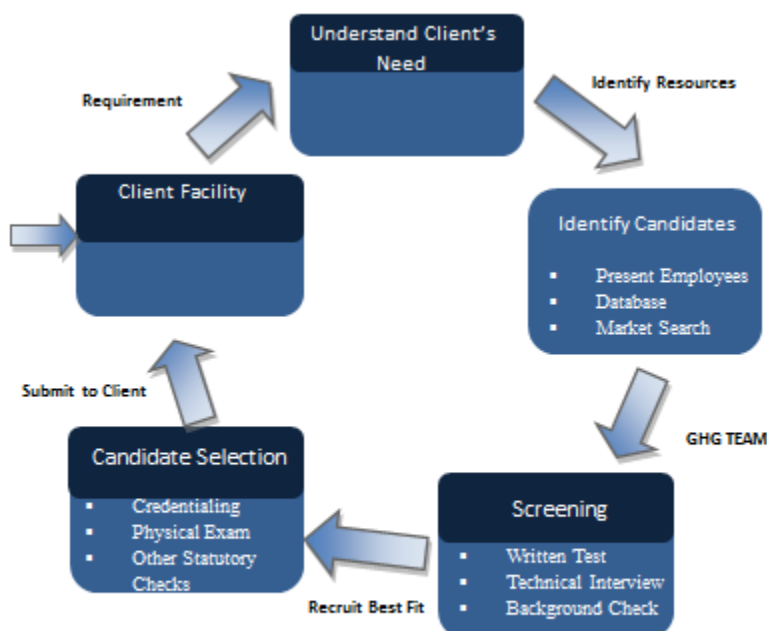


Fig: Recruitment Methodology

Pre-Screening Methodology: The prescreening methodology starts with GHG reviewing the requirements/statement of work for recruiting potential healthcare professionals. GHG's prescreening methodology comprises two main steps:

- a. **Understanding the Requirement** – Once GHG receives the requirement or contract award, our sales and recruiting staff makes concerted endeavors to thoroughly understand the requirement. Any doubts and clarifications are sought from the client promptly. This step is mandatory as it enables us to identify candidates who are a perfect fit for the position.
- b. **Identification of Potential Fits** – Once we understand the requirement, our professional team is dedicated to match a perfect fit between a candidate and a client. As a first step, our recruiters go over the skills of our employees and try to determine if any of our employees will be good fit for the position and whether he/she is presently available to take the assignment. If none of the employees meet the requirement in terms of skills, licensure, and availability, then our recruiters go through the database of our consultants and try to determine whether they meet the job requirements and identify their availability. Finally, the recruiters compile a list of potential fits that are available and make arrangements for the proper screening of the candidates.

Screening Methodology – One of the reasons of our success has been GHG’s intense screening methodology. Once the potential fits have been identified, we interview them, check references, past experiences, communication skills, present-ability and availability to provide services at Government facilities. The shortlisted candidates complete the skills checklist and competency tests. This screening methodology has ensured the selection of qualified candidates. It has resulted in satisfied government clients over last 10 years. Selected candidates have to undergo reference checks, physical examination, drug screen, background clearance and credit checks. The candidates that meet the requirement are presented to the client.

Candidate Selection and Submission to Client – Once proper screening of the candidates have been done; we do reference, background and credit checks. The candidates that meet the requirement are presented to the client. GHG normally shortlists two to three resumes for each position so the clients can select a candidate with the skills and experiences that matches the position. This proper contingency planning is a critical feature of our “Recruitment Methodology”. We possess the knowledge and skills to match perfect fit between a candidate and a client.

This proper contingency planning is a critical feature of our "Recruitment Methodology." GHG has a team of full time recruiters with required experience in recruiting of healthcare professionals namely dental assistants, hygienists, dentists, nurse practitioners, radiology technologists, nurses, physicians, pharmacists, pharmacy technicians, and phlebotomists. Our recruiters have many years of field experience, understand the client needs exactly, and provide the right fit for the right job very promptly. They have sufficient subject matter knowledge to understand the exact nature of the client requirements and preliminarily interview the candidates.

1.0 The Hiring and Credentialing Process

The credentials of all the candidates for potential employment are verified by contacting the universities where they earned their degrees, as well as the relevant board institutions who have certified them in their field of work, and the state licensing authorities that have licensed them to provide services in the states. Normally, verifying with the relevant board, institutions, and state licensing authorities is enough, as these bodies typically conduct very thorough educational and work experience verification prior to awarding the relevant license, certificate, and accreditation. GHG also asks for past employer and client references, and contacts each of them to verify past employment, performance, and conduct of the candidate, skill level and past projects. In addition, drug testing and criminal background checks are also conducted.

Employee Credentialing Process Flow

Inspection of License or Certification

GHG will inspect current professional license or certification or certified duplicate of all new personnel at time of application. The Credentialing and Human Resource representative will record these inspections.

Verification License or Certification

GHG will validate and confirm new personnel’s licensure or certification with the issuing board or department. The employee’s personnel file shall reflect when and how this conformation was obtained. The verification will also include the identity of the GHG representative who made the inquiry on behalf of GHG

CPR Certification

GHG will verify and photocopy original CPR certificate and place copy in each health care worker’s personnel file. GHG will log and monitor expiration dates.

Training / Education

GHG will verify mandatory state/federal training and education. A photocopy of certificates will be made and the copy will be placed in the health care worker's personnel file.

Examination

GHG will administer specialty-specific examinations to health care professionals. The results of the examinations will be filed in the health care worker's personnel files. The purpose of these examinations is to gauge the competence and knowledge level of the health care workers in various aspects of healthcare.

Verification of identity / Immigration Compliance

GHG will validate the identity of new personnel by inspecting the current driver's license or other photo identification along with his / her professional license or certificate. Each worker shall produce such records upon initial application.

GHG will verify the worker's employment eligibility in compliance with the immigration laws of the United States. This will be conducted through standard I-9 verification procedures upon initial application.

Professional References

Prior to initial placement of a new employee, GHG will obtain two professional references. GHG will make every attempt to obtain professional references and will document such activity, but if unable to do so GHG will obtain personnel reference in place of one of the required professional references.

Background Checks

GHG will submit the Request for Criminal History Check, including Excluded Parties, OIG, Sexual Predator List and Terrorist List. Only those health care workers with a favorable record will be eligible for assignment. The results of the background screens will be maintained in the health care worker's personnel files.

Criminal Record Check and Security Clearance

GHG will provide information on employees for performing criminal record checks to the COR in the pre-employment packet. All applicants will be requested to complete all Standard forms and any optional form. All GHG material and document handling members are approved with clearance to the level of work requirements and informed whether drug testing is required. All members of GHG have signed a statement of confidentiality and a release that he or she does not find working on this contract offensive, objectionable, or disturbing.

TB Test/PPD

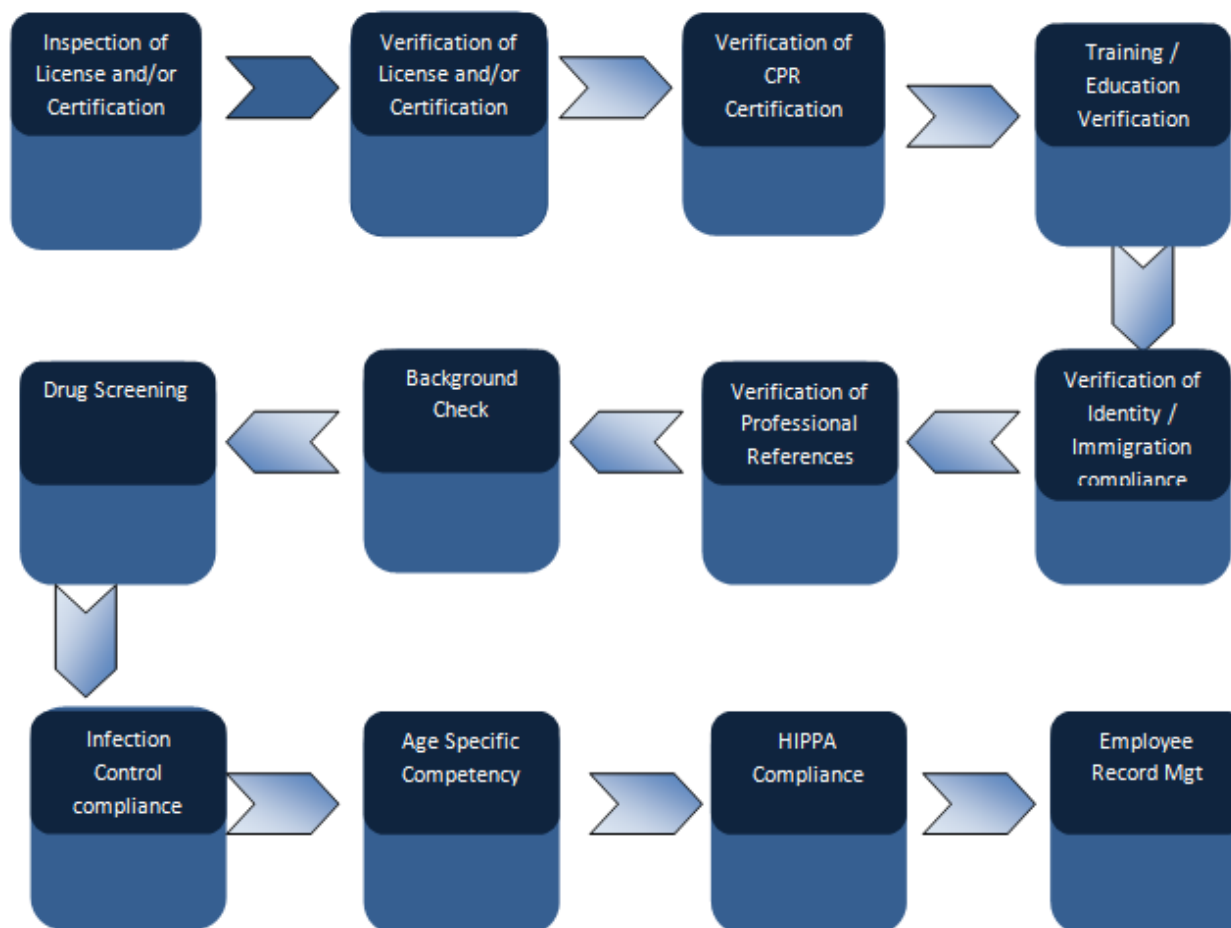
GHG requires annual employee tuberculosis (TB) skin testing for health care works.

Infection Control/Blood-borne Pathogens

During orientation, GHG will provide an overview of appropriate infection control standards, blood-borne pathogens issues, precautions, and procedures. GHG will document successful competency.

2.0 Verification of Credentials and Work History

All initial background and credit checks are completed electronically through Nationwide Screening Services. Background reports include 7 years, OIG, Social Security. Reference check, skills evaluation, preliminary screening of all candidates and license verification are handled by credentialing/HR at GHG. Our dedicated staff also reviews resumes, immunization records, BLS/CPR cards, transcripts and diplomas prior each candidate prior to submission.



N. EMPLOYEE PERSONNEL FILE MANAGEMENT

The recruit's employment application checklist, professional credentials, and the verification form will form the initial elements of an employee professional credential file. Copies of this material will be presented to the COR so that the government can judge the suitability of each candidate for employment. All updates of documents, and new documents, pertaining to the employee's professional status, will be maintained in the employee's credential file. The Corporate Representative and staff will review the files regularly and know if any credentials are becoming obsolete. At least one month prior to the expiration of records that must be renewed periodically (such as a professional licenses), the Corporate Representative will notify the employee of the necessity to renew the record(s) in question.

The employee professional credential file will contain the information listed below and additional material may also be added to it:

- Employment Application Form
- Two Photo ID Copies
- E-verify and Form I-9 documenting eligibility to work in the US
- Professional license and diploma
- Lifesaving certification, e.g. BCLS
- Health information, including TB test, immunization and immunity results for hepatitis B and C, MMR, and varicella

- Record of Orientation
- Results of annual competence assessments and performance evaluations
- Criminal History Background Check
- Training documentation e.g. OSHA, OR, NICU, etc.
- Specialty skill self-assessment Checklist

Application

GHG maintains the original application on file. If provided by the health care worker, a resume and/or also included.

Health Records / Medical History

GHG maintains health records and medical history on all healthcare workers and requires evidence of physical examination. The physician exam shall contain a physician's statement attesting that the worker does not appear to have any communicable diseases, which would present significant risk to the health of the patients.

Prior to hire and contact with patients, the employee shall submit results of a physical examination and the results of a tuberculin skin test or chest x-ray, indicating they have no apparent signs or symptoms of a communicable disease/tuberculosis. Positive tuberculin test reactors will submit a physician's statement that they do not constitute a risk of communicating tuberculosis. Every year thereafter, the health care worker must submit a physician's statement indicating a physical exam has been completed and remains risk free of a communicable disease. If the health care worker is found to have, or is suspected of having a communicable disease, he/she will be removed from contact with patients until a physician's statement is received stating the risk does not exist. An annual TB test with negative results shall be submitted. Tuberculin Positive test reactors must complete an annual TB questionnaire.

Personnel File Contents

GHG will maintain copies of the documents required by State/Federal guidelines within the health worker's personnel files.

Copies of Current Professional License & Certificates

GHG will verify and photocopy original licenses and certificates and place copies in each health care worker's personnel file. Expiration dates will be logged in electronic system.

Proof of Education / Training in Specialized Areas

GHG will photocopy original educational degrees and certificates, as provided by employee, and place copies in each health care worker's personnel file.

1.0 Maintaining Currency of Files

At least one month prior to the hiring anniversary of the employee, the Corporate Representative and the COR will review the employee's professional credential file. Items approaching an expiration deadline will be noted and the employee notified. Employees will be responsible for keeping their own professional credentials up-to-date. The Corporate Representative will also be responsible for preparing performance evaluations on the employees. These evaluations will be completed at least annually or more frequently if the need arises, such as an accident or incident that indicates professional competency problems.

O. EMPLOYEE RETENTION PLAN

We understand the hiring and retaining quality personnel in a competitive work environment is crucial to program success, and we strive to exceed customer expectations by providing the following incentives:

- Competitive Salaries through ongoing research and market surveys related to the applicable clinical service category, geographic region, and available labor pool;
- Competitive Benefits, which include medical, dental, vision, short term disability, life insurance, and a 401(k) retirement plan;
- A New Employee Orientation for all newly hired employees with senior members of the organization;
- Employee Recognition, Award for Performance, awards to recognize those employees who have exceeded our expectations; Spot Awards for exceptional work beyond the call of duty.
- Tuition/Educational Reimbursement or Assistance is available to regular full-time employees;
- Annual reassessment of the competitiveness of compensation (salary and benefits) as compared to the local job market.

In addition to base salary, our employees will be offered the following Benefit packages:

- Holiday Pay
- Paid Time off (PTO)
- Comprehensive Medical Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability
- Term Life Insurance
- 401(k)

These incentives have proved highly effective with no additional cost to our customers. We will leverage these techniques as necessary to ensure full coverage.

All new hires will go through an orientation. Our team will provide communication to invite incumbent staff members, as well as, newly recruited staff, to our team by providing a summary of company information and benefits. A full orientation will be conducted for each new employee. Familiarization with job requirements as outlined in the position requirements will be assessed at the time. Each individual will receive a copy of the current requirements so they fully understand job expectations.

In addition to standard new employee material such as employee handbook review and benefits, we provide specific information related to employee schedule, working hours, dress code, training, security measures, and other matters of special importance required by the facility. Communication of company policies and procedures, expectations, benefits, and other pertinent information will be provided by means of print and/or via a company website for new staff orientation.

The GHG team focuses on retaining employees to reduce turnover and provide continuous services. Our employees receive competitive pay, fringe benefits, 401(k), employee satisfaction surveys, loyalty bonuses, and employee recognition programs. Our pay scales are based on current and directly pertinent to local market research and are competitive as well as compliant with the Department of Labor wage determinations.

P. PROBLEM SOLVING

1.0 Substitute and Replacement Plan

In the event of planned or unplanned absences, GHG will perform necessary planning to ensure we find a qualified medical professional immediately. We are well equipped to successfully find a temporary or permanent replacement. We have a large database of medical professionals which allows us to fulfill the replacement of candidates to nearly every healthcare delivery system. We use other recruitment methods discussed above to find a replacement within short period of time. We understand that getting a good match saves time and resources, therefore, we effectively evaluate candidates' experiences and skills, reference checks, and finally, shortlist the qualified candidates. This substantially mitigates the client's risk.

2.0 Disagreements Resolution

GHG believes that, for any project to succeed, effective communication is a must. We keep in regular touch with the client and cultivate a strong working relationship with them. Any disagreements are resolved by constant and proactive communication. Our President personally gets involved in these communications to seek a resolution if the issue at hand cannot be resolved at the Account Manager level.

3.0 Conflict Resolution

Problems occur even under the best of circumstances. GHG's approach is to provide a system of problem resolution rather than hope that nothing untoward will ever happen. When these events arise, the Corporate Representative will investigate the circumstances and report findings to the COR. The first approach will be to resolve the problems by counseling the employee involved. Usually this has been found to be sufficient. If problems involving a GHG employee cannot be readily solved, the employee will be dropped from the delivery schedule. All employees are advised at the time they are hired that they work at the convenience of the government. At the same time, we will attempt to protect its employees from frivolous complaints, since employees are our most important resource and good patient care personnel are hard to find.

Q. PROFESSIONAL COMPENSATION PLAN

The professional compensation proposed considers its impact upon recruiting and retention, and its consistency with a total plan for compensation. This plan details the salaries and fringe benefits accorded to our employees, compares our compensation policies with national average wages surveys and explains why our compensation and benefits policies, as reflected favorably in our extremely low attrition rate over last 15 years, assures the Government that GHG is capable of providing uninterrupted healthcare staffing services to the Government, while maintaining the quality of professional services needed for adequate contract performance.

All GHG employees are compensated in both an extrinsic as well as an intrinsic manner depending upon their skill level, complexity of various disciplines, professional experience and performance. The extent of customer satisfaction is the sole criteria of the performance appraisal. This is designed to motivate our employees to satisfy their customers to the best of their abilities in keeping with the fact that GHG proves itself in being a customer-oriented organization.

Base Salary: The base salary of each employee depends on their skill level, complexity of carious discipline, professional experience and performance. For Federal Government SCA contracts, GHG pays at least the minimum required wage rate and fringe benefit rates to employees.

Fringe Benefits: GHG's bona fide fringe benefits include, but not limited to the following: health insurance, dental, vision, life insurance, employer 401k contributions, STD and LTD. We believe that our fringe benefit provides the proper balance between employee needs and cost control.

Overtime Policy: GHG recognizes that employees will occasionally be required to work in excess of their regularly scheduled standard well. In the event of the employees having to work overtime at the request of the client, the employees will be compensated for the overtime hours at the rate of 1.5 times based hourly pay for non-exempt employees.

GHG's attractive benefits and compensation policies have resulted in a low attrition rate and have served to instill a "customer first" organizational culture amongst our employees. Therefore, GHG is confident of our ability to provide uninterrupted, high-quality services to the Government, thereby mitigating the Government's risks.

R. REGULATORY PRACTICES

1.0 HIPAA

GHG has adopted this Policy to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the requirement of the proposed HIPAA security regulations to protect the health information, as well as to meet our duty to protect the privacy and confidentiality and integrity of Patient Health Information (PHI), as required by law, professional ethics, and accreditation requirements.

Patient Health Information (PHI) that may include but is not limited to: Patient health; financial; patient identifiable; employee identifiable; intellectual property; financially non-public; contractual; of a competitive advantage nature; may be considered confidential and from any source or in any form (i.e. paper, magnetic or optical media, conversations, film, etc.). Information confidentiality and integrity are to be preserved and its availability maintained. The value and sensitivity of information is protected by law and by the strict policies of GHG. The intent of these laws and policies is to assure that confidential information will remain confidential. GHG accomplishes its HIPAA policy compliance through the use of these necessary laws and policies.

2.0 OSHA/JCAHO

OSHA and JCAHO requirements are met by maintaining the currency, of recurrent requirements for license, CPR training updates, and communicable disease control. At the time of hiring, the branch staff inspects applicant licenses, CPR certifications, records of immunities, immunizations and TB exposure.

GHG has a compliance officer who performs inspections of a facility to make sure that all OSHA standards are being met. The compliance officer may direct a facility to make changes and give the facility a timeline for implementing changes that will better protect its workers. As well, a compliance officer may recommend that a facility that fails to comply cease work. A compliance officer also takes the complaints of employees, who feel their health and safety may be endangered by a business practice, seriously. These complaints can be made anonymously to a local OSHA office. Even if they are made without anonymity, such complaints cannot result in an employee being fired.

GHG follows the Medicaid Standards in the state of PA which are equivalent to JCAHO standards. GHG ensures the Employees Maintain Skills and Competencies to satisfy Requirements for JCHO, OSHA, and client.

No shifts are scheduled for new employees until all credentials are current. Copies are made for examination by the Director of Government Services. Employees are notified at least 4 weeks prior to the expiration of a key

document. Employees with expiring credentials must provide proof of renewal or they will be dropped from the shift schedule. Key elements of contractor adherence to skill and competency requirements are maintained in adherence to the clients Operational Manual, Policies, and Procedures.

S. CONCLUSION

We firmly believe in the strength of our strong past performances, spanning over 10 years, in delivering quality medical staffing services. We have the ability to deliver services in 50 states, Washington D.C., U.S. territories and other military locations. We have strong understanding of various commercial and federal contracts, and complete understanding of projects. With our stable financial background, competitive rates, intense customer orientation, and target market GHG will be able to provide measurable benefit and quality services to DDS on this solicitation and continuing into the future.



**Bid Price Sheet
for
Certified Nursing Assistance (CNA)
Division of Developmental Disabilities Services
(DDS)**

Bid Number: 710-21-0031

Submitted on: June 14, 2021

Submitted to:

**Chorsie Burns
OP Buyer
Arkansas Department of Human Services
Office of Procurement
700 Main Street Slot W345
Little Rock, AR 7220
Phone: 501-682-6327
Email: chorsie.burns@dhs.arkansas.gov**

Submitted by:

**Greeshma J. Verma
Director of Government Services
Global Empire, LLC
2151 Linglestown Road, Suite 180
Harrisburg, PA 17110
Phone: 717-540-6894
Fax: 717-303-3557
Email: gverma@globalempirellc.com**

GHG is a minority owned business

H.OFFICIAL BID PRICE SHEET

OFFICIAL BID PRICE SHEET

Vendors are to check the box beside the Human Development Center (HDC) which they are bidding. Vendors are allowed to bid on more than one HDC however they must have the minimal number of staff to meet the needs of each HDC for which they are bidding.

☒ Arkadelphia ☒ Booneville ☒ Conway ☒ Jonesboro ☒ Southeast

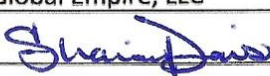
Respondent proposes to do the work described in the "Scope of Work" of this IFB at the following proposed rate during the anticipated contract period: Bid rate are to be all inclusive there shall be no separate pay for travel or mileage.

DESCRIPTION	RATE TYPE	BID RATE PER HOUR
Certified Nursing Assistant	Weekday 6:00am-6:00pm	\$ 19.39
	Weekday 6:00pm-6:00am	\$ 19.39
	Weekend (6:00pm Friday thru 6:00am Monday)	\$ 19.39
	Holiday*	\$ 19.39

* Holidays are as defined in Section 1.30 "State Holidays" of the IFB document.

AUTHORIZATION SIGNATURE

By my signature below, I certify that the aforementioned statements are true and correct and that I accept the Terms and Conditions as presented in this bid, and that I am authorized by the respondent to submit this bid on his/her behalf.

Vendor Name: Global Empire, LLC	Date: 6/14/2021
Signature: p.p. 	Title: Director of Government Services
Printed Name: Greeshma J. Verma	