Part I A – Technical Proposal	
	Temporarily Assigned Medical Related Positions
RFP:	3051
Vendor Name:	Barton Associates, Inc.
Address:	10 Dearborn Road, Peabody, MA 01960
Proposal Opening Date:	6/26/13
Proposal Opening Time:	2:00 PM

MASTER

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VENDOR INFORMATION SHEET FOR RFP 3051

Vendor Must:

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Tab III of the Technical Proposal.

V1	Company Name	Barton Associates, Inc.

V2	Street Address	10 Dearborn Road

V3	City, State, ZIP	Peabody, MA 01960

V4	Telephone Number		
	Area Code: 978	Number: 998-7659	Extension:

V5	Facsimile Number		
	Area Code: 888	Number: 209-7612	Extension:

V6	Toll Free Number		
	Area Code: 877	Number: 341-9606	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: Emily Wood
	Title: Corporate Counsel
	Address: 10 Dearborn Road, Peabody, MA 01960
	Email Address: ewood@bartonassociates.com

V8	Telephone Number for Contact Person		
	Area Code: 978	Number: 998-7659	Extension:

V9	Facsimile Number for Contact Person		
	Area Code: 888	Number: 209-7612	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: Emily Wood	Title: Corporate Counsel

V11	Signature ***(Individual must be legally authorized to bind the vendor per NRS 333.337)***	
	Signature: Emily Wood	Date: 6/24/2013

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked "**Part I B Confidential Technical**" and "**Part III Confidential Financial**".

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in ***Section 2 "ACRONYMS/DEFINITIONS."***

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	EW
Justification for Confidential Status			

A Public Records CD has been included for the Technical and Cost Proposal			
YES	EW	NO	

Part III – Confidential Financial Information			
YES		NO	EW
Justification for Confidential Status			

Barton Associates, Inc.
Company Name

Emily E Wood
Signature

Emily Wood
Print Name

June 24, 2013
Date

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.

(7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Barton Associates, Inc.

Vendor Company Name

Vendor Signature

Emily Wood

Print Name

June 24, 2013

Date

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT K – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

By: Emily E. Wood
Signature of Official Authorized to Sign Application

June 24, 2013
Date

For: Barton Associates, Inc.
Vendor Name

Request for Proposal: 3051 – Temporarily Assigned Medical Related Positions
Project Title

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Proposal.

YES _____ I agree to comply with the terms and conditions specified in this RFP.

NO X I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Barton Associates, Inc.
Company Name

Emily E Wood
Signature

Emily Wood
Print Name

June 24, 2013
Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)
1	1	4	As all temporary medical staff placed by Barton Associates are independent contractors, Barton does not provide fringe benefits, taxes, or worker's compensation for temporary assigned individuals.
2	3	8	Add "weekly" to the first sentence regarding time sheets processing scheduled. Barton pays all temporary staff on a weekly basis. Additionally, all direct deposits are made or paychecks mailed within fifteen (15) days of time sheet submission, rather than five (5) working days.
3	3.2.1	9	As all temporary medical staff assigned by Barton will perform services as independent contractors, Barton does not provide benefits to the temporary

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)
			medical staff.
4	3.2.6	10	All temporary medical staff are IRS 1099 workers. Barton does not allow the temporary medical staff the option of being employed as a W-2 employee.
5	3.2.9	10	Should a temporary employee become an employee of the State of Nevada, Barton shall be due a conversion fee for such permanent placement.
6	3.5.4	12	All direct deposits are made or paychecks mailed within fifteen (15) days of time sheet submission.
7	Contract for Services of Independent Contractor (§ 14)	4	Barton is unable to indemnify for the acts of temporary medical personnel assigned by Barton. However, Barton will require the temporary medical personnel to indemnify the state.
8	Contract for Services of Independent Contractor (§ 15)	4	As the temporary medical staff are also independent contractors of Barton, Barton shall also not be responsible for withholding taxes, participation in group insurance plans, contribution to any retirement plan, vacation or sick leave, or unemployment compensation.
9	Attachment E, first paragraph	1	Barton is unable to indemnify the state for the acts of the temporary medical personnel.
10	Attachment E, A(3)	2	Barton does not provide worker's compensation insurance for the independent contractor temporary medical personnel.

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

3. SCOPE OF WORK

The awarded vendor will be required to process time sheets that have been signed or initialed by the appropriate agency on a bi-weekly, monthly, and/or semi-monthly basis. Temporary employees shall receive payment from the contractor via paycheck or direct deposit. Direct deposits shall occur and paychecks shall be mailed within five (5) working days of the time sheet submission. The awarded vendor shall pay the temporary employees based on the agreed upon rate between the contractor, using agency and temporary employee.

Barton processes timesheets on a weekly basis. Barton makes all payments to temporary medical personnel within fifteen (15) days of time sheet submission.

It is anticipated that the individual to be hired will be secured through the requesting agency and sent to the contractor to sign up to perform the specific services needed; however, agencies may request the contractor to recruit and provide the temporary employee.

The independent contractor temporary medical personnel will be secured through Barton.

A facsimile, email or telephone call from the agency will constitute a request for service. In the event the contractor recruits an individual, the agency reserves the right to interview the candidate to determine their qualifications for the requested position. The agency may reject and/or remove any individual who does not meet the requested experience or is deficient in the performance of the assignment.

Barton will assist the agency with arranging all necessary interviews the agency may request.

3.1 Position Classifications

3.1.1 ***Attachment M ~ Position Classifications*** represents a listing of positions to fulfill the needs of the various agencies within the State; however, the listing is not meant to be all-inclusive, while the hourly wages listed are estimates only. Hourly wage paid to the temporary employee shall be agreed upon between contractor, requesting agency and the temporary employee.

3.1.2 Agencies may request other medical related temporary positions by way of providing the contractor with the employee pay rate, position classification/title, required experience and description of duties. These additional positions shall be captured on reports submitted to the State by the contractor.

3.2 Benefits, Screening and Hiring Process

3.2.1 Vendors shall describe benefits provided to their temporary employees. A synopsis of benefits provided to employees, may include:

- Paid holidays and annual leave;
- Insurance coverage provided (i.e., medical, dental, vision, deductibles, etc.); and/or
- Monthly cost to the employee for health insurance coverage, broken down for employee-only, employee-plus-spouse, employee-plus-children, or employee-plus-family (or for whatever tiers your plan provides).

If your company is in the process of evaluating benefits, please describe those considered and the planned date of implementation.

As all temporary medical personnel are independent contractors of Barton, Barton does not provide a benefit package to temporary medical personnel. Barton does assist temporary medical personnel with securing their own health insurance upon request.

3.2.2 Vendors must describe how they will obtain and assign medical temporary staffing under the contract. The vendor's policies and responses should include the following:

- Define skill testing and screening mechanisms, including a description of reference and/or background checks solicited for each applicant. State agencies are responsible for acquiring fingerprint-based background checks. Awarded vendor will not accept any background requests from State agencies;

- State of Nevada license verification (if applicable);

- Explain how required current licenses/credentials will be maintained for applicable positions;

- Describe any benefits and incentive programs, as well as skill enhancement opportunities which are available to assignable staff; and

- Explain the manner in which job assignments/job matching is determined.

Barton performs reference checks on all potential temporary medical personnel. Barton's internal requirements include references from supervisors who have worked with the provider in

the previous year. During and after a placement through Barton, Barton stays in close contact with the facility to ensure quality service throughout the assignment. Barton also has the ability to perform background checks or assist the agency with their background check requirements. Barton verifies State of Nevada and all other state medical licenses using state medical board websites. Barton's internal database systems allow Barton to track expiration dates of all licenses and other credentials, including board certification. Barton assists all temporary medical personnel with renewal of these credentials.

Barton's account managers and recruiters are extensively trained and skilled at assisting our clients with finding the appropriate temporary medical personnel for their need. Barton creates a pool for each opening by referencing the specific needs against professionals in Barton's database. Barton narrows down potential providers using experience, credentials, and the client's budget. Barton then presents the best matches for the opening to the client and assists the client with credential review and arranging interviews, allowing the client to chose the best candidate for their need.

3.2.3 Vendors must provide an outline for each process with estimated timelines required to fulfill a new request by the using agency for:

3.2.3.1 Referrals of individuals from the agency; and
3.2.3.2 Individuals recruited by the contractor.

Barton specializes in fulfilling client requests very quickly. Barton has an extensive database of qualified physicians and nurse practitioners, and is able to use this network to fill openings within days.

3.2.4 The vendor must provide assistance to the agencies in problem resolution, at no additional cost. The vendor must outline resolution procedures when a problem is encountered.

When a problem does arise during an assignment, Barton places a priority on resolving the problem to ensure a positive continuation of the assignment. Barton will speak with the client and with the medical professional to determine what is behind the issue. Barton's risk management and customer relations teams work with the account manager, recruiter, client, medical professional, and if necessary, Barton's upper management, to resolve the issue. These services are provided to ensure satisfaction with Barton and the medical professional, and are at no charge to the client.

3.2.5 The contractor will be responsible to maintain a record on the status of all licensed or certified temporary employees. Any temporary employees losing their 'Active' status per their defined occupational licensure/certification will be deemed ineligible to work and the agency must be notified immediately. Does your company currently maintain these records? Vendor to explain how the records are maintained. If not, describe your plan to begin obtaining this information.

Barton's experienced credentialing team "calendars" in Barton's internal database the expiration date for all privileges and credentials at the start of every assignment. Barton's credentialers receive alerts prior to the expiration of privileges and credentials to enable them to work on the renewal process far in advance of the expiration date. This ensures continued services.

3.2.6 Contractors must provide to the temporary individual the option to be employed as a W-2 employee or a self-employed-IRS 1099 employee. For temporary employees defined as self-employed-IRS 1099, the contractor will be required to maintain a copy of their current required liability and/or property insurance prior to the temporary employee's release to work for the State. Any temporary employee who does not have valid required liability and/or property insurance coverage will be deemed ineligible to work and the agency must be notified immediately. Vendor must describe what, if any, liability and/or property insurance coverage your company provides for the W-2 employee and the self-employed-IRS employee? Will self-employed-IRS 1099 temporary employees be limited to the number of hours worked for the State in a week?

All temporary medical personnel are self-employed-IRS 1099 independent contractors. Barton provides all temporary medical personnel with medical malpractice coverage. Because Barton provides this coverage for the medical personnel, Barton ensures the coverage is in place prior to the start date of any assignment.

3.2.7 The vendor's temporarily assigned individuals agree to be bound by the State's security regulations, policies and standards as required by the agency (e.g., Department of Corrections).

Barton will assist the agency with securing temporary medical personnel's agreement to all policies and procedures prior to any assignment.

3.2.8 The Health Insurance Portability and Accountability Act (HIPAA) of 1996, 45 C.F.R. 160, 162, and 164, as amended, require all agencies comply with the requirements of the act. In the event that the functions or activities include the involvement of Protected Health Information, the awarded

vendor agrees to enter into a Business Associate Agreement with the individual using agency which is under the HIPPA regulations as required by 45 C.F.R. 164.504 (e).

Barton does not anticipate the involvement of any Protected Health Information under this contract, but will nevertheless enter into a Business Associate Agreement with the agency.

3.2.9 There will be no allowable penalty assessed by the contractor for temporary employees who become employees of the State of Nevada. Vendors must acknowledge this requirement in their proposal.

Barton requires the payment of a permanent placement fee in the event temporary medical personnel becomes an employee of the State of Nevada.

3.2.10 Vendor must provide a copy of the new hire packet currently in use with other clients along with a copy of any offer letter or documentation of individual employee contract given to new employees, including initial hourly salary.

As all temporary medical personnel are independent contractors, Barton does not have a "new hire packet."

3.2.11 Contractor must agree to comply with the Pro-Children Act of 1994 Public Law 103-227, Part C - "Environmental Tobacco Smoke," by not permitting smoking in any portion of any non-residence indoor facility or facility which is leased by contractor, which portion is also used routinely or regularly for the provision of health, day care, education, or library services to children under 18 years of age.

Barton will comply with the Pro-Children Act of 1994 Public Law 103-277, Part C.

3.3 Additional Physician Determination Services

The State may require the following:

3.3.1 Licensed physicians to provide consultation and recommendations primarily on determinations of Nevada Medicaid incapacity and disability benefits, program policy and problem resolution related to such determination, evaluation of medical forms, and decisions made by other practitioners on an as needed basis based on the most recent edition of "Disability Evaluation under Social Security" (U.S. Department of Health and Human Services, Social Security Administration and SSA Publication).

Barton is able to provide medical professionals to perform these services.

3.3.2 Physicians must be licensed and in good standing with the State of Nevada, and must be available to work in agency specific locations on an as needed basis. Each physician will be expected to work on a regular or part time basis, but should have flexibility in his/her work hours and work days. The areas of specialty may include, but are not limited to:

3.3.2.1 Medical;
3.3.2.2 Pediatric; and
3.3.2.3 Psychological.

Barton is able to provide temporary medical personnel who can adhere to these requirements.

3.3.3 Each physician must be available to testify at hearings and appeals on requests made regarding disability and/or any other medically needed determinations. Physicians will be compensated for time spent conducting activities for hearings and appeals at the same rate as providing a determination

Barton is able to provide temporary medical personnel available to testify at hearings and appeals.

3.4 Reporting

3.4.1 Contractor must provide quarterly reports of all temporary employment services invoiced under the contract to the State Purchasing Division. Unless otherwise agreed to, ***Attachment N – Sample Quarterly Report*** for temporary assigned individuals for medical related positions must be used when submitting the reports. Reports are to be submitted to the name and address listed on the form on or before the 15th of the month following the end of each State fiscal quarter.

The State's quarters are:

1st Quarter	July ~ September	Due by October 15th
2nd Quarter	October ~ December	Due by January 15th
3rd Quarter	January 1 ~ March 31	Due by April 15th
4th Quarter	April 1 ~ June 30	Due by July 15th

NOTE: Failure to provide the quarterly reports in a timely manner may result in the assessment of one or more of the following penalties:

- Contract suspension; or

- Contract termination.

Barton is able to provide these reports.

3.4.2 Additionally, using agencies may request contractor to provide reporting on temporary assigned individuals for their own agency. Does your company have the ability to provide custom reporting to each individual agency? If so, please describe.

Barton is able to provide agency specific reports.

3.5 Billing

3.5.1 Contractor is to bill each agency individually for services provided. Billing cycles may vary by agency as identified below:

- Weekly;
- Bi-weekly;
- Monthly; or
- Semi-monthly (The 15th day and last day of the month).

Barton bills clients on a weekly basis.

3.5.2 The agency may approve reimbursement for travel expenses, per diem and long distance telephone calls related to services provided under the contract. Temporary employees must have written prior approval from the agency for reimbursement of any of these items. Valid travel costs will be reimbursed at the current State of Nevada travel rates found on the GSA site www.gsa.gov. The temporarily assigned individual and the agency's contact person must sign the travel expense form. The form must be submitted with the vendor's invoice for services with the travel expense as a separate line item on the invoice.

Barton is able and willing to comply with these requirements for expense reimbursement.

3.5.3 Vendor(s) must provide timesheets for their employees and must be approved by both the temporarily assigned individual and the agency contact. Vendor's timesheet process may either use paper or an electronic submission with approvals applied within the system. Vendors must provide details on their timesheet process.

Barton currently uses a paper timesheet process. Timesheets are sent to the temporary medical personnel each week. The temporary medical personnel completes the timesheet and gives to the client for review and

approval. The timesheet is then sent to Barton by email or fax for processing.

3.5.4 Temporarily assigned individuals shall receive payment from the awarded vendor(s) via check or direct deposit. Direct deposits shall occur and checks shall be available within five (5) working days of the timesheet submission. Vendors must describe their payment process to the temporary employee. The vendor must also outline resolution procedures when any problems are encountered in paying a temporary employee(s).

Barton pays all temporary medical personnel via direct deposit or mailed check within fifteen (15) calendar days of the receipt of approved timesheets. In the rare event of a problem when paying the temporary medical personnel, Barton's Controller and Chief Financial Officer immediately work with the appropriate parties (client, temporary personnel, recruiter, and account manager, as applicable) to resolve the issue as quickly and fairly as possible.

3.5.5 Temporarily assigned individuals will not work overtime unless approved in advance and in writing by the agency. Overtime hours shall be billed at no more than 1.5 times the hourly rates for the temporary employee.

Barton charges 1.5 times the hourly rate for overtime hours. Barton will agree with the temporary medical personnel in writing that all overtime hours must be approved in advance by the agency.

4. COMPANY BACKGROUND AND REFERENCES

4.1 VENDOR INFORMATION

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	Barton Associates, Inc.
Ownership (sole proprietor, partnership, etc.):	Corporation
State of incorporation:	Delaware
Date of incorporation:	November 21, 2001
# of years in business:	12
List of top officers:	Robert D. Indresano, President & COO Robert O'Hara, CFO MaryAnn Stolgitis, VP of Operations
Location of company headquarters:	10 Dearborn Road, Peabody, MA 01960
Location(s) of the company offices:	Peabody, MA Hardwick, MA Enfield, CT Jupiter, FL
Location(s) of the office that will provide the services described in this RFP:	Primarily Peabody, MA, with assistance from all offices
Number of employees locally with the expertise to support the requirements identified in this RFP:	No employees in Nevada
Number of employees nationally with the expertise to support the requirements in this RFP:	Approximately 150
Location(s) from which employees will be assigned for this project:	All locations

4.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

Barton is registered as a foreign corporation in Nevada.

4.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's

Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://sos.state.nv.us.

Question	Response
Nevada Business License Number:	NV20021282616
Legal Entity Name:	Barton & Associates, Inc.

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes		No	X

If "No", provide explanation.

Barton & Associates, Inc. d/b/a Barton Associates.

4.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

Barton is aware of this requirement and is appropriately licensed.

4.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	X

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	n/a
State agency contact name:	n/a
Dates when services were performed:	n/a
Type of duties performed:	n/a
Total dollar value of the contract:	n/a

4.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract, you must disclose the identity of each such person in your response to this RFP, and specify the services that each person will be expected to perform.

Not applicable.

4.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Yes		No	X

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	**Response**	
Date of alleged contract failure or breach:	n/a	
Parties involved:	n/a	
Description of the contract failure, contract breach, or litigation, including the products or services involved:	n/a	
Amount in controversy:	n/a	
Resolution or current status of the dispute:	n/a	
If the matter has resulted in a court case:	Court	Case Number
	n/a	n/a
Status of the litigation:	n/a	

4.1.8 Vendors must review the insurance requirements specified in ***Attachment E, Insurance Schedule for RFP 3051.*** Does your organization currently have or will your organization be able to provide the insurance requirements as specified in ***Attachment E.***

Yes		No	X

Any exceptions and/or assumptions to the insurance requirements ***must*** be identified on ***Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP.*** Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor ***must*** provide the Certificate of Insurance identifying the coverages as specified in ***Attachment E, Insurance Schedule for RFP 3051.***

See Attachment B, Tab 5.

4.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

Barton Associates is well positioned to provide the high quality, multi-specialty, and cost effective physician and nurse practitioner staffing solutions the State of Nevada needs to thrive.

Barton's competitive advantages include:

- ***Proactive Approach. Barton's proactive approach to locum tenens staffing is a key differentiator. Every day, Barton Associates recruiters engage new providers interested in opportunities nationwide, including the Southwest and Nevada, regardless of any specific need. Barton Associates also helps providers obtain new state licenses so they are prepared to support clients across the country. This proactive approach puts Barton Associates in a position to act upon Nevada's staffing needs quickly and efficiently.***
- ***Focus on Quality. In an era of significant change and uncertainty in the healthcare industry, one thing is clear: providing high-quality patient care is imperative. Barton Associates understands this and is committed to recruiting and assigning the high quality locum tenens providers Nevada needs to succeed.***
- ***Efficient Execution. Barton Associates is committed to helping Nevada efficiently and effectively manage staffing challenges. When Nevada has a coverage need, Barton's experienced team will carefully select and submit prescreened candidates that match the need, coordinate the interview process, assign a dedicated***

credentialing coordinator to serve as the liaison between the agency's credentialing department and the candidate, and manage any travel related arrangements. Barton's streamlined processes will allow Nevada to minimize downtime and focus on providing high quality patient care.

- *Collaborative Approach. Barton Associates has proved to be a true partner for many health systems and other clients throughout the United States. Barton's team of locum tenens staffing experts is excited to have the opportunity to work with Nevada to develop highly efficient and effective physician and nurse practitioner staffing strategies.*
- *Comprehensive Support. Barton Associates provides comprehensive support throughout the locum tenens staffing process. The state will be supported by a team of experts, including recruiters, account managers, credentialing and licensing coordinators, travel coordinators, and others with one goal – to make the process as seamless as possible for the State of Nevada.*

4.1.10 Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.

Barton was founded in 2001 and has been providing staffing services to both the public and private sectors since that time. Barton has experienced tremendous growth over this time, enabling Barton to develop a large pool of temporary medical personnel to fill needs in Nevada.

4.1.11 Financial information and documentation to be included in Part III, Confidential Financial Information of vendor's response in accordance with Section 9.5, Part III – Confidential Financial Information.

4.1.11.1 Dun and Bradstreet Number

13 806 0475

4.1.11.2 Federal Tax Identification Number

04-3582777

4.1.11.3 The last two (2) years and current year interim:

A. Profit and Loss Statement
B. Balance Statement

4.2 SUBCONTRACTOR INFORMATION

4.2.1 Does this proposal include the use of subcontractors?

Yes		No	X

If "Yes", vendor must:

4.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.

4.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:

A. Describe the relevant contractual arrangements;

B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and

C. Describe your previous experience with subcontractor(s).

4.2.1.3 Vendors must describe the methodology, processes and tools utilized for:

A. Selecting and qualifying appropriate subcontractors for the project/contract;

B. Ensuring subcontractor compliance with the overall performance objectives for the project;

C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and

D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State's request, the State will be notified of such payments.

4.2.1.4 Provide the same information for any proposed subcontractors as requested in ***Section 4.1, Vendor Information***.

4.2.1.5 Business references as specified in ***Section 4.3, Business References*** must be provided for any proposed subcontractors.

4.2.1.6 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

4.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section***

4.2, Subcontractor Information. The vendor must receive agency approval prior to subcontractor commencing work.

4.3 BUSINESS REFERENCES

4.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.

4.3.2 Vendors must provide the following information for ***every*** business reference provided by the vendor and/or subcontractor:

The "Company Name" must be the name of the proposing vendor or the vendor's proposed subcontractor.

Reference #:			
Company Name:			
Identify role company will have for this RFP project (Check appropriate role below):			
	VENDOR		***SUBCONTRACTOR***
Project Name:			
Primary Contact Information			
Name:			
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Alternate Contact Information			
Name:			
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:			
Original Project/Contract Start			

Date:	
Original Project/Contract End Date:	
Original Project/Contract Value:	
Final Project/Contract Date:	
Was project/contract completed in time originally allotted, and if not, why not?	
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	

4.3.3 Vendors must also submit ***Attachment F, Reference Questionnaire*** to the business references that are identified in ***Section 4.3.2***.

4.3.4 The company identified as the business references must submit the Reference Questionnaire directly to the Purchasing Division.

4.3.5 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in ***Section 8, RFP Timeline*** for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.

4.3.6 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

See references delivered separately.

4.4 VENDOR STAFF RESUMES

A resume must be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per ***Attachment G, Proposed Staff Resume.***

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	Barton Associates, Inc.		
☐ **Contractor**		☐ **Subcontractor**	
Name:	Christopher DeMaina		☐ **Key Personnel**
Classification:	Operations Manager	**# of Years in Classification:**	3
Brief Summary: of Experience:	Experienced recruiting and sales professional. Mr. DeMaina currently manages Barton's Psychiatry and Women's Health groups.		
# of Years with Firm:	3		

RELEVANT PROFESSIONAL EXPERIENCE

December 2000 – October 2006 ***Oxford Global Resources*** ***Beverly, MA***	Top recruiter for national information technology staffing company.
July 2010 – Present ***Barton Associates, Inc.*** ***Peabody, MA***	Operations Manager and Recruiter. Led the growth of Barton's Psychiatry group. Established Barton's Women's Health group. Responsible for training of recruiters and account managers.

EDUCATION

Institution Name: ***City:*** ***State:*** ***Degree/Achievement:*** ***Certifications:***	Merrimack College North Andover Massachusetts B.S., Business Administration

REFERENCES

Minimum of three (3) required, including name, title, organization, phone number, fax number and email address	Robert D. Indresano President & COO Barton Associates, Inc. 978-998-7687 978-998-7690 rindresano@bartonassociates.com MaryAnn Stolgitis VP, Operations Barton Associates, Inc. 413-346-6399 413-477-8339 mstolgitis@bartonassociates.com Greg Contino Operations Manager Barton Associates, Inc. 978-998-7693 978-998-7690 gcontino@bartonassociates.com