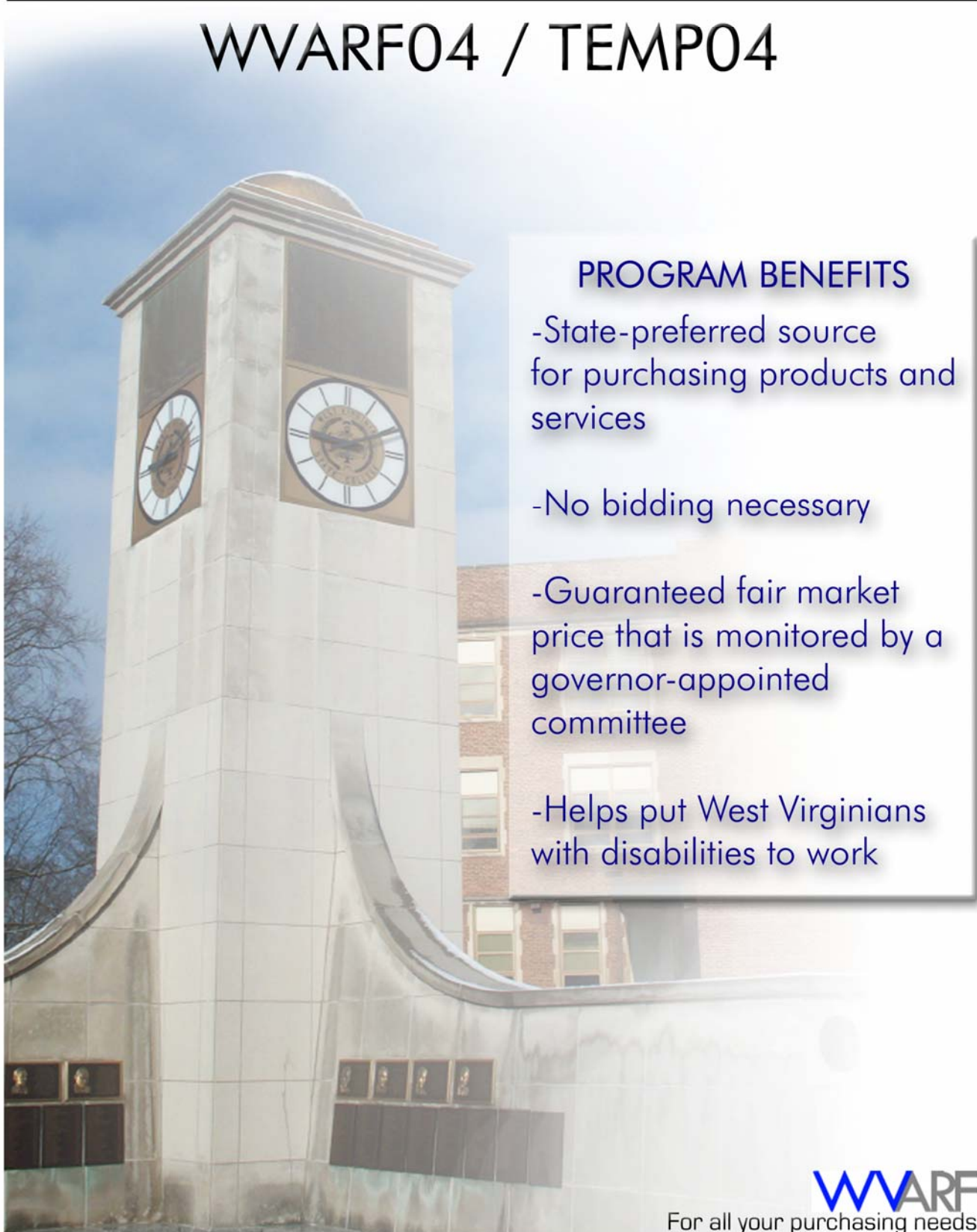


# WVARF State Use Products Catalog

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## WVARF04 / TEMP04



### PROGRAM BENEFITS

- State-preferred source for purchasing products and services
- No bidding necessary
- Guaranteed fair market price that is monitored by a governor-appointed committee
- Helps put West Virginians with disabilities to work

**WVARF**

For all your purchasing needs.

## **THE STATE USE LAW**

In 1989, the West Virginia legislature revised the “State Use Law” to create the Central Non-profit Agency (CNA) and the Committee for the Purchase of Commodities and Services from the Handicapped (Committee). The preface to WV code § 5A-3A, which establishes these bodies, states that “the purpose of this article is to further the state’s policy of encouraging disabled persons to achieve maximum personal independence by engaging in productive activities and in addition to provide state agencies, institutions and political subdivisions with a method for achieving conformity with purchasing procedures and requirements of nondiscrimination, affirmative action, in employment matters related to disabled persons”.

The creation of the Committee and the CNA added structure to an existing law contained within WV code § 5A-3-10. This section of the code was revised in 1984, and created the preferred purchasing status of Community Rehabilitation Programs (CRP), wherein, the requirement for the Director of the Purchasing Division to solicit sealed bids for all purchases in excess of \$10,000.00 is waived. The law states: “The director shall, without competitive bidding, purchase commodities and printing produced and offered for sale” by CRPs. The CRP must offer such goods and services at a fair market price and of comparable quality.

It should be noted that the familiar term “State Use” does not appear in any of the legal documents creating the program or in the rules, which help define the program. For purposes of clarity, hereafter the program created in WV code §5A-3-10 and in §5A-3A will be referred to as the State Use Program (SUP).

All sales to state agencies or political subdivisions, which are the result of the competitive bidding process, are not covered by the SUP and are thus not subject to consideration by the Committee and the CNA. Conversely, if competitive bids are not solicited by telephone or in writing, the transaction falls under the provisions of the SUP, which exempts competitive bidding.

Nothing in the law or the rules is to be interpreted as prohibiting CRPs from bidding competitively on the open market to sell commodities or services to the State. In such cases, the services of the Committee or the CNA are not mandated and fall outside of the SUP [186CRS 1-3.7].

The primary benefit to participating CRPs is the concept of “set-aside”. Commodities and services placed on the procurement list are reserved or set-aside for as long as the state requires the commodity or service, and that it can be provided at a fair market price [186CRS 3-2.10]. This creates a long-term relationship, which is beneficial to both CRPs and procuring agencies.

## **WV Higher Education Policy Commission**

Title 133—Procedural Rule

Series 30 Purchasing

Scope— This rule establishes rules and policies governing and controlling purchase, acquisition and inventory management of materials, supplies, equipment, services, construction, and printing, and disposal of obsolete and surplus materials, supplies and equipment by the West Virginia Higher Education Policy Commission, hereinafter to as the “Commission” and the Governing Boards.

### **§133-30-7. Authority, Duties and Remedies of the Chief Procurement Officer.**

- 7.3.13 Exempt from competitive bidding purchases of materials, supplies, equipment, services and printing purchased from within state government, from West Virginia sheltered workshops, and from the federal government or federal government contracts when price, availability and quality are comparable to those on the open market.

## West Virginia Purchasing Division Cooperative Purchasing Program

Welcome to the **State of West Virginia's Cooperative Purchasing Program**. We are pleased to offer eligible participants the opportunity to benefit from this valuable program.

The Cooperative Purchasing Program allows eligible political subdivisions the opportunity to purchase from statewide contracts, in accordance with the West Virginia Code, §5A-3-8. For the many years, counties, county schools, municipalities, urban mass transportation authorities of county and municipal governments, volunteer fire departments, and other local governmental bodies within the state have benefited from the discounted savings on our statewide contracts.

Most political subdivisions are required to obtain competitive bids for commodity and service needs. The Purchasing Division has obtained competitive bids-- whenever possible--for the commodities and services covered by the contracts.

Does purchasing from statewide contracts save money? Definitely! Bids have been based on quantity information provided by State Agency participants to ensure the lowest price possible is being obtained for the commodity. Also time and administrative costs are saved by not having to repeat the competitive bid process.

These contracts offer a large variety of commodities and services which have been requested and are utilized on a regular basis by other state agencies. Specifications have been prepared to ensure quality materials, equipment and services are provided through a formal competitive bid process. In most cases, purchasing from statewide contracts meets your requirement for competitive bidding, permitting you to bypass this process, resulting in a time and administrative cost savings for the participating subdivision. We are enhancing the program by providing interested participants an opportunity to review statewide contract information electronically. We invite you to take a moment to review this information by visiting the Purchasing Division website, <http://www.state.wv.us/admin/purchase/swc/>.

If you have any questions regarding this program, please contact **Betty Francisco** at 304-558-0468 or **Rita Withrow** at 304-558-7023. Your interest and participation in this program is welcome and greatly appreciated

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# WV ARF04

Statewide Contract Covering Mandated Services to Various  
State Agencies and all Political Subdivisions  
Within West Virginia

October 1, 2004 through September 30, 2007

## Contact Us

West Virginia Association of Rehabilitation Facilities  
P.O. Box 745  
Institute, WV 25112  
Phone: 304-766-4894  
Fax: 304-766-4607

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Director of Operations  
Email: [cgreening@wvarf.org](mailto:cgreening@wvarf.org)

Joyce Wysong  
Coordinator of Administrative Services  
Email: [jwysong@wvarf.org](mailto:jwysong@wvarf.org)

## Absorbency Kits & Supplies



Liquid absorbency kits can effectively absorb petroleum-based liquids and non-water based liquids, including solvents, solvent based paints, vegetable oils and many non-water soluble chemicals. Light weight, user friendly, clean and

dustless, spill kits can be stored easily behind seats of vehicles.

Applied uses: ·leaking drums, large spills and leaks, vehicle garages to absorb oil and fluid leaks and drips, emergency vehicles at accident scenes to absorb leaking fluids, conservation personnel to absorb leaking fluids preventing contamination that could damage water sources, the ecology and wildlife, field repair crews absorbing fluids when repairing equipment, refueling areas where fuel spills could occur, shops when rebuilding and repairing equipment, and machinery leaks helping to limit clean up time

<b>ABSORBENT PRODUCTS</b>		
<b>Code</b>	<b>Item</b>	<b>Price</b>
0001	100 Pad Kit (AP100)	77.49
0002	Absorbent Blanket Kit (APO150)	33.48
0003	Absorbent Blanket Kit (APO153)	46.49
0004	Universal Spill Kit (AP200)	46.64
0005	Universal/Oil Drum top cover,	66.92
0006	Universal drip pan with pillows (APDP40)	116.87
0007	Replacement Pillows (APAW99)	73.81
0008	Replacement Pillows (APOIL99)	70.79
0009	Absorbent booms, oil only (AP510)	103.85
0010	Absorbent Booms, oil only (AP810)	171.71
0011	Absorbent socks, oil (AP412)	56.66
0012	Absorbent socks, oil (AP430)	99.67
0013	Absorbent socks, oil (AP612)	56.58
0014	Absorbent Oil Pad (AP152)	75.84

## Condiment Kits



Condiment kits are available with a variety of disposable tableware, napkins, drinking straws, and

condiments needed for any type of food service. A custom designed kit may be selected.

To determine the price of your condiment kit per case of 500 kits, choose the items desired from the list of items. Total the costs of the items selected and add the basic charge for the number of items selected.

Minimum order is one case of 500 kits. Shipping charges are in addition to the cost of the kits.

<b>CONDIMENT KITS</b>			
<b>Item</b>	<b>Price</b>	<b>Item</b>	<b>Price</b>
<b>Basic Charge Cost</b>		<b>Add to Basic Charge Cost</b>	
One item per kit	30.95	Fork, light weight, 500 per case	3.09
Two items per kit	33.46	Spoon, light weight, 500 per case	3.09
Three items per kit	34.67	Knife, light weight, 500 per case	3.09
Four items per kit	36.85	Fork, medium weight, 500 per case	3.92
Five items per kit	40.49	Spoon, medium weight, 500 per case	3.92
Six items per kit	45.21	Knife, medium weight, 500 per case	3.92
Seven items per kit	45.90	Fork, heavyweight, 500 per case	9.21
Eight items per kit	0.00	Spoon, heavy weight, 500 per case	9.21
		Knife, heavy weight, 500 per case	9.21
<b>Additional Selections</b>		Sporks, 500 per case	4.72
Insert Folded Napkin, 500 per case	7.00	Straw, flex, 500 per case	2.76
Color Code Condiment Kits, 500 per case	9.76	Sugar, 500 per case	3.46
		Sugar substitute, 500 per case	3.33
		Equal, 500 per case	8.28
		Salt, 500 per case	1.24545
		Salt substitute, 500 per case	3.62
		Pepper, 500 per case	2.05251
		Creamer, 500 per case	7.59
		Straw, jumbo regular, 500 per case	1.42480
		Straw, milk, 500 per case	1.22553

## Cooler Dispensed Water



Our water, *Le Sage Natural Wells*, is drawn from an underground West Virginia well that supplies water naturally free of pollutants. The water flows through two different filtration/purification systems. Careful monitoring assures that industry, state and federal standards are fully met. Buyer may purchase water in five or three gallon bottles.

The purchase price for the water includes delivery to the customer.

**Did you know . . .**

*At the 2005 Berkeley Springs International Water Tasting Competition, Le Sage Natural Wells water placed first, receiving the Gold Award, in the Non-Carbonated Bottle category.*

<b>BOTTLED WATER - 5 &amp; 3 Gallons</b>		
<b>Code</b>	<b>Item</b>	<b>Price</b>
0015	Bottled water cooler rental, cold only / Per Month	9.20
0016	Bottled water cooler rental, hot and cold, Per / Month	12.06
0017	Bottled water cooler, compartment rental, Per / Month. Effective July 1, 2004, this item no longer available. See Item 0018 for suitable replacement.	16.45
0018	Bottled water cooler rental, Hot & Cold with Refrigerator, Per / Month	15.24
0019	Drinking Water, Five Gallon Returnable Bottle	5.57
0020	Drinking Water, Three Gallon Returnable Bottle	3.32
0021	Bottle Deposit	6.48
0022	Coolers cleaned and disinfected two times per year	24.91

## Liquid Hand Soap & Dispensers



The anti-bacterial soap is especially helpful in preventing the spread of germs and bacteria. The soap is gentle on hands and the body, even after repeated daily washing. It is available for use in wall-mounted containers, refillable containers or carrying in the car or purse.

Price includes all shipping costs.

LIQUID HAND SOAP		
Code	Item	Price
0107	Hand Soap, Antimicrobial, 800 ml size pouch	63.63
0108	Hand Soap, Antibacterial , Gallons, 4/Case	52.36
0109	Hand Soap, Lotion, 800 ml. size pouch	54.85
0110	Hand Soap, Lotion – Gallons, 4/Case	43.28
0111	Body shampoo, 800 ml size pouch	63.33
0112	Body shampoo, Gallons, 4/Case	59.20
0113	Orange Waterless Soap, with <u>grit</u> , Gallons, 4/Case	52.59
0114	Moisturizing Instant Sanitizer, 800 ml. size pouch	91.42
0115	Moisturizing Instant Sanitizer, 4 oz. Bottles	54.74
0116	Wipes in a Tub, 130 count	79.30
0117	Dispenser – wall mounted unit to dispense the 800 ml. Pouches listed above	11.98
0118	Gallon Bottle Pump	8.21
0119	PressPak – Pink lotion soap, 800 ml. size pouch	59.83
0120	PressPak Dispenser – Wall mounted unit to dispense 800 ml pouches from PressPak	11.72
0153	Orange Waterless Soap, <u>smooth</u> , Gallons, 4/Case	61.32
	Handwash, Foam 2000 ml Refill, 2/Case	48.06
	Handwash, Foam 1250 ml Refill, 3/Case	48.99
	Handwash Dispenser, Grey, 2000 Refill	10.23
	Handwash Dispenser, Grey, 1250 Refill	9.09

## Survey Stakes



Stakes are made from straight-grained seasoned hardwood with a wedge point, free from injuries, rot, and wane. Delivered securely tied with poly or metal banding and bundled in groups of 25.

Shipping Terms: Bundles can be delivered to customer at \$1.50 per mile *OR* customer may pick up the bundles at no additional cost.

*Shipping cost on flags will be at actual cost.*

Delivery Terms: Within 30 days after receipt of order.

SURVEY STAKES		Price
Code	Item	
0121	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{1}{4}$ " x 12", 25/bundle	7.60
0122	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{3}{4}$ " x 12", 25/bundle	7.79
0123	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{1}{4}$ " x 18", 25/bundle	10.37
0124	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{3}{4}$ " x 18", 25/bundle	10.57
0125	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{1}{4}$ " x 30", 25/bundle	12.02
0126	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{3}{4}$ " x 30", 25/bundle	12.23
0127	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{1}{4}$ " x 36", 25/bundle	15.33
0128	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{3}{4}$ " x 36", 25/bundle	15.53
0129	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{1}{4}$ " x 48", 25/bundle	17.44
0130	Wood Survey Stake - $\frac{3}{4}$ " x $1\frac{3}{4}$ " x 48", 25/bundle	17.65
0131	Wood Survey Hub - $1\frac{1}{2}$ " x $1\frac{1}{2}$ " x 12", 25/bundle	8.40
0132	Wood Survey Hub - 2" x 2" x 12", 25/bundle	8.73
0133	Wood Survey Hub - 2" x 2" x 18", 25/bundle	10.54
0134	Wood Survey Hub - $1\frac{3}{4}$ " x $1\frac{3}{4}$ " x 16", 25/bundle	11.25
0135	Lath Strips - $\frac{1}{4}$ " x $1\frac{1}{2}$ " x 48", 25/bundle	8.89
0136	Wire Staff Marking Flag – 13 gauge wire, 30" high/Flag 4"x 5"	0.08967
0137	Wire Staff Marking Flag – 13 gauge wire, 30" high/Flag 5"x 8"	0.11956

## Wiping Cloths



Nonabsorbent wiping cloths are excellent for all petroleum or detergent based cleaning solutions and will absorb water provided the cloth is dampened before using. These cloths will not readily absorb

water when used directly from the shipping container. Packaged in 10 pound or 25 pound boxes.

Absorbent wiping cloths will readily absorb water and oil when used directly from the shipping container. Packaged in 10 pound or 25 pound boxes. Approximate pieces per pound are: Polo (13), White Terry (5), Colored Terry (7), White Cotton (6), Washed Fleece (6), Econo (8), and Bar Towel (6).

Shipping Terms: Orders of 500 lbs. or greater will be shipped FOB Destination. Orders Less the 500 lbs. will be shipped FOB shipping point with shipping prepaid and added to the invoice as a separate item.

Delivery Terms: Within 21 days after receipt of order.

<b>WIPING CLOTHS</b>		
<b>Code</b>	<b>Item</b>	<b>Price</b>
0138	Polo. Non-absorbent cloth. Cotton/polyester blend, 10 lb. box	9.66
0138	Polo. Non-absorbent cloth. Cotton/polyester blend, 25 lb. Box	24.16
0139	White French Terry. Washed cloth. High absorbency. Looped fabric on one side, 10 lb. Box	17.83
0139	White French Terry. Washed cloth. High absorbency Looped fabric on one side, 25 lb. Box	44.59
0140	Colored French Terry. Soft absorbent cloth, cotton/polyester blend, looped fabric on one side, 10 lb. box.	15.05
0140	Colored French Terry. Soft absorbent cloth, cotton/polyester blend, looped fabric on one side, 25 lb. Box	37.61
0141	White Cotton. 100% cotton, washed, bleached, re-washed and lint free, 10 lb. Box	18.03
0141	White Cotton. 100% cotton, washed, bleached, re-washed and lint free, 25 lb. Box	45.09
0142	Washed Fleece. Soft and absorbent, cotton/polyester blend, Fleeced fabric on one side, 10 lb. Box	11.86
0142	Washed Fleece. Soft and absorbent, cotton/polyester blend, Fleeced fabric on one side, 25 lb. Box	29.64
0143	Econo Wiper. Washed, sanitized, absorbent cloth. Used tee-shirt material. May have some printing. 10 lb. Box	8.17
0143	Econo Wiper. Washed, sanitized, absorbent cloth. Used tee-shirt material. May have some printing. 25 lb. Box	20.43
0144	Bar Rag. Lightweight terry toweling with finished edges, absorbent cloth. 10 lb. Box	19.83
0144	Bar Rag. Lightweight terry toweling with finished edges, absorbent cloth. 25 lb. Box	49.57

## 20 oz. Bottled Water



Our water is drawn from an underground West Virginia well that supplies water naturally free of pollutants. The water flows through two different filtration/purification systems. Careful monitoring assures that industry, state and federal standards are fully met.

Each bottle has a West Virginia State Park label and is sold in 20 bottle cases.

The cases can be delivered at an additional cost or may be picked up from these West Virginia sites with no additional cost: Craigsville or LeSage.

<b>BOTTLED WATER - 20 oz.</b>		
<b>Code</b>	<b>Item</b>	<b>Price</b>
149	20 oz. Bottle Water / WV State Park Label, Customer Pickup	6.76
150	20 oz. Bottle Water / WV State Park Label, Includes Delivery	9.66

## Rubber Coated Laboratory Apron



These impermeable, rubber coated laboratory aprons are for use in laboratories to protect clothing of workers from chemical splashes.

- 35" wide x 45" long
- black
- rubber coated laboratory apron for use in laboratories to protect clothing of workers from chemical splashes
- reinforced with four patches stitched completely on all ties
- four aluminum grommets and three pre-tied 30" nylon strings

<b>RUBBER COATED LABORATORY APRON</b>		
<b>Code</b>	<b>Item</b>	<b>Price</b>
	Rubber Coated Laboratory Apron, 35" wide x 45" long, black	12.55

## Steel Framed Mirror



These stainless steel framed mirrors test in accordance with ASTB-B-117 on glass.

- 16" wide x 22" long stainless steel frame
- galvanized steel back
- tests performed on glass in accordance with ASTM-B-117
- three one hole hangers spot-welded to back
- can be hung vertical or horizontal
- corners square, joints secure

<b>STEEL FRAMED MIRROR</b>		
<b>Code</b>	<b>Item</b>	<b>Price</b>
	Stainless Steel framed Mirror, 16" wide x 22" long	38.16

## Fish Habitat Structures



### Type I Nursery Structure and Type II Nursery Structure

These two structures are similar in layout. Type I is constructed out of non-treated wood while Type II is constructed out of PVC pipe. Both structures are approximately 36" X 36". Shipping is included in the pricing.



### Spawning Structure

This structure is made out of a plastic 55 gallon drum. It stands approximately 24" high. The gravel is not included in the pricing. Shipping is included in the pricing.

FISH HABITAT STRUCTURES		Price
Code	Item	
0155	1. Type I Nursery Structure – Wood	42.23
0155	2. Type II Nursery Structure - PVC	74.89
0155	3. Spawning Structure	17.93



## Data Management

Our qualified employees have been providing high-speed data entry services since 1988. State of the art equipment and highly trained staff combine to offer versatility in performing a variety of tasks specialized to fit your needs, no matter how basic or complex your requirements may be. We can meet your needs for entering inventory records, mailing lists, personnel reports, or record management information.

These services are available to any State agency, political sub-division, or state college or university.

For more detailed description of this service go to **Special Conditions for Data Management Services** starting on Page 13.

## Developing a Statement of Work

In order to develop an appropriate project cost, the agency must complete an initial "Statement of Work". To start developing the "Statement of Work", choose the work items needed from the following list. Select Level I, II, or III from Line Items 0059-0061 and any additional services from Items 0062-0085. Prices in Line Items 0062-0085 are listed as maximum and may be discounted based on each agency's requirements, quantities, and document condition.

After review, please contact a WV ARF staff person, Ken Kennedy or Craig Greening, to arrange an appointment with a data management representative who will assist you in completing a final "Statement of Work" and project cost estimate.

## Data Management

Item #	Unit Price	Description
	3.19	Services completed on time as determined by the agency / Per 1000 Key Strokes
	3.09	Work not completed within the turnaround time / Per 1000 Key Strokes

## Data Management (Continued)

Item #	Unit Price	Description
0059	1.89309	Skill Level I - Billed on a per unit basis (document, bill, page). Forms may require simple document preparation, sorting and batching prior to entry. Minimal clerical duties involved. Entry entails transferring information from source document into computer using specified format requiring little or no judgment skills. High speed processing. Documents may be sorted or returned with or without special filing instructions. Document disposal is available. Documents may be returned to provider per agency instructions. Postage to be billed separately at cost with postage meter receipt attached. Price includes quality control, daily, weekly, and/or monthly reports. Current pricing includes but is not limited to the processing and entry of HCFA - 1500, WC-400, WC-401, UB-92, and PR1A.
0060	4.98	Skill Level II - Billed on a per unit basis (document, bill, page). May include any or all of the duties in line Item 59 - Duties for Processing. Screening, batching and processing instructions may require multiple step clerical tasks. Specialized knowledge of terms, functions and fields may be required for document processing. Document normally consists of multiple fields and/or pages that require additional time and attention to process. Pricing includes, but is not limited to the processing and entry of: WC-1, WC-2, WC-3, and duplicates.
0061	9.96	Skill Level III - Billed on a per unit basis (document, bill, page). Forms may require any or all of the services and duties listed in document entry level I and Level II. Documents may require extensive pre-screening and/or document preparation before entry. Clerical duties may include analyzing and compiling information from various research materials such as written or verbal special instructions, maps, charts, manuals and phone surveys. Documents are typically lengthy and complex. The Agency may require additional and/or courier service. Current pricing includes, but is not limited to, the processing and entry of: DMV17-F and related code sheet.
0062	34.87	Courier Service
0063	9.96	Sort Forms by Type, County, Number Index
0064	9.96	Batch Work / Per Hour

## Data Management (Continued)

Item #	Unit Price	Description
0065	9.96	Remove Attachments / Per Hour
0066	9.96	Screen Form for Accuracy Prior to Entry / Per Hour
0067	9.96	Calculate Fields to Verify Totals / Per Hour
0068	9.96	Recall Submitted Forms for Sight Verification / Per Hour
0069	9.96	Edit Submitted Reports / Per Hour
0070	9.96	Copy / Per Hour
0071	9.96	Open Mail / Per Hour
0072	9.96	Prepare Documents for Mailing, Filing, etc / Per Hour
0073	0.29891	Prepare Documents for Mailing, Filing, etc / Per Piece
0074	At Cost	Postage At Cost / Per Hour
0075	9.96	Generate Reports / Per Hour
0076	9.96	Create and Manage Database / Per Hour
0077	9.96	Develop and Maintain Mailing Lists
0078	9.96	Create Data Media (Diskette, CD, Zip Drive) / Per Hour
0079	9.96	Research Information Sources to Complete Form / Per Hour
0080	9.96	Sort Alphabetically for Storage / Per Hour
0081	0.24909	Store Documents / Per Box Per Month
0082	9.96	Shred Documents/ Per Hour
0083	19.93	Project Manager / Per Hour
0084	14.95	Production Manager/ Per Hour
0085	149.45	Programming / Per Hour

### ***Special Conditions for Data Management Services***

#### **OUTPUT**

Finished work can be transmitted to you through FTP, magnetic media, CD-ROM, Internet applications or direct entry onto your system. All work is backed up twice per shift and completed work is routinely saved on magnetic media for a period of 90 days (longer per your requirements).

#### **QUALITY**

Our employees are trained to industry standards and supervisors

oversee all work to ensure your job will meet your exact specifications. Routine inspections, system edits, filed checks, and full verification ensure your satisfaction on all work.

Excellence is our standard. Each qualified operator can process over 12,000 keystrokes per hour with greater than 99.995% accuracy. Routine inspections, system edits, field checks, and even full verification will ensure your satisfaction on all work

## **SOFTWARE**

We currently use DCR (UNIX based data capture and retrieval), Microsoft Office Professional, Microsoft Fox Pro, Lotus Smart Suite, Lotus 1-2-3, Business Works accounting software and customer supplied applications. Our PC base allows us to use any over the counter product for WINDOWS, DOS, and UNIX.

## **EXPERIENCE TYPES**

- Medicaid Billing
- Medical Billing
- Invoicing
- Data Conversion
- Workers' Compensation Claims Entry
- Data Entry
- Data Bases
- Information Retrieval
- General Ledger/Financial Reporting
- Surveys
- Business Forms and Labels
- Word-processing
- Optical Scanning
- Overloads
- Transcription Services
- Mailing Lists
- Data Collection
- Sorting/screening

## **PICKUP AND DELIVERY**

We offer pick-up and Delivery with all contracts.

## **DOCUMENT CONTROL**

Customer documents can be returned, retained for a time, shredded, or recycled.

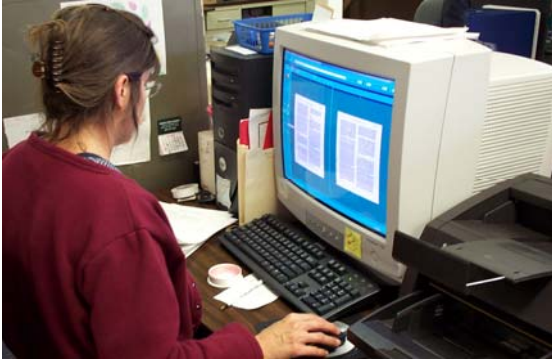
## **CONFIDENTIALITY**

Our employees' have read and signed an "Employee Confidentiality Agreement" protecting our customers' confidentiality

## **WEST VIRGINIA STATE AGENCY CUSTOMERS**

Bureau of Employment Programs  
Workers Compensation  
    Office of Medical Accounting  
    Office of Financial Accounting  
Management Information Systems  
    Technical Support  
Unemployment Compensation  
Department of Transportation  
    Traffic Engineering Division  
Department of Health and Human Resources  
    Office of Audit, Research, & Analysis  
    Office of Family Support  
    Behavioral Health & Health Services  
Department of Education  
    Adult Basic Education  
Department of Administration  
    I S & C  
Insurance Commission  
Division of Cultural and History  
Division of Natural Resources

## Document Imaging



Using a high-speed optical scanner, your source documents in paper form will be converted into a digital format. During this process, the documents are scanned and checked for quality and accuracy, indexed by key words and sorted on a CD-ROM or DVD.

We go beyond our industry standards with verification and checks for accuracy. Complete

security and confidentiality of your records are guaranteed.

These services are available to any State agency, political sub-division, or state college or university.

### Developing a Statement of Work

In order to develop an appropriate project cost, the agency must complete an initial "Statement of Work". To start developing the "Statement of Work", select from the following items and quantities.

After review, please contact a WV ARF staff person, Ken Kennedy or Craig Greening, to arrange an appointment with a document imaging representative who will assist you in completing a final "Statement of Work" and project cost estimate.

## Document Imaging

Item #	Unit Price	Description
0032	0.07971	Scan at 200/300 dpi up to 8.5" x 14" / per document
0033	0.11956	Scan at 200/300 dpi up to 11" x 17" / per document
0034	0.00867	Indexed, per key stroke
0035	49.82	Set Up Fee, per job
0036	74.73	Master CD Fee, per CD
0037	14.95	Duplication to CD, per CD
0038	7.92	Preparation of Documents, per hour
0039	0.59782	Transportation of Documents, per mile
0040	7.92	Fragile Document Scanning on Flatbed Scanner, per hour
0041	0.15942	Scan at 200/300 dpi up to 11" x 17" w/flatbed, per document
0042	0.03985	OCR, No Operator Editing, per document
0043	7.92	OCR Clean-up, per hour
0044	4.98	Off-site Storage, per CD, per year
0045	4.98	Document Shredding, per 15" Banker Box
0046	0.03487	Data Warehousing (Via Internet) (Per image/per year and includes accessing up to 20% of images warehoused.)
0047	0.00598	Accessing of Warehoused Data, above 20% / per image
0048	1.49455	Document Scanning 18" x 24", Eng.C at 200 dpi / per document

## Document Imaging (Continued)

Item #	Unit Price	Description
0049	1.74364	Document Scanning 18" x 24", Eng.C at 300 dpi / per document
0050	1.69382	Document Scanning 24" x 36", Eng.D at 200 dpi / per document
0051	1.94291	Document Scanning 24" x 36", Eng.D at 300 dpi / per document
0052	2.19200	Document Scanning 36" x 48", Eng. E at 200 dpi / per document
0053	2.44109	Document Scanning 36" x 48", Eng. E at 300 dpi / per document
0054	0.07971	Microfilm Scan, 16mm Roll Film at 200/300 dpi / per image
0055	0.11956	Microfilm Scan, 35mm Roll Film at 200/300 dpi / per image
0056	0.14945	Microfiche Scan at 200/300 dpi / per image
0057	0.34873	Aperture Scan / per card
0058	74.73	Master DVD-R Fee / per DVD
	0.1314	Document Warehousing Image (via internet)(18" X 24")
	0.2613	Document Warehousing Image (via internet)(24" X 36")
	0.5227	Document Warehousing Image (via internet)(36" X 48")

## Microfilming



Save on costly storage space by converting documents and blueprints to microfilm. All project specifications are designed with you to be sure the product meets your needs. Complete security and confidentiality are guaranteed.

These services are available to any State agency, political sub-division, or state college or university.

### Developing a Statement of Work

In order to develop an appropriate project cost, the agency must complete an initial "Statement of Work". To start developing the "Statement of Work", select from the following items and quantities. For more detailed description of this service, go to **Special Conditions for Microfilm Services** starting on Page 18.

After review, please contact a WV ARF staff person, Ken Kennedy or Craig Greening, to arrange an appointment with a microfilming representative who will assist you in completing a final "Statement of Work" and project cost estimate.

## Microfilming

Item #	Unit Price	Description
0086	0.04538	Source Documents - 8.5" 5" x 5" to 8.5" x 14" placed in microfilm jackets (microfiche).
0087	0.03641	Source Documents - 8.5" x 5" to 8.5" x 14" placed on 16mm roll film with spool.
0088	0.03940	Source Document - 8.5" x 5" to 8.5" x 14" placed on 16mm roll with cartridge.
0089	0.01746	Check or check sized document placed on 16mm roll film with spool.
0090	0.01845	Check or check sized documents placed on 16mm film with cartridge
0091	0.50914	Drawings, Engineering: sizes A to E placed on 35mm film.
0092	0.60878	Drawings, Engineering: Sizes A to E placed on 35mm film in microfilm jackets (microfiche).

## Microfilming (Continued)

Item #	Unit Price	Description
0093	0.61336	Drawings, Engineering: sizes A to E placed on 35mm film in aperture card.
0094	0.30429	Duplication Services - 16mm jackets / per jacket
0095	0.30429	Duplication Services - 35mm jackets / per jacket
0096	14.97	Duplication Services - 16mm Roll / per roll
0097	7.93	Document Preparation for Filming / per hour
0098	7.93	Document Preparation – Indexing / per hour
0099	0.60778	Document Preparation - Transportation of documents / per mile

### Special Conditions for Microfilm Services

#### General

Vendor shall be contacted at least 30 days in advance of filming to assure that correct formatting, reduction, retrieval systems, document preparation; indexing and other requirements are clear between the vendor and agency. Filming includes:

- Filming documents in the order in which vendors receives them
- All supplies incidental to filming and processing
- All supplies incidental to indexing
- Filming the document
- Verifying the document as readable
- All labor incidental to filming and processing

#### Security and Irretrievability of Records

Vendor shall be responsible for guarding against loss and theft of all records while in possession.

#### Labeling

Vendor shall label each completed individual microfiche or roll of film in a self-explanatory manner regarding its contents. Labels must be eye readable. Each completed individual microfiche or roll of film also shall be labeled as per instructions of agency at time of orders. Labeling is limited to 60 spaces per jacket and 90 spaces per roll.

#### Indexing

Price quoted includes list of file names and information necessary for retrieval of documents.

All documents will be returned to agency as they come from camera. Document preparation hourly rate does not include restapling, reclipping or refolding.

Reorganizing sequence of documents and purging records services are available at the hourly rate quoted, but not typically required.

## **Specifications**

The vendor shall assure that a high quality-microfilming product is produced meeting all federal government and industry standards as applicable. The results shall be obtained in a manner meeting the recommended requirements of the American National Standard Institute (ANSI) for permanent micro-photo graphics reproductions.

## **Film Requirements**

The film shall be of archival records, silver-gelatin type, on polyester or cellulose ester base.

Residual thiosulfate on the film shall be measured using the methylene blue method and performed according to the American Standard for Methylene Blue Method of Measuring Residual Chemicals in plates, films, and papers as described in ANSI/AIMM aPH4, 8/1978. The results shall have a maximum of 0.7 microgram per centimeter squared of thiosulfate ion.

All source documents filmed must have a density range between 0.9 and 1.3 with a + or -.1 tolerance factor for negative film. (Negative film is white letters on a black background.)

## **Resolution Requirements**

Resolution shall be obtained by viewing appropriate resolution test charts

Acceptable reductions shall be determined from the list below on an individual basis by the agency as needed.

Planetary – 16mm film:

32X, 150 Lines/mm

29X, 140 Lines/mm

27X, 135 Lines/mm

25X, 130 Lines/mm

21X, 125 Lines/mm

Planetary – 16mm film:

16X, 100 Lines/mm

24X, 108 Lines/mm

30X, 144 Lines/mm

Rotary:

44X, 125 Lines/mm

24X, 70 Lines/mm

## **Inspection**

Inspection shall be performed via a visual scan to detect any physical or photographic defects. This inspection shall be in accordance with AIMM specifications described in MS23. If document mark (BLIP) indexing is required, the completed film shall be checked on a retrieval unit to insure that BLIP locations and/or sizes are correct.

## **Transportation of Documents**

Vendor shall be responsible for pick-up and delivery made for agency to pick-up and deliver at the vendor's discretion.

## First Class Mail Presort



Using new state-of-the-art sorting equipment, we can sort your mail according to the Postal Services regulations to save valuable postage dollars. Typically, the U.S. Postal Service charges 37 cents to stamp, sort and ship a letter. We can do the same for 29.2 cents, a savings of 7.8-cents per letter

We can also alleviate cumbersome tasks for your agency by preparing your mailing project. We offer services such as collating, stapling, folding, and labeling. We sort by zip

code, bundle, and process for standard mail.

These services are available to any State agency, political sub-division, or state college or university.

## Developing a Statement of Work

In order to develop an appropriate project cost, the agency must complete an initial "Statement of Work". To start developing the "Statement of Work", select from the following items and quantities. For more detailed description of this service go to **Special Conditions for First Class Mail Presort Services** starting on page 21.

After review, please contact a WV ARF staff person, Ken Kennedy or Craig Greening, to arrange an appointment with a data management representative who will assist you in completing a final "Statement of Work" and project cost estimate.

## First Class Mail Presort

Item #	Unit Price	Description
0100	0.02491	First Class Letters - Bar Code, sort, and deliver envelopes #6 through #12 to USPS. Metered and/or permit mail. Metered rate is USPS published three-digit automated rate.
0101	0.02491	Standard Class Letters - Bar code, sort, and deliver envelopes #6 through #12.to USPS. MLOCR compatible metered and/or permit mail.
0102	0.04484	Standard Mail, A - Hand sort and deliver to USPS. Envelopes #6 through #12 metered and/or permit mail.
0103	0.05978	Standard Mail, B - Hand sort and deliver to USPS. Envelopes #6 through #12 metered and/or permit mail.

## First Class Mail Presort (Continued)

Item #	Unit Price	Description
0104	12.97	Hourly Labor - Pick-up and delivery of first class mail (#6 through #12 envelopes) outside of normal hours, and pick-up of standard mail outside of the Capitol Complex.
0105	0.02690	Hand Work – label, stamp, fold, insert, etc.
0106	0.00000	Mail Received with Insufficient Postage - 7% Surcharge. Check with the Presort Manager for clarification of this pricing.

### Special Conditions for First Class Mail Presort Services

#### Mail Does Not Meet 3 Digit Sort Rate

When mail does not meet the 3 digit sort rate and requires additional postage, a 7% surcharge will be added to the additional postage required for the correct postal rate. A charge for the handwork will also apply to mail that requires this additional postage, using the rate in Line Item 105.

#### Peak Daily Volume Exceeds the Mail Optical Character Reader Capacity

In those instances where peak daily volume exceeds the capacity of the Mail Optical Character Reader (MLOCR), the vendor will had sort the mail at the current USPS "Posted Up-gradable Rate". In the case of factors out of the control of the vendor, such as power outages, the vendor will contact the agency and allow the agency to determine if it is permissible for the mail to be hand-sorted at the higher "Posted Up-gradable Rate", or if the agency

prefers to have the mail processed the next business day.

#### Service Requirements

The vendor will pick up mail at the agency's site daily, excluding state holidays and weekends. The pickups are confined to a five-mile radius area with the center being the Capitol complex and will be made throughout the day starting no earlier than 7:30 a.m. with the last pickup no earlier than 3:45 p.m. The vendor and the agency may develop a specific pickup schedule within these time constraints that meets the needs of the agency. Agency pickups outside of the contracted area will be at the hourly labor rate.

The vendor will be responsible for ensuring all mail processed at their location is delivered and accepted at the USPS designated location on the posted or required date. This is a critical requirement because of time sensitive mail that is involved. Many of the daily jobs and the majority of the month-end processing jobs are required by Federal Law to be mailed on the state date(s).

Failure to meet the deadlines could result in deny Federal funds to the state and the vendor may be considered to be in default and the contract may be cancelled without penalty to the state.

The vendor will be required to co-mingle permit and metered mail

The vendor is to provide the Purchasing Division with a copy of the written notice from the USPS certifying the vendor is using software that is CASS/PAVE-certified.

The vendor is to provide a copy of the written notice from the USPS certifying their bar coding equipment produces bar codes that meet the USPS specifications for automation discounted rates.

During the term of the contract, the vendor must provide copies each time recertification for CASS/PAVE or bar coding is required by the USPS. In addition, if new certification requirements are required by the USPS in order for the vendor to satisfy the terms and conditions of this contract, the vendor must provide written notice of passing such certification. If at any time during the contract, the vendor fails to meet any of the certification requirements, the vendor will be considered in default and the contract may be cancelled without penalty to the state.

The vendor will provide to agencies periodically training free of charge in preparing mail for presort. As the vendor recognizes opportunities to sort and process mail at a more

economical rate, the vendor will point out these opportunities to the agencies. The vendor must notify the Director of Purchasing, in writing, thirty (30) days in advance for any of the services that will no longer be provided.

Price adjustments (upward and downward) will be allowed after one year to accommodate for and "Pass Through" cost changes imposed by the USPS or Federal/State governments (i.e., hourly wage, etc.). These price adjustments are to be based on actual dollar figure, not a percentage, unless the "Pass Through" cost is measured by percentages, (i.e., tax base). The vendor is to notify the purchasing division of such a price increase at least sixty (60) days prior to the increase or as soon as possible after the vendor is notified of said change.

In the case of mail from an agency that is not readable by simply not meeting USPS standards or mail that requires extra preparation time just to insert it into the machine, the vendor will contact the agency and quote hourly rate charge to handle mail. The vendor's acceptance of "substandard" mail does not constitute an agreement to continue processing such mail. The vendor may refuse to accept substandard mail until it meets minimum standards.

### **Personnel**

The vendor will designate someone to serve as primary contact person to each user. This person(s) will be the sole point of contact for all problems (workload, scheduling, invoicing) for that user.

All vendor employees must have a signed "statement of confidentiality" or equal form on file. The vendor's employee bonding requirements are one (1) million dollars for each employee.

### **Security**

If requested the state, background checks shall be required for employees.

All mail must be kept in a secured location prior to and after processing. The mail processed includes such sensitive documents as checks, vehicle titles, etc. If, at any time during the contract, there is reason to suspect improper handling of this mail by the vendor, the Purchasing Division reserves the right to: (1) cancel the contract: or (2) initiate an investigation for which the vendor will be responsible for all expenses incurred as a result of said investigation.

The Central Mail Office reserves the right to inspect the vendor's facility during normal operating hours without prior notice.

### **Billing of Services**

All mail submitted by each agency will be accompanied by a worksheet totaling the day's workload. Each

agency will have a designated account number(s) that has been assigned by the state's Central Mail Office. Agencies may be billed one (1) invoice, which may contain multiple account numbers. The invoicing back up identified below will segregate the invoice charges by account. Note: If an agency does not have an account number, the Central Mail Office will assign one.

The vendor shall invoice each agency weekly for the previous week's service. The invoice should be received by the agency no later than Wednesday of the following week.

The backup information required for the weekly invoicing will be: (1) A copy of each day's worksheet as provided to the agency. A worksheet may contain more than one designated account number. The format of the worksheet may differ for each agency with the vendor's approval. (2) An accounting report, by account number, for each mailing which is to include, but is not limited to, the following: daily documentation of automation read rate, a detailed account of any added postage. (3) When applicable, copy of all paperwork submitted by the vendor to the USPS on behalf of the agency.

## Grounds Maintenance



WV ARF can arrange cutting, raking, sweeping, edging, weeding, planting, fertilizing, watering, etc. services for an agency's outside facility/grounds needs. Examples of areas WV ARF currently maintains are 99 DNR Sportsman Stream Access Sites and 20 Interstate Highway Rest Stops throughout West Virginia.

These types of services are available to any State agency, political subdivision, or state college or university.

### Developing a Statement of Work

Work is performed from an agreed upon statement of work at the days and times requested by the customer. In order to develop an appropriate project cost, the agency must complete an initial "Statement of Work". To start developing a "Statement of Work", select from the following.

Please contact a WV ARF staff person, Craig Greening or Ken Kennedy, to arrange an appointment with a grounds maintenance representative who will assist you in completing a final "Statement of Work" and project cost estimate.

## Grounds Maintenance

Check Tasks Desired	Description
	Cut weeds and grass
	Sweep cut grass from sidewalks.
	Sweep dirt/debris/leaves from parking lots
	Rake grass/leaves
	Weed walkways/flower beds
	Pick up trash, weed clippings, and/or grass clippings
	Clear brush around signs
	Properly dispose of trash, weeds, and grass
	Plant grass/flowers/shrubs/trees
	Fertilize areas
	Water areas

## Janitorial



WV ARF provides all the services necessary to make an agency's public buildings clean and comfortable. WV ARF currently services over 160 buildings owned or operated by the State, in addition to the Interstate Rest Areas.

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These services are available to any State agency, political sub-division, or state college or university.

### Developing a Statement of Work

Work is performed from an agreed upon statement of work at the days and times that the customer needs service. In order to develop an appropriate project cost, the agency must complete an initial "Statement of Work". To determine the work to be completed, please complete the following "*Scope of Work for Janitorial Projects Under the State Use Program*" which will serve as an initial "Statement of Work" and lead to a project cost estimate.

To arrange an appointment for a WV ARF janitorial representative to assist you in completing a final "Statement of Work" and project cost estimate, contact Craig Greening or Ken Kennedy at (304) 766-4894.

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## Courier Service



WV ARF can arrange service for the routine pick up and delivery of state agency business items internally or externally to agency sites.

### Developing a Statement of Work

Work is performed from an agreed upon statement of work at the days and times that the customer needs service. In order to develop an appropriate project cost, the agency must complete an initial "Statement of Work". To arrange an appointment for a WV ARF representative to assist you in completing a final "Statement of Work" and project cost estimate, contact Craig Greening or Ken Kennedy at (304) 766-4894.

## Low Impact Monitoring for Roads and Bridges



This service covers monitoring of low-impact movement of heavy tractor-trailer loads on various roads and bridges as required by the WV Division of Highways. The Division permits overweight trucks to travel over our highways with the requirement that they reduce their speed before crossing one or more bridges. The provisions of the permit may require that a dedicated escort, Low Impact Monitor, travel with the vehicle. The Low Impact Monitor meets a truck at a specified time and

location and travels with the truck across the bridge or bridges specified on the permit. The monitor is to report any violations to his dispatcher who is to report the violation to the Division Central Permit Office. The monitor does not provide any form of traffic control or attempt to enforce any provisions of the permit.

### Developing a Statement of Work

Work is performed from an agreed upon statement of work at the days and times that the customer needs service.

To arrange an appointment for a WV ARF representative to assist you in completing a final "Statement of Work" and project cost estimate for this type service, contact Craig Greening or Ken Kennedy at (304) 766-4894.

# Ordering Information for Products

## Product Orders

To order a product(s), please complete the **WV ARF Order Form** and fax or mail it to:

**FAX: 766-4607**

OR

WV ARF

P.O. Box 745

Institute, WV 25112

Please check your items upon receipt. If the quantity or item you ordered is different from your specifications, call us immediately. We will assist you in any way possible.

## Payment

WV ARF will accept payment by check, VISA, MasterCard, or the state Purchasing Card used by government agencies. Please make payment to WV ARF within 30 days of the date of the invoice.

**West Virginia Association  
of  
Rehabilitation Facilities**

P.O. Box 745  
Institute, West Virginia 25112  
Phone (304) 766-4894  
Fax: (304) 766-4607

# ORDER FORM

**Fax or Mail Order to WVARF  
Address**

BILL TO ADDRESS:	
Phone No:	
Fax No:	

SHIP TO ADDRESS:	
Attention:	
Phone #:	

BILLING INFORMATION
Agency Purchase Order #

*\* OR \**

P-CARD
Credit Card Number:
Expiration Date:
Cardholder Name:

Special Instructions

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT

<b>SUBTOTAL</b>	
<b>FREIGHT</b>	
<b>TAX RATE</b>	
<b>TAX</b>	
<b>TOTAL DUE</b>	

\_\_\_\_\_  
Authorized by (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# TEMP04A

Blanket Open-end Contract to Provide Temporary Services  
to Various State Agencies and all Political Subdivisions  
Within West Virginia

May 1, 2004 through April 30, 2007

## Contact Us

West Virginia Association of Rehabilitation Facilities  
P.O. Box 745  
Institute, WV 25112  
304-766-4894 (p)  
304-766-4607 (f)

### WV ARF Staff

Mary Jones  
Administrative Assistant  
Email: [mjones@wvarf.org](mailto:mjones@wvarf.org)

Ken Kennedy  
Marketing Representative  
Email: [kkennedy@wvarf.org](mailto:kkennedy@wvarf.org)

Joyce Wysong  
Coordinator of Administrative Services  
Email: [jwysong@wvarf.org](mailto:jwysong@wvarf.org)



## TEMP04A - Temporary Staffing Services

According to West Virginia Purchasing Division guidelines in TEMP04A, the West Virginia Association of Rehabilitation Facilities (WV ARF) shall have the opportunity to supply all temporary services in all four state regions, regardless of the dollar amount. A State agency needing to fill a temporary staff position must complete the **WV ARF Temporary Service Contact Sheet** and fax to the WV ARF office. To download a copy of the form, go to the WV ARF web site at [www.wvarf.org](http://www.wvarf.org), enter the State Use Program part of the site, and click on then SERVICES CATALOG.

WV ARF shall reply to the State agency within 48 hours. When WV ARF is unable to supply the temporary individual, or does not respond to the agency within 48 hours, WV ARF will provide the agency with an Exceptional Labor Source document signed by a WV ARF representative.

For those Agencies currently using an assigned WV ARF temporary staff person, and a change occurs due to the person leaving the position or the Agency desires a different person to fill the position or the need for the position has ended, please complete the **WV ARF Temporary Service Change Notice**. To download a copy of the form go to the WV ARF web site at [www.wvarf.org](http://www.wvarf.org) and enter the State Use Program part of the site.

Temporary staffing classifications covered include:

- Accounting Technician
- Administrative Services Assistant 1
- Data Entry Operator 1
- Executive Secretary
- Health Service Worker
- Laborer
- Office Assistant 1
- Office Assistant 3
- Paralegal
- Word Processor

If additional information is required from WV ARF, please call 304-766-4894 and ask for Mary Jones. If she is not available, ask for Ken Kennedy or Joyce Wysong.

**State Use Committee Fair Market Price Change to TEMP04A**  
**State Agency Pay Rate**  
**Effective July 1, 2004**

	Hourly Price	Hourly Price	Hourly Price	Hourly Price
Accounting Technician 2	9.71	9.34	10.47	9.74
Administrative Services Assistant 1	10.42	9.61	11.90	10.45
Data Entry Operator 1	8.83	8.83	9.31	8.83
Executive Secretary	10.71	9.85	11.80	10.48
Health Service Worker	11.22	8.99	10.51	9.99
Laborer	8.86	8.46	9.37	8.29
Office Assistant I	8.82	8.20	8.93	8.63
Office Assistant 3	10.00	9.15	10.26	9.39
Paralegal	11.65	10.61	13.11	11.59
Word Processor	9.74	9.36	10.11	9.25

**Region I**

Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Doddridge, Gilmer, Pleasants, Calhoun, Wirt, Wood, and Tyler

**Region II**

Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane and Jackson

**Region III**

Lewis, Upshur, Randolph, Pendleton, Hardy, Grant, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Tucker, Barbour, Taylor, and Preston

**Region IV**

Braxton, Clay, Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, Pocahontas, Webster and Monroe

# TEMPORARY SERVICES CONTACT SHEET

(Please fax a copy to WV ARF – 766-4607)

**TO BE COMPLETED BY REQUESTING STATE AGENCY**

<b>Agency Name:</b>	<b>Request Date:</b>
<b>Contact Person:</b>	<b>Contract Start Date:</b>
<b>Contact Title:</b>	<b>Contract End Date:</b>
<b>Contact Phone:</b>	<b>Shift Start Time:</b>
<b>Contact Fax:</b>	<b>Shift End Time:</b>
<b>Contact Email:</b>	
<b>Job Location:</b>	<b>Billing Address:</b>

**AGENCY POSITION INFORMATION**

Check	Job Classification	# of Workers Requested	# Hours Per Day	# Days Per Week
	Accounting Technician 2			
	Administrative Services Assistant 1			
	Executive Secretary			
	Health Service Worker			
	Laborer			
	Office Assistant 1			
	Office Assistant 3			
	Paralegal			
	Word Processor			
	Data Entry Operator 1			

**Other Instructions (If additional space needed, please add another page).**

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**Agency Representative Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**EXCEPTIONAL LABOR SOURCE RESPONSE**

The West Virginia Association of Rehabilitation Facilities (WV ARF) ( is – is not ) able to supply temporary personnel with the above requesting agency.

**WVARF Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Your assigned temporary personnel contact person will be \_\_\_\_\_ who works for \_\_\_\_\_ as a sub-contractor of WV ARF. The contact phone number is \_\_\_\_\_.

The individual's name assigned to fill your requested position will be \_\_\_\_\_. WV ARF will bill your Agency at the hourly pay rate of \$ \_\_\_\_\_.

# TEMPORARY SERVICES CHANGE NOTICE

**Please complete this form and fax immediately to:  
WV ARF Sub-contractor or State Agency  
(Please fax a copy to WV ARF – 766-4607)**

***TO BE COMPLETED BY STATE AGENCY or WV ARF Sub-contractor***

<b>Agency Name:</b>	<b>Today's Date:</b>
<b>Contact Person:</b>	<b>Date of Temp person's Last Day of Work</b>
<b>Contact Phone:</b>	<b>Shift Start Time:</b>
<b>Contact Fax:</b>	<b>Shift End Time:</b>
<b>State PO/SCO #:</b>	<b>Temp Person's Name:</b>
<b>Classification Title:</b>	
<b>Job Location:</b>	<b>WV ARF Sub-contractor:</b>
<b>REASON FOR PERSON LEAVING POSITION</b>	
<p>_____ The temporary person assigned to this position has resigned</p> <p>_____ The State Agency is requesting a different person in place of current temporary person.</p> <p>_____ The need for this position has ended.</p> <p>_____ Other</p>	
<b>Comments (If additional space needed, please add another page).</b>	
<p>_____</p> <p>_____</p> <p>_____</p>	
<b>Agency Representative Signature:</b>	<b>Title:</b>
_____	_____

## ***EXCEPTIONAL LABOR SOURCE RESPONSE***

<p>The West Virginia Association of Rehabilitation Facilities (WV ARF) ( is – is not ) able to supply temporary personnel with the above requesting agency.</p>
<p><b>WV ARF Signature:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____</p>
<p>Your assigned temporary personnel contact person will be _____ who works for _____ as a sub-contractor of WV ARF. The contact phone number is _____.</p> <p>The individual's name assigned to fill your requested position will be _____. WV ARF will bill your Agency at the hourly pay rate of \$ _____.</p>