

STATE OF TEXAS           §  
                                       §  
 COUNTY OF FORT BEND   §

**AGREEMENT FOR CONTINGENCY MEDICAL STAFF SERVICES  
 PURSUANT TO RFP 17-030  
 BETWEEN FORT BEND COUNTY AND ANGEL STAFFING INC.**

THIS AGREEMENT is made and entered into by and between Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and Angel Staffing Inc. (hereinafter "Contractor"), a company authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, County desires that Contractor provide contingency medical staff services as requested by and through the Fort Bend County Public Health Department (hereinafter "Services") pursuant to RFP 17-030; and

WHEREAS, Contractor represents that it is qualified and desires to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

**AGREEMENT**

**Section 1. Scope of Services**

- A. Contractor shall render Services in accordance with Exhibit A to this Agreement.
- B. Contractor understands and agrees that this Agreement is for contingency medical staff services and therefore Contractor is not guaranteed that County will require a minimum level of service or even any services at all. Contractor will only provide Services if requested by County and only at the levels specified by County.

**Section 2. Personnel**

- A. Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Scope of Services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of County, to perform the Scope of Services when and as required and without delays.

- B. All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of County, is incompetent or by his conduct becomes detrimental to the project shall, upon request of County, immediately be removed from association with the project.

### **Section 3. Compensation and Payment**

- A. Contractor's fees shall be calculated at the rates set forth in the attached Exhibit A. The Maximum Compensation for the performance of Services within the Scope of Services described in Exhibit A is \$100,000.00. In no case shall the amount paid by County under this Agreement exceed the Maximum Compensation without an approved change order.
- B. All performance of the Scope of Services by Contractor including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by County.
- C. County will pay Contractor based on the following procedures: Upon completion of the tasks identified in the Scope of Services, Contractor shall submit to County two (2) original copies of invoices showing the amounts due for services performed in a form acceptable to County. County shall review such invoices and approve them within 30 calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. County shall pay each such approved invoice within thirty (30) calendar days. County reserves the right to withhold payment pending verification of satisfactory work performed.
- D. Mutually approved travel and mileage expenses incurred in the performance of required services will be compensated only in accordance with the County's Travel Policy, a copy of which is attached as Exhibit B to this Agreement.

### **Section 4. Limit of Appropriation**

- A. Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of \$100,000.00 specifically allocated to fully discharge any and all liabilities County may incur.
- B. Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Contractor may become entitled to and the total maximum sum that County may become liable to pay to Contractor shall not under any conditions, circumstances, or interpretations thereof exceed \$100,000.00.

## **Section 5. Modifications and Waivers**

- A. The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.
- B. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition.
- C. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

## **Section 6. Term and Termination**

- A. The term of this Agreement shall be from the execution of the last party through September 30, 2018, unless terminated sooner as provided herein. This Agreement may be renewable annually for four (4) years (through 30 September 30, 2022) under the same terms, conditions and pricing if mutually agreeable to both parties.
- B. Termination for Convenience: County may terminate this Agreement at any time upon thirty (30) days written notice.
- C. Termination for Default
  - 1. County may terminate the whole or any part of this Agreement for cause in the following circumstances:
    - a. If Contractor fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the County in writing;
    - b. If Contractor materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.
  - 2. If, after termination, it is determined for any reason whatsoever that Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with Section 7A above.

- D. Upon termination of this Agreement, County shall compensate Contractor in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Contractor's final invoice for said services will be presented to and paid by County in the same manner set forth in Section 3 above.
- E. If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Contractor.

#### **Section 7. Ownership and Reuse of Documents**

All documents, data, reports, research, graphic presentation materials, etc., developed by Contractor as a part of its work under this Agreement, shall become the property of County upon completion of this Agreement, or in the event of termination or cancellation thereof, at the time of payment under Section 3 for work performed. Contractor shall promptly furnish all such data and material to County on request.

#### **Section 8. Inspection of Books and Records**

Contractor will permit County, or any duly authorized agent of County, to inspect and examine the books and records of Contractor for the purpose of verifying the amount of work performed under the Scope of Services. County's right to inspect survives the termination of this Agreement for a period of four years.

#### **Section 9. Insurance**

- A. Prior to commencement of the Services, Contractor shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Contractor shall provide certified copies of insurance endorsements and/or policies if requested by County. Contractor shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Contractor shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:
  - 1. Workers Compensation in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.

2. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.
  3. Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
  4. Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
  5. Professional Liability insurance with limits not less than \$1,000,000 each claim/annual aggregate.
- B. County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation and Professional Liability (if required). All Liability policies written on behalf of Contractor shall contain a waiver of subrogation in favor of County and members of Commissioners Court.
- C. If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the Contract and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time the work under this Contract is completed.
- D. Contractor shall not commence any portion of the work under this Contract until it has obtained the insurance required herein and certificates of such insurance have been filed with and approved by Fort Bend County.
- E. No cancellation of or changes to the certificates, or the policies, may be made without thirty (30) days prior, written notification to Fort Bend County.
- F. Approval of the insurance by Fort Bend County shall not relieve or decrease the liability of the Contractor.

#### **Section 10. Indemnity**

- A. **CONTRACTOR SHALL INDEMNIFY AND DEFEND COUNTY AGAINST ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, AND OTHER EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT**

**RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.**

- B. Contractor shall timely report all such matters to County and shall, upon the receipt of any such claim, demand, suit, action, proceeding, lien or judgment, not later than the fifteenth day of each month; provide County with a written report on each such matter, setting forth the status of each matter, the schedule or planned proceedings with respect to each matter and the cooperation or assistance, if any, of County required by Contractor in the defense of each matter.
- C. Contractor's duty to defend, indemnify and hold County harmless shall be absolute. It shall not abate or end by reason of the expiration or termination of any contract unless otherwise agreed by Fort Bend County in writing. The provisions of this section shall survive the termination of the Agreement and shall remain in full force and effect with respect to all such matters no matter when they arise.
- D. In the event of any dispute between the parties as to whether a claim, demand, suit, action, proceeding, lien or judgment appears to have been caused by or appears to have arisen out of or in connection with acts or omissions of Contractor, Contractor shall never-the-less fully defend such claim, demand, suit, action, proceeding, lien or judgment until and unless there is a determination by a court of competent jurisdiction that the acts and omissions of Contractor are not at issue in the matter.
- E. The provision by Contractor of insurance shall not limit the liability of Contractor under an agreement.
- F. Contractor shall cause all trade contractors and any other contractor who may have a contract to perform construction or installation work in the area where work will be performed under this request, to agree to indemnify County and to hold it harmless from all claims for bodily injury and property damage that may arise from said Contractor's operations. Such provisions shall be in form satisfactory to County.
- G. Loss Deduction Clause - County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of Contractor and/or trade contractor providing such insurance.

**Section 11. Confidential and Proprietary Information**

- A. Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Contractor or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential

Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Contractor shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Contractor) publicly known or is contained in a publicly available document; (b) is rightfully in Contractor's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Contractor who can be shown to have had no access to the Confidential Information.

- B. Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Contractor shall advise County immediately in the event Contractor learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Contractor will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Contractor against any such person. Contractor agrees that, except as directed by County, Contractor will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Contractor will promptly turn over to County all documents, papers, and other matter in Contractor's possession which embody Confidential Information.
- C. Contractor acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.
- D. Contractor in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.
- E. Contractor expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 et seq., as amended, and

notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

**Section 12. Independent Contractor**

- A. In the performance of work or services hereunder, Contractor shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of contractor or, where permitted, of its subcontractors.
- B. Contractor and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

**Section 13. Notices**

- A. Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).
- B. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County: Fort Bend County  
Attn: County Judge  
401 Jackson Street  
Richmond, Texas 77469



With a copy to: Fort Bend County  
Attn: Purchasing Agent  
301 Jackson Street, Ste. 201  
Richmond, Texas 77469

Contractor: Angel Staffing Inc.  
Attn: Kathy Gallagher, RN, COO  
1202 E. Sonterra Blvd. Ste. 501  
San Antonio, TX 78258

C. Notice is effective only if the party giving or making the Notice has complied with subsections 13(A) and 13(B) and if the addressee has received the Notice. A Notice is deemed received as follows:

1. If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.
2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

#### **Section 14. Compliance with Laws**

Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Contractor shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

#### **Section 15. Performance Warranty**

- A. Contractor warrants to County that Contractor has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Contractor will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.
- B. Contractor warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibit A.

#### **Section 16. Assignment and Delegation**

- A. Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.
- B. Neither party may delegate any performance under this Agreement.
- C. Any purported assignment of rights or delegation of performance in violation of this Section is void.

#### **Section 17. Applicable Law**

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity.

#### **Section 18. Successors and Assigns**

County and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.

#### **Section 19. Third Party Beneficiaries**

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

#### **Section 20. Severability**

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

#### **Section 21. Publicity**

Contact with citizens of Fort Bend County, media outlets, or governmental agencies shall be the sole responsibility of County. Under no circumstances whatsoever, shall Contractor release any material or information developed or received in the performance of the Services hereunder without the express written permission of County, except where required to do so by law.

**Section 22. Captions**

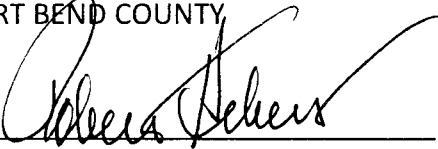
The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

**Section 23. Conflict**

- A. If there is a conflict between the terms of this document and the Attachments to it, the terms of this document overrides all Exhibits.
- B. With regard to conflicts between the Exhibits, Exhibit B overrides Exhibit A.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the \_\_\_\_ day of \_\_\_\_\_, 2016.

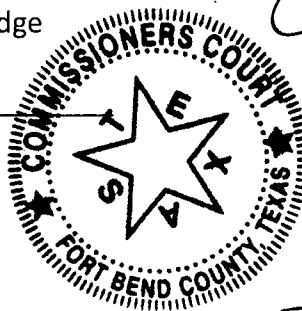
FORT BEND COUNTY

  
Robert E. Hebert, County Judge

1-16-17  
Date

ATTEST:

  
Laura Richard, County Clerk



ANGEL STAFFING LLC

  
Authorized Agent-Signature

Kathy Gallagher  
Authorized Agent- Printed Name

COO  
Title

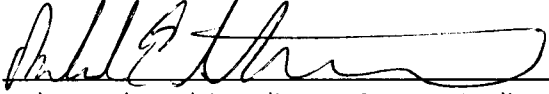
Dec. 22, 2016  
Date

Exhibit A: Contractor's Response to RFP 17-030

Exhibit B: County Travel Policy

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$100,000.<sup>00</sup> to accomplish and pay the obligation of Fort Bend County under this contract.

  
Robert Edward Sturdivant, County Auditor

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**EXHIBIT A**

**CONTRACTOR'S RESPONSE TO RFP 17-030**

AS ATTACHED TO

AGREEMENT FOR CONTINGENCY MEDICAL STAFF SERVICES  
PURSUANT TO RFP 17-030  
BETWEEN FORT BEND COUNTY AND ANGEL STAFFING INC.

# Medical Staffing for Public Health Emergency Response for Fort Bend County



**RFP Response to RFP 17-030 November 22, 2016**

**SUBMITTED BY:**

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Angel Staffing, Inc.

POC: Kathy Gallagher, COO

1202 E. Sonterra, Suite 501

San Antonio, TX 78258

Email: [Kathy@angelstaffing.net](mailto:Kathy@angelstaffing.net)

**SUBMITTED TO:**

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Fort Bend County Attn: Cheryl Krejci, CPPB

Attn: Senior Buyer

Fort Ben County Travis Annex

301 Jackson, Suite 201

Richmond, TX 77469

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## EXECUTIVE SUMMARY

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*"It is not the critic who counts; not the man who points out how the strong man stumbled, or where the doer of deeds could have done better. The credit belongs to the man who is actually in the arena." – Theodore Roosevelt*

### 1 INTENT

Angel Staffing is a veteran-owned, service-disabled, 8(a) certified, woman-owned small business providing healthcare staffing and employment services. We have a large presence in the healthcare community and due to our ability and understanding of the healthcare industry; Angel Staffing is the largest locally owned staffing corporation focusing exclusively on medical professionals. Angel Staffing has earned a reputation, in both the federal and commercial markets, for excellence by diligently providing a pool of candidates poised to respond not only to the day to day requirements of a contract, but also when unusual staffing needs or circumstances occur. Our disaster response teams sometimes find themselves within the theater, aiding those in need, and providing comfort to anyone affected by a natural or man-made disaster.

### 2 PROPOSAL

Angel Staffing coordinates the deployment of healthcare professionals in response to man-made and natural disasters in the State of Texas and nationally. Our disaster response teams have responded to catastrophic events such as the earthquake in Haiti; Hurricanes Katrina, Dolly, Gustav, Ike and Alex; H1N1 immunization project; 2011 Alabama tornados; and the Bastrop fires in Texas. We work hand-in-hand with the Texas Department of Health and Human Services, American Red Cross, Medical Reserve Corp and local Health Departments across the state. With immediate mobilization our professionals are ready to assist.



At Angel Staffing we pride ourselves on the integrity, respectability and dependability of our staff and of each healthcare professional we place for our clients. Our mission is to earn your trust through unparalleled customer service, accountability and commitment to the medical staffing industry. Angel Staffing is committed to linking experienced and qualified medical professionals with top medical treatment facilities to enrich the healthcare industry and ensure patients receive the most competent and compassionate care available. Our goal is to provide medical staffing services for any public health emergency.

Currently, our Company performs staffing and employment services to more than 30 facilities with our service areas covering the entire State of Texas and 27 additional states plus the Territory of Guam. Angel Staffing has enjoyed unprecedented success in the services we provide to both Government and private clients since our inception in September 2002. Angel Staffing has



established itself within the medical community, both regionally and nationally, as an exceptional medical staffing firm.

Angel Staffing's strong presence in the healthcare community coupled with our demonstrated ability to successfully address challenges in providing the best possible workers available in every position has assisted us in becoming a staffing industry leader. To mitigate common industry problems, Angel Staffing business approach includes elements to attract, train, hire, and retain qualified personnel to meet all our awarded program requirements.



Angel Staffing has a well-developed resume bank of candidates for medical professionals and medical support to include administrative and logistical professionals. Currently we have an active database of over 200,000 candidates including RNs, LVNs, MDs, PAs, NPs, Medical Clerks, MRTs, OTs, PTs, Speech Therapists, Administrative personnel and many more who are actively pursuing employment with our corporation. Angel Staffing is dedicated to our employees and the mission to provide exceptional performance on our awarded programs and we proudly maintain a less than 1% turnover overall for our contracts.

In order to ensure only qualified candidates are presented to our customer, Angel Staffing has experienced employees available to verify our credentials. Under the direction of the Director of Human Resources, our credentialing staff act as the liaison between Angel Staffing and the Disaster Response team to ensure they meet all qualifications and requirements as indicated by Fort Bend County. Angel staffing has very high standards, so our healthcare professionals must have at least one year experience in their certification. As part of our hiring process, our healthcare professionals complete a formal interview, qualification testing, a comprehensive background check, drug screen, credentialing to include ICS courses as the courses relate to their specialty, and formal Angel Disaster Response training to include policies and procedures as requested by Fort Bend County.

The following is a short list of some of the medical professionals that we currently staff:

<b>Certified Registered Nurse Anesthetists (CRNAs)</b>	Licensed Vocational Nurses (LVNs)	Medical Records Technicians (MRTs)
<b>Medical Doctors (MDs)</b>	Physician Assistants (PAs)	Respiratory Therapist (RTs)
<b>Surgical Suite Staff</b>	Medical Transcriptionist	Registered Nurses (RNs)
<b>Physical Therapists (PTs)</b>	Certified Nursing Assistants (CNAs)	Medical Assistants (MAs)

Angel Staffing prides ourselves on utilizing both new and proven approaches in providing our services, which will enable us to significantly exceed performance or capability standards of the solicitation. Our management model ensures a cohesive structure which will ensure all requirements of the solicitation will be accomplished in an effective, efficient and customer-focused manner. Our strong performance history and proven management structure allows Angel Staffing to provide Fort Bend County with peace of mind in knowing services will be provided immediately. With Angel Staffing, Fort Bend County will receive a company who intimately understands the healthcare field, operational policies and requirements of disaster response.

Our Company not only has the experience to provide medical staff, we have medical staff who are trained to respond to any public health emergency, and are ready to attend to patients at a moment's notice. We have proven our capability time and again. Our past performance on both small and large scale staffing programs has surpassed contract expectations and Angel Staffing consistently provides a fill rate in excess of 98% and a turnover of less than 1%. Our proven success lies within these statistics and our special projects.

As part of our capabilities, we have responded to a number of special projects, some of which required the immediate mobilization of Angel Disaster Response.

*We are always eager to support special projects, and our capabilities are limitless. Our list of special projects includes:*

- CDC H1N1 research study.
- H1N1 vaccination project (Provided nurses to run the DSHS call center, to administer vaccinations statewide and to assist in the after action review and planning of mass prophylaxis).
- Medical Staffing for sheltering (both functional needs and general population), evacuation triage and evacuation transport during Hurricanes Katrina, Dolly, Gustav, Rita and Alex.
- Haiti earthquake response where we assisted Loma Linda University staff their sponsored hospital with a variety of MDs, RNs, and Paramedics. We continue to support an orphanage in Haiti and various other organizations who require medical support there.
- Alabama Tornados of 2011 (Provided several volunteer medical providers to assist with sheltering, we sponsored families and assisted them with their emotional, physical and financial needs).
- Annual flu incentive programs statewide.
- Private and federal government staffing for both acute and long term medical facilities.
- Various medical research studies.

Angel Staffing is pleased to provide the County of Fort Bend, Texas with our proposal submission, which will successfully demonstrate our ability to not only meet, but exceed all program objectives. We have a loyal group of medical professionals not only because we invest in their education and retention but because we promote comprehensive employee satisfaction. Angel Staffing is unique in that we seek our partnerships with various volunteer organizations such as the American Red Cross, Medical Reserve Corp, and CERT in order to keep our responders engaged during the “disaster down time”. Angel Staffing health care professionals are not only experts in their fields with a plethora of certifications and lifesaving skills they are also friendly, empathetic and compassionate caretakers.

## 2.1 REFERENCES

### **PAST PERFORMANCE REFERENCE #1, ANGEL STAFFING, INC., WHMC NURSING SERVICES.**

Past Performance Reference 1	
<b>Contractor Delivering Services:</b>	<b>Angel Staffing, Inc.</b>
<b>Contract/Task Order Number:</b>	FA3047-08-D-0012
<b>Company/Agency Receiving Services:</b>	Wilford Hall Medical Center, Lackland AFB, TX
<b>Customer Point of Contact Information:</b>	Johnie Johnson – Contracting Officer - Retired

<b>Address:</b>	U.S. Army Medical Command Center for Health Care Contracting
<b>Phone Number:</b>	210-313-4568
<b>Email Address:</b>	cmsgtjay@sbcglobal.net
<b>Description of services:</b>	288 Nursing and Ancillary FTE positions

**PAST PERFORMANCE REFERENCE #2, ANGEL STAFFING, TEXAS DSHS, HEALTH RELATED MEDICAL SERVICES.**

<b>Past Performance Reference 2</b>	
<b>Contractor Delivering Services:</b>	<b>Angel Staffing, Inc.</b>
<b>Contract/Task Order Number:</b>	2014-045552 001
<b>Company/Agency Receiving Services:</b>	Texas Department of State Health Services
<b>Customer Point of Contact Information:</b>	Mr. Bruce Clements
<b>Address:</b>	1100 West 49th Street Austin, Texas 78756
<b>Phone Number:</b>	(512) 776-7126 (office)
<b>Email Address:</b>	bruce.clements@dshs.state.tx.us
<b>Description of services:</b>	Health Related Medical Services

**PAST PERFORMANCE REFERENCE #3, ANGEL STAFFING, CLINICAL ACQUISITION FOR SUPPORT SERVICES**

<b>Past Performance Reference 3</b>	
<b>Contractor Delivering Services:</b>	<b>Angel Staffing, Inc.</b>
<b>Contract/Task Order Number:</b>	The Clinical Acquisition for Support Services (CLASS) FA8053-12-D-0036
<b>Company/Agency Receiving</b>	The United States Air Force
<b>Customer Point of Contact Info:</b>	Mr. David Green – Program Manager
<b>Address:</b>	2776 C. Street, Area B, Bldg 6, Rm. 200 WPAFB, OH, 45433
<b>Phone Number:</b>	937-255-1243
<b>Email Address:</b>	david.green.49@us.af.mil
<b>Description of services:</b>	Health care workers for direct patient care at Air Force MTF's nationwide.

**PAST PERFORMANCE REFERENCE #4, ANGEL STAFFING, CHSI**

<b>Past Performance Reference 4</b>	
<b>Contractor Delivering Services:</b>	<b>Angel Staffing, Inc.</b>
<b>Contract/Task Order Number:</b>	SA-14-041
<b>Company/Agency Receiving Services:</b>	Comprehensive Health Services

<b>Customer Point of Contact Information:</b>	Jessica Trippleton – Program Manager
<b>Address:</b>	8810 Cape Canaveral, FL 32920
<b>Phone Number:</b>	321-536-6567
<b>Email Address:</b>	jtrippleton@chsmedical.com
<b>Description of services:</b>	Sheltering and special project staffing services

### **3 AGREEMENT PERIOD**

Angel Staffing agrees to keep our prices and this proposal response effective for 120 day from November 22, 2016. Angel staffing will comply with the terms of the agreement as stated in the RFP for the period ending September 30, 2018 and renewable annually through September 30, 2022. Should angel staffing need to terminate the agreement, we will comply and give thirty (30) days written notice of our intent to terminate the contract.

Angel staffing understands that the terms of this agreement is subject to the availability of funds as appropriated by the juvenile probation budget.

## **4 INSURANCE**

4.1 ANGEL STAFFING'S CERTIFICATE OF INSURANCE STATING COVERAGE IS  
INDICATED IN SECTION 4.2

4.2 CERTIFICATES OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/21/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TIA - TCOR, LLC 8000 IH 10 West #950  San Antonio TX 78230		<b>CONTACT NAME:</b> Elyoune Cantu <b>PHONE (A/C, No, Ext):</b> (210) 428-2500 <b>E-MAIL ADDRESS:</b> ElyouneCantu@tia-group.com <b>FAX (A/C, No):</b> (210) 428-2501	
<b>INSURED</b> Angel Staffing, Inc. 1202 E. Sonterra Blvd Suite 501 San Antonio TX 78258		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Evanston Insurance Company <b>INSURER B:</b> QBE Insurance Corporation <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 35378	

**COVERAGES** **CERTIFICATE NUMBER:** CL1651308684 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:				2/28/2016	2/28/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPOF AGG \$ Included Employee Benefits \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				2/28/2016	2/28/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		4/7/2016	4/7/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability Claims Made				2/28/2016	2/28/2017	Limit of Liability Each Claim 1,000,000 Aggregate Limit 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  For Information Only	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> Ben Reedy/CANTUE
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ACORD 25 (2014/01)  
INS025 (201401)

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## 5 INDEMNIFICATION

In accordance with Fort Bend County's statement, *"Respondent shall save harmless county from and against all claims, liability, and expenses, including reasonable attorney's fee, arising from activities of respondent, its agents, servants or employees, performed under this agreement that result from the negligent act, error, or omission of respondent or any of respondent's agents, servants, or employees,"* and Sections 5.1- 5.7, Angel Staffing will comply with the indemnification clause.

## 6 FUNDING

Angel Staffing has developed comprehensive procedures for both mobilization and demobilization of services following an incident requiring activation of services. A highly detailed bill will be provided to Fort Bend County, as noted in the RFP, showing the number of staff, hours worked and expenses incurred (i.e. travel expenses) to support the incident.

Angel Staffing understands travel expenses will only be applied to responders traveling more than 50 miles from responder(s) homes and will comply with those rates in the County's Travel Policy.

## 7 VENDOR QUALIFICATIONS

Angel Staffing certifies that it is a duly qualified, capable, and otherwise bondable business. Our company has not filed for bankruptcy. We also certify that we do not owe any back taxes within Fort Bend County.

## 8 REQUIREMENTS

### 8.1 SPECIALTIES/ SKILL SETS

Angel Staffing maintains a strong and effective retention, recruiting and placement system, for RNs, LVNs, *Paramedic/EMT, C.N.A./ M.A., and Administrative Clerks* specifically designed to secure the qualified personnel necessary to deliver exceptional performance. We require all potential employees, incumbent or otherwise, to go through a stringent and well-defined hiring process to ensure they are qualified, motivated, and well-suited to perform all required tasks.

Angel Staffing's business approach is based upon proven methods and collectively presents the Government with an approach that mitigates risk, costs and program failure. We strive to provide employees who are on the cutting-edge of their field by offering a competitive wage rate, ongoing



and continual training, and an employee incentive package which includes medical benefits, bonuses and continuing education course

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### 8.1.1 MEDICAL STAFFING & RECRUITMENT

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Our employees are required to comply with contract requirements and company employment procedures at all times during performance on awarded programs. These procedures mandate that all qualified applicants be considered for employment based upon skills, experience, and other vital requirements such as licensure and certification requirements. Angel Staffing offers in-depth staffing capabilities to ensure qualified personnel are available to meet all contractual requirements. Our objectives are to employ a competent, motivated work force and to retain qualified, long-term personnel to enhance productivity and continuity of services.

Furthermore, we actively seek contract personnel for all available positions by using the recruiting methods described below and shown in our recruiting process, illustrated in *Figure 1-1 Recruiting Process*.



Figure 1-1, Recruiting Process

All Angel Staffing contract personnel are required to sign an employee agreement prior to placement which encompasses Angel Staffing's employment policy. The Program Manager (PM) will go over all terms of the contract and expected performance standards of the Performance Work Statements (PWS). This policy serves as a valuable tool for communicating expectations up front and provides for professional accountability. Another important aspect of this employee agreement is that every employee is expected to provide a two (2) week notice, in writing, if they intend to vacate a position. This policy allows Angel Staffing the necessary time to fill positions should they become open and ensures we maintain at least a 98% fill rate at all times during contract performance.

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## 8.1.2 ANGEL STAFFING RECRUITMENT APPROACH

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Angel Staffing utilizes proactive recruiting styles which are measurable, defined and dynamic. As potential contract personnel are identified and screened by our Recruitment Specialists, our Credentialing Specialists concurrently perform prime source verification of professional certifications, education, licenses, references, and criminal background history as these documents are received. If a selected candidate does not pass the rigorous credential process, this two-pronged approach ensures back-up candidates and allows for the placement of high quality healthcare professionals in the shortest time possible.

Our Recruitment Specialists have expert knowledge in what recruitment mediums work best to obtain prime candidates for open positions prior to award commencement in all markets. Angel Staffing employs the following recruitment methods to identify and qualify the greatest number of candidates for the specialties required by this solicitation:

### *On-Line and Print Advertisements & Marketing*

Angel Staffing utilizes both online and published media outlets to recruit qualified personnel for position vacancies with great success. In addition to our corporate websites, Angel Staffing, has and will, continue to place advertisements on a variety of established job sourcing websites.

The use of both print and online job recruitment postings increases the exposure of the position to local candidates and has proven to be a wonderful resource to attract candidates outside of our database. Angel Staffing will continue to utilize these methods in order to increase our applicant pool as necessary.

### *Email & Cold Call Campaigns*

Angel Staffing utilizes a national database of qualified medical professionals in all specialties for further recruiting opportunities. This mass marketing effort increases exposure for vacant positions and assists our Company in providing well-qualified and diverse medical professionals. Angel Staffing routinely sends out emails to more than 100,000 medical professionals who have provided their contact information and are actively seeking employment.

In addition to the email campaigns, Angel Staffing employs a systematic cold-call campaign which increases our candidate pool. By utilizing a proprietary database containing the contact information for more than 70,000 healthcare professionals nationally, including those specialties required for the successful operation of this program, we are able to reach candidates who expressed a direct interest or referred a colleague for further discussion.

### *Local Job Fair & Targeting Facilities in the Marketplace*

To complement our active recruitment strategy, Angel Staffing participates in local job fairs to further attract qualified candidates. Job fairs allow potential applicants the chance to present their resume for initial screening, as well as complete an application to begin the credentialing process. Angel Staffing has used this strategy with great success in the past and have been able to identify candidates

which previous recruitment efforts may have missed. After the start of any contract, and as necessary, we will continue job fairs to maintain a qualified pool of potential candidates and to obtain updated market pay rates so adjustments to compensation can be made as needed.

Angel Staffing has the ability to identify key facilities nationwide which will serve as a focal point in our recruitment process and assist in identifying qualified candidates. Through existing contracts Angel Staffing provides staffing to more than 40 Government and private medical facilities, demonstrating our familiarity in staffing a variety of locations and medical settings.

Angel Staffing's processes for recruitment, verification of personnel documentation, and our background verification process are all based on methods which we employ on all awarded programs. We provide an ongoing and evolving recruitment process which encompasses our proven history, contract criteria and timelines.

## 8.2 WAGES, EXPENSES, BENEFITS, AND TAXES

### *Compensation Structure*

Angel Staffing ensures all of our positions pay rates are at or above the 75th percentile of market pay rates in the region. Angel Staffing utilizes regular market adjustments as well as merit-based pay increases for high performing candidates to ensure that pay rates remain competitive within the market.

	RN	LVN	EMT	C.N.A./MA	Administrative Clerks
<b>Hourly Rate</b>	\$67.00	\$56.00	\$60.00	\$35.00	\$35.00
<b>OT Rate, over 40 hours worked in one week</b>	1.5x base rate	1.5x base rate	1.5x base rate	1.5x base rate	1.5x base rate

**\*\*Travel expenses will apply to responders traveling more than fifty (50) miles from responders home. Travel will be coordinated by Angel Staffing, Inc. Reimbursement shall be provided by Fort Bend County Health & Human Services to Angel Staffing, Inc. in accordance with the provisions stated herein. Payment shall be based on hourly rates for each Contractor Staff title specified in the Title and Rate Table. Travel expenses should not exceed the travel rates for state employee travel, and stated administrative services. – State of Texas approved travel rates are at this link – <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>**

### *Rewards Program*

Our employee rewards program is designed to recognize individual contributions to Angel Staffing and to our clients on a variety of levels. Employee-added-benefit value for family vacations and cash awards are examples of our formal employee recognition programs. Angel Staffing also provides the “Halo Award” as a special recognition for performance by our employees above and beyond the scope of duty. The “Halo Award” seeks to promote excellence by recognizing employees that exemplify the highest standards.

### 8.3 TAXES, BENEFITS, AND COMPENSATION CLAIMS

Angel Staffing will pay, withhold and transmit payroll taxes; administer company benefits and handle all compensation claims involving assigned employees.

### 8.4 STAFFING SCHEDULES, INCURRED COSTS, & OTHER REPORTS AS DETERMINED BY FORT BEND COUNTY HEALTH & HUMAN SERVICES

Angel Staffing agrees to generate and will deliver any and all reports as set forth to include, but not limited to, staffing schedules, incurred costs, and other reports determined relevant to emergency response activities.

### 8.5 BACKGROUND CHECKS & CREDENTIALING

Our recruiting teams screen each candidate via phone, which includes in-depth inquiry into the candidate's past and experience. Once the candidate has passed this initial screening, their information is submitted to the credentialing departments to perform initial checks on each candidate including: (1) checking the status of applicable state licensure, (2) running an Office of the Inspector General (OIG) inquiry, (3) running an Excluded Parties List System (EPLS) check, (4) performing a criminal history background check, (5) verifying board certification (when applicable) and (6) running any recruited providers through the National Practitioner Data Bank (NPDB).

#### 8.5.1.1 CLINICAL SCREENING

If a candidate passes the initial screening, their information is then forwarded to our Director of HR and/or site specific Project Manager (PM) to conduct an additional phone screen. This screening provides an independent assessment of the clinical qualifications of all submitted Ancillary professionals for additional assurance that the candidate can perform at the level required by the contract. If the Director of HR, or PM is satisfied that the candidate is suited to perform the required duties, our Credentialing Department will begin the remaining steps to complete the pre-employment packet for submission

#### 8.5.1.2 CREDENTIAL PROCESS

Credentialing will perform primary source verification of all credentials that are required by the RFP for Fort Bend County. Angel Staffing follows' all guidelines established by Occupational Safety and Health Administration (OSHA). At a minimum, Angel Staffing requires that every candidate fulfills the standards below and have satisfactory outcomes to be considered for employment with Angel Staffing. For Advanced level practitioners with Privileges, credentialing will include current Drug Enforcement Agency (DEA) certificate or Controlled Drug Substance number as appropriate. All candidates licensure must be unrestricted and be without any pending action. The candidate's profile packet will include the following at a minimum:

<i>Criminal Background Check</i> <i>Violent Sexual Offender &amp; Predator Search</i> <i>OIG list of Excluded Parties list</i>	<i>Annual Heal Assessment/Screening</i> <i>Proof of Immunizations:</i> <i>Hepatitis B</i>
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<i>Government Suspects list</i> <i>Pre-employment 10 pan drug screen</i> <i>Random Drug screen policy</i> <i>Licensure Verification &amp; Tracking Program</i> <i>Certification Verification &amp; Tracking Program</i> <i>Reference Checks</i>	<i>MMR</i> <i>Varicella</i> <i>PPD within the past 12 months or chest x-ray</i> <i>Patient Privacy Agreement</i> <i>HIPAA In-Service</i> <i>Employment Verification, Education Verification</i>
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Any "red flags" found in the credentialing process are immediately brought to the attention of our Director of HR. "Red Flag" issues will be investigated by discussing the new information with the candidate and requesting additional information from outside sources. The results of this investigation will be brought forth to all parties for consideration and a decision to "proceed" or "drop" the candidate from further consideration will be made.

#### 8.5.1.3 CREDENTIAL MONITORING/TRACKING:

After the initial qualification, Angel Staffing will track clinical certifications that expire like licenses, yearly immunization or health screenings, certifications and ACLS/BCLS to ensure that they are maintained in a current status at all times. When the employee is hired, data about their licenses and certifications (such as expiration date) are logged into our credential tracking system. This tracking system generates alerts to advise of any expiring credential and the need to send recertification or renewal. As an additional quality check, Angel Staffing conducts routine examinations of the Department of Health & Human Services' OIG list to ensure that no sanctions for fraud and abuse against the Government have been levied against any current employees. This OIG check is done on a quarterly basis.

Angel Staffing employs a full time Compliance Officer and support compliance team dedicated to Compliance and Credential tracking;

## 8.6 CONTINUOUS SUPPORT

Angel Staffing provides a 1-800 number that is monitored twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days a year which allows customers and employees direct access to an on call staffing coordinator. Angel Staffing's Director of Nursing and Disaster Response, Disaster Response Coordinators and Medical Director carry cell phones which are closely monitored at all times.

Angel Staffing has and maintains an active equal opportunity policy.

Angel Staffing has a systematic quality control process covering every aspect of our operation. We continuously operate our plan leaving an established system that allows for monitoring, analyzing, improving our contract performance, and correcting potential deficiencies before they impact contract performance. Additionally, our QCP ensures that all of our Health Care Providers (HCPs) participate in our continuous improvement processes, and comply with quality management/process improvement activities as well as OSHA performance elements.

## 8.7 TRAVEL

All travel arrangements for Medical Staffing for Public Health Emergency and any reimbursement will be coordinated through Angel Staffing.

**EXHIBIT B**

**COUNTY TRAVEL POLICY**

AS ATTACHED TO

AGREEMENT FOR CONTINGENCY MEDICAL STAFF SERVICES  
PURSUANT TO RFP 17-030  
BETWEEN FORT BEND COUNTY AND ANGEL STAFFING INC.



## Fort Bend County Travel Policy Summary Effective August 1, 2015 *Summary Revised 09.21.15*

This is a summary of the Travel Policy, it is the travelers responsibility to read the entire Travel Policy located at <http://econnect/modules/showdocument.aspx?documentid=876> prior to making any travel reservations. Failure to comply with the Travel Policy will result in delay of travel reimbursement or traveler covering cost of travel. For questions regarding the policy or making reservations call the Auditor's Office 281-341-3763 or after hours at 281-684-7292.

**Hotels** – Reimbursable rates are limited to the GSA Per Diem Limits per day, per city not including taxes. The rates, which vary by month, are located on the GSA website [http://www.gsa.gov/portal/content/104877?utm\\_source=OGP&utm\\_medium=print-radio&utm\\_term=perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts)

State Contract Hotels are available at discounted rates. Traveler must verify the state rate per night is less than the GSA rate when reserving hotel room or the traveler will only be reimbursed at the GSA rate plus taxes <http://www.window.state.tx.us/procurement/prog/stmp/>

Traveler can stay at the host hotel if the host hotel offers a group rate and the traveler is able to reserve the room at the group rate. ***If no more group rate rooms are available the traveler will need to find other accommodations within the GSA reimbursable rates.***

- Valet parking will not be reimbursed if self-parking is available.
- FBC is exempt from sales tax not hotel tax so you must pay all taxes at the hotel.
- Travel Days: If the traveler must leave before 7:00AM to arrive at the start of the event and/or return to the County after 6:00PM after the event concludes, an additional night's lodging is allowable before and/or after the event.
- Fees not allowable: Internet, phone charges, laundry, safe fees etc.
- Gratuities: Gratuities are not reimbursable for any lodging services.

**Airfare-** is reimbursable at the lowest available rate based on 14 day advance purchase of a discounted coach/economy full-service seat based on the required arrival time for the event. When using Southwest Airlines a traveler should choose the "wanna get away" flight category. Unallowable expenses include trip insurance, early bird check In, front of the line, leg room and fare changes for personal reasons.

**Rental Cars-** Traveler must use state contract rates with AVIS and Enterprise located at <http://www.window.state.tx.us/procurement/prog/stmp/>

No add on cost (additional insurance, prepaid fuel, GPS, premium radio etc.) The state contract rates already include insurance so additional insurance is not necessary. ***Refer to the travel policy for details on booking your rental car reservations using the state contracts.***

**Meals Per Diem** –\$36 in state and \$48 out of state. First and last day of travel are paid at 75% of daily per diem rate (first and last day travel per diem rates \$27 in state and \$36 out of state)

**Mileage Reimbursements** – Use of personal vehicle will be reimbursed at the current rate/mile set by Commissioners' Court. Mileage should be calculated using the County office location of the traveler and the event location.

**Contract Rental Car Rates (September 1-2015- August 31, 2016) - State of Texas Rates**



CAR TYPE	AVIS / BUDGET		ENTERPRISE / NATIONAL	
Compact	\$33.50	\$201.00	\$35.00	\$210.00
Intermediate	\$35.50	\$213.00	\$37.00	\$222.00
Full-Size	\$37.50	\$225.00	\$39.00	\$234.00
Minivan	\$47.50	\$285.00	\$52.00	\$312.00
SUV Mid-Size	\$47.50	\$285.00	\$56.00	\$336.00
SUV Large	n/a	n/a	\$89.00	\$534.00

**Contract Rental Car Rates (September 1-2015- August 31, 2016) - Out of State Rates**

CAR TYPE	AVIS / BUDGET		ENTERPRISE / NATIONAL	
Compact	\$35.50	\$213.00	\$35.00	\$210.00
Intermediate	\$37.50	\$225.00	\$37.00	\$222.00
Full-Size	\$39.50	\$237.00	\$39.00	\$234.00
Minivan	\$49.50	\$297.00	\$52.00	\$312.00
SUV Mid-Size	\$49.50	\$297.00	\$56.00	\$336.00
SUV Large	n/a	n/a	\$89.00	\$534.00

**GSA Reimbursable Hotel Rates for the State of Texas October 2015 – September 2016. All other states are online.**

		OCT 15	NOV 15	DEC 15	JAN 16	FEB 16	MAR 16	APR 16	MAY 16	JUN 16	JUL 16	AUG 16	SEP 16
Standard Rate	City/County not listed	89	89	89	89	89	89	89	89	89	89	89	89
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	149	149	149	149	149	149	149	149	149	149	149	149
Austin	Travis	135	135	135	159	159	159	135	135	135	135	135	135
Bio Springs	Howard	171	171	171	171	171	171	171	1471	171	171	171	171
College Station	Brazos	114	114	114	114	114	114	114	114	114	114	114	114
Corpus Christi	Nueces	105	105	105	105	105	105	105	105	105	105	105	105
Dallas	Dallas	125	125	125	138	138	138	138	138	138	125	125	125
El Paso	El Paso	95	95	95	95	95	95	95	95	95	95	95	95
Galveston	Galveston	99	99	99	99	99	99	99	99	129	129	129	99
Houston	Montgomery / Fort Bend / Harris	131	131	131	131	147	147	147	147	131	131	131	131
Laredo	Webb	99	99	99	99	99	99	99	99	99	99	99	99
McAllen	Hidalgo	93	93	93	93	93	93	93	93	93	93	93	93
Midland	Midland	185	174	174	174	185	185	185	185	185	185	185	185
Pearsall	Frio / Medina / La Salle	119	119	119	119	119	119	142	142	119	119	119	119

[illegible]

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2017-150371

Date Filed:  
01/04/2017

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Angel Staffing Incorporated  
San Antonio, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Fort Bend County Texas

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

RFP 17-030  
Medical Staff Services

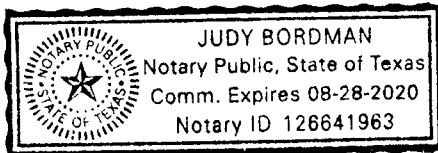
4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Gallagher, Kathy	San Antonio, TX United States		X
	Angel Staffing Incorporated	San Antonio, TX United States	X	

**5 Check only if there is NO Interested Party.**

☐

**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARY STAMP / SEAL ABOVE

*[Signature]*  
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Kathy Gallagher, this the 4<sup>th</sup> day of January, 2017, to certify which, witness my hand and seal of office.

*[Signature]*  
Signature of officer administering oath

Judy Bordman  
Printed name of officer administering oath

Notary Public State  
of TX / Acctg Mgr.  
Title of officer administering oath

**CERTIFICATE OF INTERESTED PARTIES****FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

Certificate Number:  
2017-150371

Date Filed:  
01/04/2017

Date Acknowledged:  
01/10/2017

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Angel Staffing Incorporated  
San Antonio, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Fort Bend County Texas

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

RFP 17-030  
Medical Staff Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Gallagher, Kathy	San Antonio, TX United States		X
	Angel Staffing Incorporated	San Antonio, TX United States	X	

**5 Check only if there is NO Interested Party.**

☐**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath