

# **County of Albany**

Harold L. Joyce  
Albany County Office Building  
112 State Street - Albany, NY 12207



## **Meeting Agenda**

**Wednesday, March 29, 2023**

**5:30 PM**

**Harold L. Joyce Albany County Office Building  
Cahill Room - First Floor**

### **Elder Care Committee**

**PREVIOUS BUSINESS:**

1. APPROVING PREVIOUS MEETING MINUTES

**CURRENT BUSINESS:**

2. AUTHORIZING AN AGREEMENT WITH EKLEGO WORKFORCE SOLUTIONS REGARDING RECRUITMENT SERVICES FOR SHAKER PLACE REHABILITATION AND NURSING CENTER
3. AUTHORIZING AN AGREEMENT WITH HEALTHCARE HOSPITALITY GROUP, LLC DBA ONSIGHT HEALTHCARE REGARDING PATIENT SITTER SERVICES FOR SHAKER PLACE REHABILITATION AND NURSING CENTER

# **County of Albany**

*Harold L. Joyce  
Albany County Office Building  
112 State Street - Albany, NY 12207*



## **Meeting Minutes**

**Wednesday, March 1, 2023**

**5:30 PM**

**Harold L. Joyce Albany County Office Building  
Cahill Room - First Floor**

### **Elder Care Committee**

**PREVIOUS BUSINESS:**

- Present:** Carolyn McLaughlin, Robert J. Beston, Joanne Cunningham, Gary W. Domalewicz and Frank A. Mauriello
- Excused:** Bill L. Ricard, Norma J. Chapman, Frank J. Commisso and Jennifer A. Whalen

**1. APPROVING PREVIOUS MEETING MINUTES**

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

**CURRENT BUSINESS:**

**2. AMENDING RESOLUTION NO. 360 FOR 2021 REGARDING CONGREGATE MEAL SERVICES FOR SENIORS**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

**3. AUTHORIZING AN AGREEMENT WITH THE NATIONAL COUNCIL ON AGING REGARDING THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM GRANT AND AMENDING THE 2023 DEPARTMENT FOR AGING BUDGET**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

**4. AUTHORIZING AN AGREEMENT WITH CORETACTICS HEALTHCARE CONSULTING, INC. REGARDING NURSE CONSULTING SERVICES FOR SHAKER PLACE REHABILITATION AND NURSING CENTER**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.



**Daniel P. McCoy**  
County Executive

**Larry I. Slatky**  
Executive Director

January 12, 2023

The Honorable Andrew Joyce  
Chairman, Albany County Legislature  
Legislative Clerk's Office  
112 State Street, Suite 710  
Albany, New York 12207

Dear Chairman Joyce:

Shaker Place Rehabilitation and Nursing Center respectfully requests to enter into a contract with Eklego Workforce Solutions. This contract will be for a period of two (2) years at a cost not to exceed \$300,000.00.

Eklego is a workforce solutions company who provides eligible staff members to fill our vacant positions. Unlike other agencies, all staff who are approved for hire become employees of Shaker Place.

Eklego commenced their relationship with Shaker Place in May of 2022 and was approved through the CAB process. We have determined that the cost of this contract will exceed the \$100,000.00 threshold. We are, therefore, asking approval for at two (2) year contract as per RFP-2022-034. This will allow us to capture the first year and the second year contractually with Eklego for the above not to exceed amount.

We respectfully request approval of this contract, thank you for your consideration.

Sincerely,

Larry I. Slatky  
Executive Director

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Aris Zilgme, Minority Counsel





# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-4005, **Version:** 1

### **REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Eklego Workforce Solutions Staffing Contract

Date:	January 12, 2023
Submitted By:	Larry I. Slatky
Department:	Shaker Place Rehabilitation and Nursing Center
Title:	Executive Director
Phone:	518-213-8940
Department Rep.	
Attending Meeting:	Larry I. Slatky

#### **Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

### **CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Staffing Agency

**Contract Terms/Conditions:**

**Party (Name/address):**

Eklego Workforce Solutions  
110 Marina Drive  
Rochester, New York 14626

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$300,000.00

Scope of Services: Eklego Workforce Solutions will provide services of viable candidates to be considered for vacant positions, on an as needed basis, as determined by the Administration. The firm will develop a strategic recruitment plan for the selection, hiring and retention of the employees needed to be hired. In doing so the consultant/firm will place advertisements in appropriate publications/online, initial screening of all candidates, resume review, eligibility determination, background and reference checks, and credential verification, initial interviewing and scheduling of interview follow up with Shaker Place staff. They will also conduct weekly meetings with key Shaker Place personnel to review hires and potential hires.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:  
Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: NH6020 44069  
Appropriation Amount: \$300,000.00

Source of Funding - (Percentages)  
Federal: 0  
State: 0  
County: 100  
Local: 0

Term  
Term: (Start and end date) 5/1/2022 through 4/30/2024  
Length of Contract: 24 months

Impact on Pending Litigation Yes  No   
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:  
Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

Eklego Workforce Solutions is currently in a one year contract with Shaker Place. This contract was approved in CAB for under \$100,000.00, but it is clear that this dollar amount is not sufficient for an annual fee and since we want to continue our relationship with Eklego, which is working for all the parties, we are requesting to create a two year contract as allowed by RFP 2022-034 and increase the contract amount to our current expense rate. See attachments for all CAB documents and RFP

# **COUNTY OF ALBANY**

## **REQUEST FOR PROPOSALS**

### **SHAKER PLACE REHABILITATION AND NURSING CENTER**



**RFP # 2022-034**

### **RECRUITING CONSULTANT**

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
KAREN A. STORM, PURCHASING AGENT  
112 STATE STREET, ROOM 1000  
ALBANY, NY 12207**

**COUNTY OF ALBANY  
REQUEST FOR PROPOSALS  
RECRUITING CONSULTANT  
SHAKER PLACE REHABILITATION AND NURSING CENTER  
RFP #2022-034**

**RFP DISTRIBUTION- *IMPORTANT NOTICE***

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

**SECTION 1: PURPOSE**

- 1.1 The County of Albany is seeking proposals for a **Recruiting Consultant** as requested by the **Albany County Shaker Place Rehabilitation and Nursing Center**.
- 1.2 Shaker Place Rehabilitation and Nursing Center (Shaker Place) is seeking proposals for a consultant/firm to provide employment recruiting services for the purposes of supplying direct placement services for health care management and hard to fill positions.

**SECTION 2: RECEIPT OF PROPOSALS**

- 2.1 Five (5) copies, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on FRIDAY, MARCH 25, 2022**, at the following address:

Karen A. Storm  
Albany County Purchasing Agent  
112 State Street, **Room 1000**  
Albany, New York 12207

- 2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

- 2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by the **Shaker Place Rehabilitation and Nursing Center**.
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

### **SECTION 3: QUALIFICATION OF PROPOSER**

Provide a statement of Proposer qualifications including:

- 3.1 Provide the name, a brief history and description of your firm.
- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with recruitment consulting.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.

- 3.7 Proposer shall include a completed “Vendor Responsibility Questionnaire” (Attachment “C”) with the Proposal.
- 3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County , within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

#### **SECTION 4: SCOPE OF SERVICES**

- 4.1 Shaker Place Rehabilitation and Nursing Center (Shaker Place) is seeking proposals for a consultant/firm to provide employment recruiting services for the purposes of supplying direct placement services for health care management and hard to fill positions.

The proposals are for a consultant/firm to provide recruitment services of strong viable candidates to be considered for vacant positions on an as needed basis. Shaker Place is interested in receiving competitive price quotes documenting the firm’s ability to provide this recruitment service. The documentation should include an overview of the history and experience of the firm.

In consultation with Shaker Place management, the consultant/firm will meet with administrative staff at the facility in advance of any employment recruitment in order to understand the employment needs, the job requirements of the positions sought to be filled and to develop a strategic recruitment plan for the selection, hiring and retention of the employee(s) for the position(s) identified by Shaker Place.

There continues to be a variety of clinical healthcare positions that place challenges on the County to fill as they become vacant. In particular, the health care positions require specific certifications, licensure and skills to be considered. The nursing home industry has a myriad of technical clinical roles that, in addition to required certification, also require that appropriate “hands on” experience that is necessary in order to properly and effectively function within the respective healthcare environment. The nursing home industry is closely regulated by federal, state and local government.

The consultant/firm will provide employment recruitment services that may include, but not be limited to: placing advertisements in appropriate publications/online, initial screening of all candidates, resume review and screening, eligibility determination, background/reference checking, credential verification, initial interviewing, interview follow up and salary negotiation. Specific recruitment activities will be dependent upon the position and will be determined/dictated by Shaker Place. The job descriptions for which we are seeking employees will be provided to the consultant/firm as the positions are deemed necessary to be filled. Said job descriptions are very defined by task, knowledge required,

certification/licensure and outline the scope/responsibilities that are required by the candidate(s) to fulfill the role of the vacant positions:

The consultant/firm must establish one person who will remain Shaker Place's primary contact during this contract. The primary contact shall have at least five (5) years' experience providing placement services for health care facilities/businesses.

#### **SECTION 5: TERM OF CONTRACT:**

5.1 The contract period shall be **one (1) year from the date of a fully executed contract.**

5.2 At the end of the initial one year contract term upon mutual agreement of the County and the Contractor, the agreement may be renewed for two (2) additional years, in two (2) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.

5.3 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

#### **SECTION 6: COST PROPOSAL:**

6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.

6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.

6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

#### **SECTION 7: PROPOSAL SUBMISSIONS**

7.1 In order for the County to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the County's evaluation process:

##### **SECTION I:**

Title Page - The title page should reflect the Request for Proposal subject, name of the proposer, address, telephone number and contact person.

Table of Contents - The Table of Contents must indicate the material included in the proposal by section and page number.

##### **SECTION II:**

Qualification / Experience - The Qualification / Experience section must address proposer's qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience.

Resumes - Resumes of professional staff members who will be involved in the County engagement must be included in this section.

**SECTION III:**

References - The References section must include references from similar type projects.

**SECTION IV:**

Plan Implementation - The Plan Implementation Section must address the Scope of Services in terms of the proposer's plan to carry out the requested service.

**SECTION V:**

Cost Proposal Section - The Cost Proposal Section must include all costs associated with the proposer's plan to carry out the requested service. Any cost proposal forms furnished by the County must be included in this section.

**SECTION VI:**

Mandatory Documentation - The Mandatory Documentation Section must include: The Non-Collusive Bidding Certificate (Attachment "A"), Acknowledgment by Proposer (Attachment "B"), and Vendor Responsibility Questionnaire (Attachment "C"); Iranian Energy Divestment Certification (Attachment "D").

**SECTION 8: PROPOSAL EVALUATION**

8.1 Proposals will remain valid until the execution of a contract by Albany County, unless otherwise rejected consistent with this RFP.

8.2 Proposals received will be evaluated by a committee with representation from the Albany County **Shaker Place Rehabilitation and Nursing Center**. Proposals shall be evaluated based upon the following:

<i><b>CRITERIA</b></i>	<i><b>WEIGHT</b></i>
Quality and comprehensiveness of all aspects of the consulting services as it is related to the stated scope of services.	30%
Demonstrated history of providing services for health care providers as stated in the scope of services.	35%
Proposed cost.	25%
Client references.	10%

8.3 Proposals will be examined and evaluated by the **Albany County Shaker Place Rehabilitation and Nursing Center** with the advice of the Albany County Purchasing Agent to determine whether the requirements of this RFP are met and to make a recommendation to the Albany County Executive, the Albany County Contracts Administration Board or the County Legislature for a contract award.

8.4 A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties

## **SECTION 9: SECTION NOT IN USE.**

## **SECTION 10: ALTERNATIVES**

10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

## **SECTION 11: INDEMNIFICATION**

11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

## **SECTION 12: SPECIFICATION CLARIFICATION**

12.1 All inquiries with respect to this Request for Proposals must be directed to the Albany County Purchasing Agent as follows:

Karen A. Storm  
 Albany County Purchasing Agent  
 112 State Street, **Room 1000**  
 Albany, NY 12207  
 Telephone: (518) 447-7140  
 Facsimile: (518) 447-5588  
 Email: [Karen.storm@albanycountyny.gov](mailto:Karen.storm@albanycountyny.gov)

12.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of Proposals will not be answered. The County will be bound only by responses given by formal written Addenda.

**COUNTY OF ALBANY**  
**RECRUITING CONSULTANT**  
**RFP #2022-034**  
**ADDENDUM #1**

March 22, 2022

The following Addendum No. 1 consisting of three (3) pages (including this cover page) is hereby issued on the 22<sup>nd</sup> day of March, 2022, in connection with the Request for Proposals # 2022-034, Recruiting Consultant for the Shaker Place Rehabilitation and Nursing Center.

**COUNTY OF ALBANY****RFP #2022-034****RECRUITING CONSULTANT****ADDENDUM #1**

*The following information is provided as a result of a question(s) posed by vendor(s):*

**ITEM #1:** The deadline for proposal submission has been extended one week. Proposals are now due by 4:30 PM on Friday, April 1, 2022.

**ITEM #2:** Please share the list of positions covered under this contract.

**RESPONSE #2:** As stated in the RFP, we will utilize the Recruiting Consultant for any health care management and hard to fill positions in our operating budget as deemed by facility administration.

**ITEM #3:** Is there any preferred format for the cost proposal?

**RESPONSE #3:** The cost proposal should clearly state the comprehensive hourly rate or monthly rate and any/all reimbursable fees/costs not included in the hourly/monthly rate in order to fulfill the Scope of Services stipulated in the RFP.

**ITEM #4:** Please share the total number of temporary personnel working on the ongoing contract?

**RESPONSE #4:** There is not currently a contract for this service.

**ITEM #5:** Please share pay and bill rates of the candidates/resources currently working in the ongoing contract?

**RESPONSE #5:** Not applicable. Please see Response #4.

**ITEM #6:** Please share the details of the incumbents/vendors currently providing the recruitment services?

**RESPONSE #6:** Not applicable. Please see Response #4.

**ITEM #7:** What are the challenges or pain areas of the ongoing contract?

**RESPONSE #7:** Not applicable. Please see Response #4.

**ITEM #8:** How many vendors does the Center plan to award?

**RESPONSE #8: One.**

**ITEM #9: Is there any local preference?**

**RESPONSE #9: Proposals will be evaluated based on criteria contained in the RFP.**

**ITEM #10: Is there a tentative budget assigned for the resultant contract?**

**RESPONSE #10: No.**

**ITEM #11: What type of work authorization(s) will be considered for the proposed candidates? Is it limited to only U.S. Citizens and Green Card Holders or candidates holding Employment Authorization Document (EAD) will also be considered?**

**RESPONSE #11: The RFP clearly states requirements of the proposals.**

**ITEM #12: Can we submit the proposal electronically via e-mail or portal?**

**RESPONSE #12: No. The RFP clearly states in Section 2: Receipt of Proposals, the requirements/format for the submission of proposals.**

**ITEM #13: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.**

**RESPONSE #13: Yes. Please see Response #4.**

**ITEM #14: Can you please let us know the previous spending of this contract?**

**RESPONSE #14: Not applicable. Please see Response #4.**

**ITEM #15: Please confirm if we can get the proposals or pricing of the incumbent(s).**

**RESPONSE #15: Not applicable. Please see Response #4.**

**ITEM #16: Are there any pain points or issues with the current vendor(s)?**

**RESPONSE #16: Not applicable. Please see Response #4.**

**End of Addendum #1**



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

## MEMORANDUM

**TO:** Larry Slatky  
Shaker Place Rehabilitation and Nursing Center

**FROM:** Karen Storm *K Storm*  
Purchasing Agent

**DATE:** April 11, 2022

**RE:** RFP #2022-034, Recruiting Consultant

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Eklego Workforce Solutions.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposals submitted. I have no objection to the selection of Eklego Workforce Solutions for an award.

Please obtain the necessary contract approval of the Contract Administration Board, so that we may issue a Notice of Award to the successful proposer.

**Shaker Place Rehabilitation and Nursing Center**  
**RFP #2022-034**  
**Recruiting Consultant**

**Shaker Place (SP) received a total of four (4) proposals in response to the Request for Proposals (RFP) for Recruiting Consultant. The proposals were reviewed by SP staff members, Thomas Coffey, Administrator, Frank Commisso, Director of Fiscal Operations and Laura Vartanian, RN. The Committee's rating sheets, reflecting the individual evaluations of each committee member, accompany this document. Below, are the consensus comments of the Committee as they pertain to the proposals, as well as the Committee's final recommendation for award of the contract.**

**Comments:**

Our current environment is faced with a national healthcare worker shortage. Our collective efforts to date have not afforded us with the necessary staffing complement or access to the said workforce and we find it necessary to seek additional resources to connect with the qualified staff required to meet the clinical needs of our residents. We recognize that we are competing for these staff members with the many hospitals, nursing facilities and independent healthcare settings in our community and beyond. As such, it is incumbent upon ourselves to engage a professional recruitment firm to augment our outreach.

All four (4) firms demonstrated in their proposal the capability to meet the Scope of Services as outlined in the RFP. It is clearly evident that each firm has the professional qualifications and experience necessary to provide employment recruiting services for the purposes of supplying direct placement services for health care management and hard to fill positions. The proposed cost of each firm was the determining factor in the evaluative process. The Proposed Cost, as represented on our individual Rating Worksheets, has a weighted effect of 25% of the overall score determining the recommendation for awarding of the contract. The proposals were evaluated based on the prospective annual cost to Shaker Place to secure the employment of our current and prospective vacancies in healthcare management and hard to fill positions as identified by Administration.

The firm that we are recommending was the lowest annual cost proposal of the four proposals that were submitted for consideration. Additionally, this firm works exclusively in senior care helping organizations recruit and hire their workforce. Our committee contacted the references provided and found that this firm has maintained a positive working relationship with them and generated the results requested by the respective healthcare facility.

Upon review of the four (4) proposals, the committee is recommending that the contract be awarded to Eklego Workforce Solutions.

**RFP #2022-034: Recruiting Consultant**

**Proposal Rating Worksheet**

**Proposer: Eklego**

	Weight	Tom Coffey		Frank Commisso		Laura Vartanian		Reviewer 4	
		Rate	Score	Rate	Score	Rate	Score	Rate	Score
Quality and Comprehensiveness of all aspects of the consulting services as it is related to the stated scope of	30%	4	1.2	4	1.2	4	1.2		0
Demonstrated history of providing services for health care providers as stated in the scope of services	35%	5	1.75	4	1.4	5	1.75		0
Proposed Cost.	25%	5	1.25	5	1.25	5	1.25		0
Client references.	10%	5	0.5	5	0.5	5	0.5		0
<b>TOTALS:</b>			<b>4.7</b>		<b>4.35</b>		<b>4.7</b>		<b>0</b>

AVG 4.58

**NOTES:**

**RFP #2022-034: Recruiting Consultant**

**Proposal Rating Worksheet**

**Proposer: Talent4Health**

	Weight	Tom Coffey		Frank Commisso		Laura Vartanian		Reviewer 4	
		Rate	Score	Rate	Score	Rate	Score	Rate	Score
Quality and Comprehensiveness of all aspects of the consulting services as it is related to the stated scope of	30%	4	1.2	4	1.2	4	1.2		0
Demonstrated history of providing services for health care providers as stated in the scope of services	35%	5	1.75	4	1.4	5	1.75		0
Proposed Cost.	25%	4	1	3	0.75	4	1		0
Client references.	10%	5	0.5	5	0.5	5	0.5		0
<b>TOTALS:</b>			<b>4.45</b>		<b>3.85</b>		<b>4.45</b>		<b>0</b>

AVG 4.25

**NOTES:**

**RFP #2022-034: Recruiting Consultant**

**Proposal Rating Worksheet**

**Proposer: Infojini**

	Weight	Tom Coffey		Frank Commisso		Laura Vartanian		Reviewer 4	
		Rate	Score	Rate	Score	Rate	Score	Rate	Score
Quality and Comprehensiveness of all aspects of the consulting services as it is related to the stated scope of	30%	5	1.5	4	1.2	4	1.2		0
Demonstrated history of providing services for health care providers as stated in the scope of services	35%	5	1.75	4	1.4	5	1.75		0
Proposed Cost.	25%	3	0.75	2	0.5	3	0.75		0
Client references.	10%	5	0.5	5	0.5	5	0.5		0
<b>TOTALS:</b>			<b>4.5</b>		<b>3.6</b>		<b>4.2</b>		<b>0</b>

Avg 4.1

**NOTES:**

**RFP #2022-034: Recruiting Consultant**

**Proposal Rating Worksheet**

**Proposer: Medlink Health**

	Weight	Tom Coffey		Frank Commisso		Laura Vartanian		Reviewer 4	
		Rate	Score	Rate	Score	Rate	Score	Rate	Score
Quality and Comprehensiveness of all aspects of the consulting services as it is related to the stated scope of	30%	5	1.5	4	1.2	5	1.5		0
Demonstrated history of providing services for health care providers as stated in the scope of services	35%	5	1.75	4	1.4	3	1.05		0
Proposed Cost.	25%	2	0.5	1	0.25	2	0.5		0
Client references.	10%	5	0.5	5	0.5	5	0.5		0
<b>TOTALS:</b>			<b>4.25</b>		<b>3.35</b>		<b>3.55</b>		<b>0</b>

Avg 3.72

**NOTES:**



**Request for Proposal #2022-034  
RECRUITING CONSULTANT**

Eklego Workforce Solutions  
110 Marina Drive  
Rochester, NY 14626

Tony Coccitto  
President  
585.230.6658

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- Section V
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## **Section II**

### **Qualification of Eklego Workforce Solutions**

Eklego Workforce Solutions is a senior care workforce solutions company. Eklego works exclusively in senior care helping organizations recruit, hire, and sustain a mission-driven workforce. Based in Rochester, NY, Eklego partners with senior care organizations in over 15 states, including partners throughout the state of New York. Eklego has been serving the senior care industry since 2006 and has helped our partners make over 7,000 hires in 2021. Eklego provides workforce consulting, recruitment process outsourcing, and professional and clinical search services.

### **Resumes**

Profiles of Tony Coccitto, President and Holly Eschberger, Vice President of Operations attached.

## **Section III**

### **Client References**

Dutch Hayward, COO  
Wesley Community  
131 Lawrence St.  
Saratoga Springs, NY 12866  
(518) 691-1402

Mike Perrotta, Vice President  
Friendly Senior Living  
3156 East Ave.  
Rochester, NY 14618  
(585) 703-2995

## **Section IV**

### **Implementation Plan**

Upon receiving final approval from Shaker Place, Eklego will initiate the partnership implementation process. Holly Eschberger, Vice President of Operations, will lead



implementation, working closely with Shaker Place key stakeholders. This process will take up to 4 weeks and predicated on receiving necessary items and communication from Shaker Place.

Sample Implementation task list:

<b>New Partner Implementation Worksheet</b>			
<b>Launch Date:</b>			
<b>Main Client Contact(s):</b>			
<b>Hiring Process Flow</b>			
<b>Kick off meeting date:</b>			
<b>Organizational Intake call scheduled:</b>			
<b>Hiring Manager (HM) Intakes:</b>			
<b>HR/HM ATS Training: First 2 days after launch</b>			
<b>Process Details: Need from HR</b>	<b>Who</b>	<b>Deadline</b>	<b>Completed By</b>
Requisition Form			
Application			
References (requirements)			
ATS Users/Job Title and Contact Info			
Departments			
Job Titles			
Shifts			
Declination Letter			
Disqualifcation Reasons			
Payrates/Shift Diffs			
FEIN #			
Benefits Info			
Logo/Artwork			
Candidate Interview Reporting Instructions			
EEO Statement			
Internal Job Numbers (if you utilize them)			
Employee Referral Program			
Current Sourcing Contacts/Networks			
Internal and Former Employees Process			
Offer process			
Job Descriptions for all open positions			



<b>Client email account for recruitment</b>			
LinkedIn page info for indexing			
Marketing Contact (for social media requests, etc)			
Social Media "How" - requests, charge backs			
HRIS linking			

## Section V

### Cost Proposal

#### SERVICES

##### Recruitment Process Outsourcing

Eklego provides full recruitment services for Client for the hiring of all positions below Director level. Services to include

##### Applicant Tracking System:

- A. Eklego will furnish Client with a customized applicant tracking system (ATS). The ATS is designed to support the recruitment program and allow Client to be linked to Eklego's recruitment activity.
- B. **Requisition:**  
Upon receipt of approved requisition from Client Human Resources, Eklego will conduct a position intake with Client to ensure hiring criteria is established.
- C. **Sourcing & Recruitment Implementation:**  
Eklego will post open position in the ATS and will be indexed to over 20 job boards. Candidate search licenses for Indeed and ZipRecruiter, and other free recruitment sources. Any additional fee-based sourcing must be approved by Client and will billed at cost.
- D. **Candidate Pre-Screening:**  
Candidates will be reviewed and screened by Eklego to determine job fit (review licensure/certification if applicable, work history, skills, experience, location, hours, and availability).
- E. **Interview Scheduling:**  
Eklego will coordinate interviews between candidates and Hiring Managers using predetermined times provided by Client.
- F. **On-Boarding:**  
Eklego will provide reference checks on selected candidates.



**G. Director or “Specialized Search” Positions**

Client has the option to engage Eklego on all Director Level or specialized positions. The recruitment fee will be 15% of hired employee’s annual salary.

Billing will occur at four search milestones: 25% at search engagement, 25% at interview conducted, 25% at job offer, 25% when employee starts employment. Eklego will provide a six-month replacement guarantee on all specialized search engagements.

### SERVICE METRICS & REPORTING

Eklego to provide weekly dashboard report to include the following:

- I. Current open positions being recruited
- II. Number of scheduled interviews
- III. Number of offers
- IV. Number of pending starts
- V. Number of filled positions

Eklego to provide quarterly analytics to key stakeholder to enhance partnership and equip Client with actionable items when it comes to recruitment and hiring.

Eklego to also provide regular feedback and recommendations to Client on the marketplace related to their open positions. Goal would be to assist Client in attracting and engaging hireable candidates.

### FEES

**Monthly Service Fees:** \$5,000.00

\$500.00 per hire

Invoices to be paid by the 5<sup>th</sup> of each month and payable to:

Eklego Workforce Solutions  
110 Marina Drive  
Rochester, NY 14626

## Section VI

Mandatory documentation forms attached.

# Tony Coccitto, PHR

## Summary:

With over 25 years of recruitment and business relationship experience, my focus is developing partnerships with senior care organizations to help them attract, hire, and build a mission-minded workforce. Our purpose at Eklego is to have a profound impact on our client's ability to attract talent that will support their mission of serving elders.

---

## Experience:

### Eklego Workforce Solutions

5 years 3 months

President

January 2021 - Present (1 year 3 months) Rochester, New York Metropolitan Area

As the President, I work closely with leaders in Senior Care to help improve their ability to attract, hire, and retain a mission-driven workforce. Leveraging over 25 years of recruitment and business relationship experience, my fundamental goal is to help our partners achieve their strategic workforce goals.

Vice President

January 2017 - December 2020 (4 years) Rochester, NY

### St. Ann's Community

Executive Director of Strategic Partnerships June 2015 - January 2017 (1 year 8 months) Rochester, NY

As the Executive Director of Strategic Partnerships, my focus was building business relationships that advance the St. Ann's Mission & Brand. St. Ann's Community is the third largest healthcare system in Rochester with \$85 million in revenues and the 20th largest private employer.

Working in concert with the senior leadership team, I provided a strategic plan to identify future customers, health partners, and market opportunities that support the strategic growth of St. Ann's Community. The goal was to advance and elevate St. Ann's value proposition to key external stakeholders making the organization "Top of Mind" at partner organizations.

## **The Premier Partners**

### **Managing Partner**

September 2004 - May 2015 (10 years 9 months) Rochester, NY

As a Managing Partner with The Premier Partners, my focus was working with executives in senior living to help them reduce staff vacancy and turnover. Whether the organization desired system-wide or targeted recruitment solutions, I helped implement a sustainable recruitment, selection, and hiring system.

Premier has filled over 5,000 healthcare positions in 2014; we've helped our clients drive down workforce costs by an average of \$200,000/year; we have reduced the time to fill positions by an average of 45%; and our partners experience an increase of applicant flow by 3x.

## **Ablest Staffing**

### **Area Manager**

October 1997 - September 2004 (7 years)

Rochester, NY

As an Area Manager for a national staffing company, my focus was developing client partnerships while building and developing a winning service team.

We have helped organizations with their flexible staffing needs and targeted professional searches.

Our branch was awarded with multiple Service Excellence awards and I had the honor to be a three time national Star Performer for Ablest.

## **Interim Personnel**

Sales Representative - Branch Manager September 1993 - May 1997 (3 years 9 months) Baltimore, Maryland

As a Sales Representative for a national staffing company, I was responsible for business development in the Baltimore market. We offered contract staffing and professional search services. Organizations depended on our team's ability to fill positions in a timely manner with people possessing the right skills, attitudes, and motivation.

During my last six months before relocating, I served as the Branch Manager having the overall responsibility of the operation's performance and profitability.

---

## **Education**

### **Alfred University**

Bachelor's Degree, Business Administration and Marketing · (1988 - 1992)

### **Brockport High School**

High School Diploma, Business Administration · (1985 - 1988)

## Holly Eschberger

### Summary

Over 25 years of innovative recruiting and customer service experience focused on Client Relations, Strategic and Creative Talent Acquisition, and Workforce Development and Consulting. My focus has been and continues to be on building valuable partnerships with Senior Care, Healthcare and Non-Profit Organizations to complement and enhance existing practices to attract, hire and engage a mission minded workforce.

---

### Experience:

#### **Eklego Workforce Solutions**

6 years 3 months

Vice President of Operations 2019 - Present (3 years) Rochester, NY

#### Senior Director of Client Services

2017 - 2019 (2 years)

Rochester, New York Area

#### Director of Client Services

January 2016 - 2017 (1 year)

Rochester, New York Area

As the Director of Client Services, I work collaboratively with our mission- minded clients and our dedicated internal team to implement, maintain and enhance service levels of our proven recruitment and hiring model.

#### **The Premier Partners**

#### Director of Client Services

June 2003 - December 2016 (13 years 7 months) Rochester, NY

#### **Adecco**

#### Branch Manager

1996 - 2002 (6 years)

---

### Education:

St. John Fisher College

BA, English

Hornell

High School Diploma · (1990)

Hilbert College

AAS, Human Services



**Daniel P. McCoy**  
County Executive

**Larry I. Slatky**  
Executive Director

January 12, 2023

The Honorable Andrew Joyce  
Chairman, Albany County Legislature  
Legislative Clerk's Office  
112 State Street, Suite 710  
Albany, New York 12207

Dear Chairman Joyce:

Shaker Place Rehabilitation and Nursing Center respectfully requests to enter into an agreement with Healthcare Hospitality Group, LLC, DBA, Onsight Healthcare.

Onsight Healthcare is a staffing agency that provides para-professional staff to healthcare facilities, meaning they do not provide Nurses or Certified Nursing Assistants, but instead, caregivers who provide one-to-one coverage to residents in nursing homes who have behavior issues. This type of service is imperative to us because we are utilizing skilled workers to perform these duties that takes away from their direct care obligations. It has also been recommended by the New York State Department of Health during a recent survey, that our one-to-one residents are not being monitored properly and we expect that if this agency is successful, this survey issue will be eliminated.

This contract will be for a thirty-six (36) month period at a cost not to exceed \$750,000.00. We respectfully request approval to enter into his agreement.

Sincerely,

Larry I. Slatky  
Executive Director

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Aris Zilgme, Minority Counsel





# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-4014, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**  
Healthcare Hospitality Group/Onsight Healthcare For Staffing

Date:	January 19, 2023
Submitted By:	Larry I. Slatky
Department:	Shaker Place Rehabilitation and Nursing Center
Title:	Executive Director
Phone:	518-213-8940
Department Rep.	
Attending Meeting:	Larry I. Slatky

#### Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

### CONCERNING BUDGET AMENDMENTS

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.

Source of Funds: Click or tap here to enter text.

Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

Change Order/Contract Amendment

Purchase (Equipment/Supplies)

Lease (Equipment/Supplies)

Requirements

Professional Services

Education/Training

Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

Settlement of a Claim

Release of Liability

Other: (state if not listed) Staffing Agency

**Contract Terms/Conditions:**

**Party (Name/address):**

Healthcare Hospitality Group, LLC, DBA Onsite Healthcare  
6 Cadillac Drive, Suite 405  
Brentwood, TN 37027

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$750,000.00

Scope of Services: Onsite Healthcare will provide personnel properly trained and supervised in their compliance with all applicable laws, rules and regulations in caring for residents living at Shaker Place Rehabilitation and Nursing Center who require one on one supervision.

Bond Res. No.: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority: CMS and NYSDOH

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: NH6020 44069

Appropriation Amount: \$750,000.00

Source of Funding - (Percentages)

Federal: 0

State: 0

County: 100

Local: 0

Term

Term: (Start and end date) 3/1/2023 through 2/28/2026

Length of Contract: 36 months

Impact on Pending Litigation Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

Shaker Place Rehabilitation and Nursing Center residents according to our most recent survey by the NYSDOH require one on one supervision due to their behaviors. This supervision is now being handled by CNA's, nurses and ancillary personnel and therefore, this task must be taken away from them and provided by para-professionals that Onsite Healthcare can provide.



A PRESENTATION FOR

# Shaker Place Rehabilitation and Nursing Center

onsight

HEALTHCARE



## A little about us.

**Onsight Healthcare provides patient-centric staff tailored to the specific needs of each hospital client.**

- Currently serving 63 hospitals in 25 states
- 14 different services, including Patient Sitters, Runners, EVS, Nutrition Aides, Patient Transport, COVID Screening and others
- We use full-time employees, on our payroll, focused on your hospital's mission



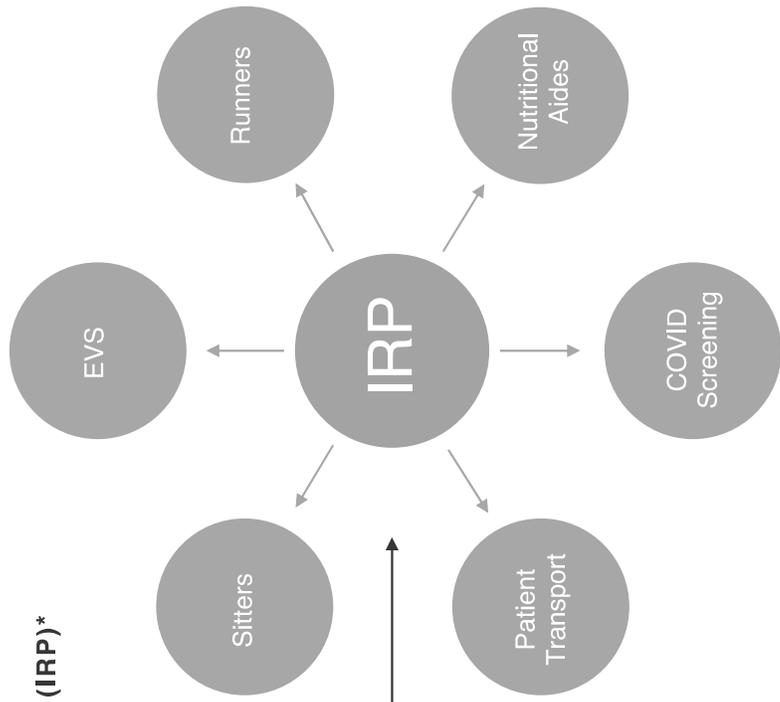
## How we can help.

What your HR department manages.	What the Onsite Healthcare team can manage.
Hospital Administration	Patient Sitter
Medical Staff	Runners
Nursing	Housekeeping Support
Plant Operations	Nutritional Aides
Pharmacy	Patient Transport
Human Resources	Internal Resource Pool
Radiology	COVID-19 Screening
All other clinical positions	Wayfinding / Greeters / Front Desk Support
	Security

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**Everyday is different.  
 No problem.**

**THE FOUNDATION OF YOUR INTERNAL RESOURCE POOL (IRP)\***

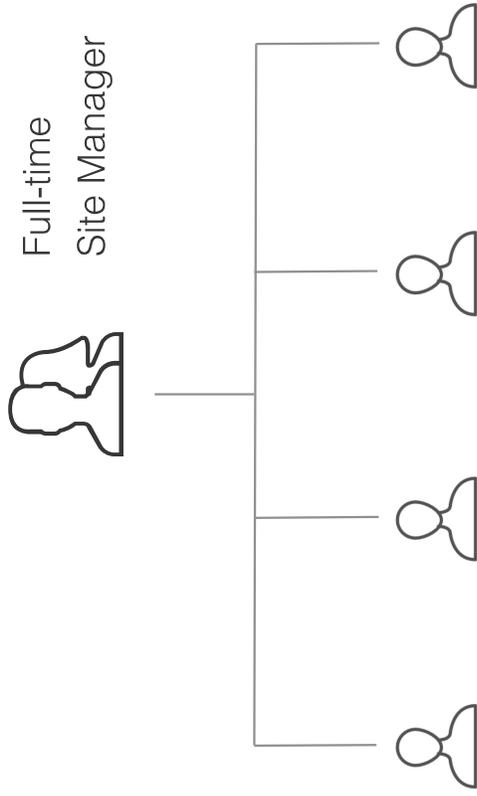


By hiring team members that are willing to be flexible in their roles, we quickly become the “go to” resource for multiple departments.

\* If you love one of our team members – Hire them at no charge. We Take it as a compliment!

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**We hire mostly full-time, local, W-2 employees that are managed by a full-time Site Manager.**



Full-time Onsite employees working only at your hospital.



# Are you in a challenging labor market? Here's our secret.

We use 11 different job boards.

Our team of recruiters text each applicant within 5 minutes of applying.

We answer questions via text, confirming group Interviews.

Hire on the spot –  
pending background checks.

By only focusing on specific positions, we have been able to tap into this specific slice of the labor market and enjoy high fill & retention rates

## Recent Success Stories

### Grady Hospital

Atlanta, GA

- 900 Applicants
- 97 In-Person Interviews
- Hired 25 FTE's



### UM Charles Regional Medical Center

La Plata, MD

- 741 Applicants
- 35 In-Person Interviews
- Hired 10 FTE's



### Palm Beach Health Network

Palm Beach, FL

- 987 Applicants in first week!
- 105 In-Person Interviews
- Hiring 42 FTE's





# We are ready when you are.



1. Blitz the market.
2. Pre-screen applicants. (Assess a large pool of applicants)
3. Interview finalists. (In person: pre-screen applicants, hire team)
4. Get schedules confirmed.
5. Analyze current system with key staff.
6. Host Multiple Department Training Sessions.
7. Kick-off service.

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## Scope of work for Shaker Place Rehabilitation and Nursing Center:

Sitter Location	Team Members Per Shift	Days of Week	Start	Stop
TBD	5	Monday – Sunday	7:00 am	3:00 pm
TBD	5	Monday – Sunday	3:00 pm	11:00 pm
TBD	5	Monday – Sunday	11:00 pm	7:00 am



# Open and transparent pricing.

**A FIXED PRICE, EVERY MONTH.**

We pay higher wage rates to attract the quality employees that healthcare demands. Below you will see an example of our Cost Schedule. Our pricing is transparent, and we include everything into one detailed monthly bill.

COST SCHEDULE	
Employee Wage	\$18.00 - \$20.00
Total Proposed Hours	45,760
Estimated Annual Cost	\$1,295,331
Estimated Monthly Invoice	\$107,944
Hourly Rate	\$28.31

*One Time Start Up and Uniform Cost*

\$9,290

We understand that this situation is fluid – so, with just 90 days' notice, you may cancel our contract at any time – with no penalties.

**Onsight Healthcare Cost Schedule**  
Shaker Place

**Base Pricing - Fixed Contract Price**

Line #	Building	Location	Number of Staff Members	Days of Week	Number of Days	Open	Close	Operating Hours Per Day	Annual Coverage Hours
1	Shaker Place	TBD	5	Monday - Sunday	7	12:00 AM	11:59 PM	24.0	43,650

<b>Hourly Staff</b>	<b>FTE's</b>
Site Manager	1
Evening / Weekends Shift	6
Weekday Staff	15
<b>Total</b>	<b>22</b>

Hourly Health Care Costs	4.5%
State & Federal Employer Based Taxes	10.1%
Employer Benefits	4.5%
Workman's Comp	2.5%
<b>Total Fringe Rate</b>	<b>21.6%</b>

<b>Wage Rate Range</b>
\$28.00 - \$29.00
\$19.00 - \$21.00
\$18.00 - \$20.00

<b>Annual Hours</b>
2,080
12,480
31,200
<b>45,760</b>

<b>Annual Cost</b>
\$58,240
\$237,120
\$661,600
<b>\$856,960</b>

\$38,563  
\$96,553  
\$38,563  
\$21,313  
**\$184,983**

**Total Productive Labor:**

**\$1,041,953**

<b>Operating Costs</b>	<b>QTY</b>	<b>Each Price</b>
Background / DMV Record Checks	1	\$1,925
Annual Payroll Processing	1	\$18,480
Uniform Replacement	1	\$5,060
General & Professional Liability Insurance	1	\$27,263
Cellular Connected Tablet Charges	2	\$325

**Contribution to Onsight Healthcare Regional and Corporate Support Includes:**

Regional Manager Support  
Human Resources & On Going Training  
Accounting and Finance

\$120,000

**Total Other Operation Costs:**

\$173,378

**Contribution to Pre-Tax Profit**

\$80,000

**Total Contract Price:**

**\$1,295,331**

**Shaker Place**

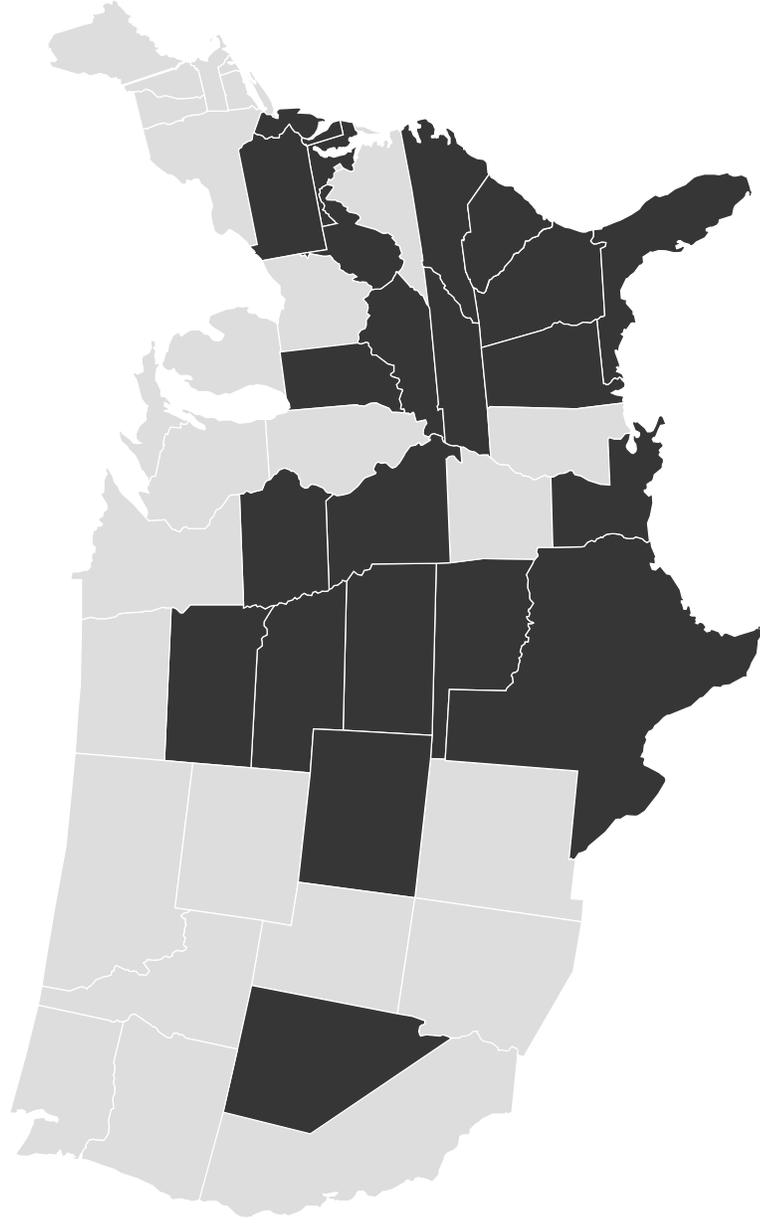
Total Proposed Hours	45,760
Estimated Annual Cost	\$1,295,331
Estimated Monthly Invoice Amount	\$107,944
Hourly Rate	\$28.31

**Start-Up Costs**

Item Description	Units	Unit Cost	Total Cost
Airfares for Start-Up Team	2 Trips @	\$600	\$1,200
Hotel Nights	8 Days @	\$175	\$1,400
Meals (Daily Allowance)	8 Days @	\$35	\$280
Auto Rental Days	8 Days @	\$85	\$680
Job Posting / Recruitment Costs	1	\$3,750	\$3,750
Employee Uniforms with Embroidered Hospital Logo	44	\$45	\$1,980
<b>Total One-Time Costs</b>			<b>\$9,280</b>

We are an experienced partner.

CURRENT CLIENTS



UKHS St. Francis Campus  
Topeka, KS

Dignity Health  
Las Vegas, NV

St. Tammany Health System  
Covington, LA

West Virginia Medicine  
Morgantown, WV

Princeton Baptist Medical Center (Tenet Health)  
Birmingham, AL

Hilton Head Regional Medical Center (Tenet Health)  
Hilton Head Island, SC

Pascask Valley (Hackensack Meridian)  
Westwood, NJ

Mountainside Medical (Hackensack Meridian)  
Glen Ridge, NJ

Palisades Medical Center  
North Bergen, NJ

Brookwood Baptist Medical Center (Tenet Health)  
Birmingham, AL

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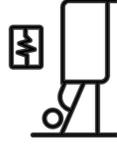
# Here are Onsite Healthcare's 2023 services and programs.

## SUPPORT STAFFING



### CNA STAFFING

- Assist nurses with day-to-day tasks
- Can turn patients
- Gather medical supplies
- Manage bathing and grooming patients
- Answer patient call
- Check vital signs



### PATIENT TRANSPORTATION

- Eliminates time consuming tasks for nursing staff
- Helps with patient flow



### PATIENT COMPANION

- 24/7 monitoring patients
- Assist charge nurse with day-to-day tasks
- Friendly and Respectful
- Attentive
- Data Collection
- Additional Security
- Increase overall patient experience



### VACCINE CLINIC

- Provide immunizations
- Give patient education and instruction
- Assist with the preparation of equipment

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# Here are Onsite Healthcare's 2023 services and programs.

## SUPPORT SERVICES



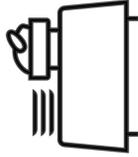
### COVID-19 SCREENING

- Temperature checks
- Enforce infection control procedures
- Visitation policies
- Data collection



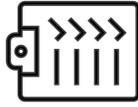
### EVS AIDE

- Custodial Services
- Flipping beds
- Solid and biohazard trash removal
- General cleaning
- Able to use buffers, extractors and vacuums



### NUTRITION AIDE

- Delivers food to patient rooms
- Works the line in the cafeteria
- Cleans and washes dishes and utensils
- Cook



### DEPARTMENT RUNNERS

- Patient transportation
- Works with material management to re-stock cabinets for clinical staff
- Assist with discharge process
- Can help in multiple departments
- Extra set of hands for staff



### VACCINE ASSISTANCE

- Check in / Check out
- Registration
- Data Collection
- Wayfinding
- Enforce infection control procedures



# Here are Onsite Healthcare's 2023 services and programs.

## TRANSPORTATION



### VISITOR & EMPLOYEE SHUTTLE

- Expedites employee travel time with off campus parking lots
- GPS tracking on shuttles so employees, patients and visitors can see when their ride will arrive.
- Extra security in parking lots.



### VALET SERVICES

- Text to retrieve technology
- Live dashboard showing reviews and scores
- VIP program for patients that come to the facility often
- No waiting
- Clear driveways
- Help with wayfinding for patients and visitors
- Great first impression for the facility



### EMPLOYEE CONCIERGE

- Takes everyday tasks off your employees' plate
- Oil Changes
- Tire Rotations
- Dry Cleaning
- Auto Repair
- Emission Testing
- Car Washes and Detailing
- Grocery Pick-up
- Technology Based

**QUESTIONS? PLEASE CONTACT**

Rhett Douglas at [rhett.douglas@onsight.healthcare](mailto:rhett.douglas@onsight.healthcare)

We're excited to start preparing a custom proposal for you and move towards improving the overall experience at your hospital.



HEALTHCARE

Onsite HealthCare

## SERVICE AGREEMENT

This Agreement (“Agreement”) is made and effective as of February 27, 2023 (“**Effective Date**”), by and between (and replacing any prior agreements by and between, except as to services already provided thereunder for which payment remains due) Healthcare Hospitality Group, LLC DBA Onsite Healthcare (“**Contractor**”), a Delaware limited liability company, whose principal place of business is 6 Cadillac Drive, Suite 405, Brentwood, TN 37027, and Shaker Place Rehabilitation & Nursing Center (“**Client**”), whose principal office is located 100 Heritage Lane Albany, NY 12211.

### 1. Scope of Services and applicable regulations; Additional Work Orders

- 1.1. Client retains Contractor to perform, and Contractor agrees to perform, the scope of work described, and at the per person hourly rate, set forth in Schedule 1 (“**Services**”), subject to the terms and conditions contained herein.
- 1.2. Contractor shall provide only personnel properly trained and supervised in their compliance with all applicable laws, rules and regulations (including applicable state rules of the road). In addition, Contractor agrees to conform to and comply with all of Client’s lawful rules, regulations, new employee requirements within 10 business days of being provided written notice of same by Client), that do not conflict with, add to the scope of the Services, or attempt to vary in any way, the terms of this Agreement
- 1.3. Client may request, from time to time, that Contractor perform additional services beyond the scope of Services set forth in Schedule 1 pursuant to one or more written work orders (each, a “**Work Order**”), which Contractor may choose to accept in its sole and absolute discretion. Each such Work Order shall be forwarded by Client to Contractor in writing, at the address below, and shall be deemed to be accepted by Contractor only if and at such time as Contractor chooses to perform any of the services set forth in the Work Order. All Work Orders shall be governed by the terms of this Agreement and shall be deemed to be incorporated into and made a part of this Agreement by this reference once accepted by Contractor.

### 2. Start up costs and Downpayment; Payment.Terms

- 2.1.1. Start-Up Costs. Client shall pay to Contractor, on or before the Effective Date, Contractor’s costs for purchase of materials and equipment necessary to provide the Services, in the amount of \$9,290 (“**Start-Up Cost**”). The Start-Up Cost is due in full prior to the Effective Date, and Contractor reserves the right to withhold providing any of the Services until the Start-Up Cost is paid in full.

2.1.2. Equipment Costs. Contractor shall purchase an inventory of equipment in the aggregate of \$0.00 ("Equipment Cost") prior to the commencement of Services hereunder, and is due in full prior to the Effective Date.

2.2. Downpayment: Due on or before the Effective Date, Client shall pay to Contractor \$80,958, being 75% of one month of the anticipated charges, based on Schedule 1 in effect as of the Effective Date (the "**Downpayment**"). which amount Contractor shall credit against the final bill for the Services provided during the last month in which the Agreement is in effect..

2.3. Monthly Billing. Thereafter, Contractor shall provide to Client, on the first day of the month following the first full month of the Agreement, and on the first day of the month for each month thereafter, its invoice for Client's actual fee for the immediately preceding month, being a multiple of the actual hours worked in the preceding month multiplied by the rate as set forth on Schedule 1 Contractor will provide Client with documentation straight from Contractor's payroll system documenting the hours worked with each invoice presented. Payment of the invoices is due upon receipt, but in no event later than 10 days after receipt. Client agrees to.

2.4. Non Payment: In the event that Client does not make payments on or before the dates due under this Agreement, Client agrees to pay service charges on the outstanding balance at the rate of one and one-half percent (1.5%) per month (provided that if such rate exceeds the maximum permitted by law, then the highest lawful rate) of the amount due until Contractor receives payment in full, and Contractor may, at Contractor's option, terminate this Agreement at any time after giving seven (7) days' prior written notice to Client unless all overdue amounts are paid before the end of the notice period. In addition, Client agrees to pay any damages suffered by Contractor in connection with the collection of amounts due and/or termination of this Agreement, including but not limited to, any attorney fees and other collection related costs and expenses, and costs or any liability under the Worker Adjustment and Retraining Notification Act of 1988 (the WARN Act) or similar state or local laws.

### 3. Annual Rate Adjustment.

3.1. Annual Inflation Adjustment: Without limitation on the right to amend Schedule 1 when and as needed, the parties agree that on February 26th of each year this Agreement is in effect,, the parties shall amend the Contract to provide a new Schedule 1 to reflect changes in the Hourly Rate based on any increases in the Consumer Price Index over the preceding 12 months. Specially, Schedule 1 shall be increased by an amount equal to the percentage obtained from Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, Hospital Services, for the most recently published twelve (12) month period, as published by the U.S. Department of Labor, Bureau of Labor Statistics. Should the applicable inflation rate over the most recently

published twelve (12) month period decrease, the Annual Contract Price shall not change from the previous year.

3.2. Change in Tax Rates or Employer Required Health Care Laws: Likewise, Schedule 1 shall be amended from time to time as necessary to reflect changes to the Hourly rate as a result of a change in social security taxes or the federal or state unemployment taxes, or in the event of imposition of new federal, state or local payroll based taxes, or the implementation of new legislation that affects the hourly rate that Contractor has to pay its own employees or agents.

4. **Allocation of Costs Between the Parties.** Responsibilities for the cost of the materials, supplies and equipment necessary for Contractor to provide Services are indicated below (indicated by placing an “x” in the appropriate space).

	Contractor	Client
Supplies		X
PPE for contracted employees		X
Computer Tablets for Record Keeping	X	
Background Checks / Employee uniforms	X	

\*All Client-required pre-employment testing including, but not limited to, drug screening, immunizations, titters, TB tests, and all other employee health requirements.

5. **Termination of Agreement.** Either party may terminate this Agreement in writing for any reason upon ninety (90) days prior written notice to the other party. Termination by Client shall not relieve Client of its obligation to pay for all Services rendered through the end of the month in which the termination becomes effective.

6. **Term.** Unless terminated earlier as set forth in Section 5, his Agreement shall remain in effect for an initial period of \_\_\_\_ full calendar months after the Effective Date. Thereafter, this Agreement will automatically renew each year for 12 months (“Renewal Term”) unless either party provides written notice at least ninety (90) days prior to the expiration of the initial Term, or any Renewal Term, of its election not to renew this Agreement.

7. **7. Independent Contractor.** The parties agree that the relationship between Contractor and Client arising from this Agreement is that of independent contractor. Except for the rights retained by or granted to, and the obligations undertaken by each party pursuant to this Agreement, neither has any right or any authority to enter into any contract or undertaking in the name of or for the account of the other, nor shall the acts or omissions of either create any liability for the other. The parties shall conduct their business at their own initiative, responsibility and expense. All persons furnished by Contractor to perform the Services shall be considered

solely Contractor employees. Notwithstanding the foregoing, Client shall have the right to require, upon ten (10) day's prior written notice, require that Contractor providing Services on Client's premises whose continued presence, in the reasonable opinion of Client, is not in the best interest of Client, its customers or staff, provided that such request for replacement does not contravene statutes, regulations, ordinances and other legal requirements, to the extent applicable to the Services ("Applicable Laws"), is reasonably justified in writing, and Contractor is first given an opportunity to respond and address such issues consistent with this Agreement. Contractor's obligation to comply with any such demand shall also be subject to restrictions imposed upon Contractor by any collective bargaining agreement or other contract affecting such employee.

8. **Indemnification.** Except as limited by paragraph 9, below, each party shall indemnify, defend and hold harmless the other party and its directors, officers, agents and employees, with respect to any and all liabilities, losses, claims, suits, damages, taxes, charges and demands of any kind and nature by any party which the indemnified party may incur or suffer as a result of any cause of action relating to or arising out of the indemnifying party's negligent acts or omissions.

9. **Limitation of Liability.** Contractor's total liability for damages, or otherwise, resulting from its performance or nonperformance under this Agreement or with regard to any obligations/responsibilities herein shall not exceed the gross revenue received under this Agreement for the first year of this Agreement in damages in the aggregate over the term of this Agreement. NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY OR ITS REPRESENTATIVES FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT FORESEEABLE, OR PUNITIVE DAMAGES.

10.

11. **Assignment.** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto.

12. **Insurance.** Each party shall at all times during the term of this Agreement, at its own cost and expense, carry and maintain Worker's Compensation, General Liability, Automobile Liability, in the following amounts:

12.1. Commercial General Liability written on an occurrence coverage form, naming the other party as additional insured. The minimum limits are One Million Dollars (\$1,000,000.00) per each occurrence, One Million Dollars (\$1,000,000.00) aggregate.

12.2. Automobile Liability covering all owned, leased, or rented vehicles with property damage and bodily injury coverage with combined single limits of One Million Dollars (\$1,000,000.00).

12.3. Workers' Compensation (Statutory) and Employers' Liability with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per accident.

12.4. Each party shall, at the other party's written request, provide a Certificate of Insurance evidencing this coverage.

13. **Notices.** All notices and communications concerning this Agreement are required to be in writing and shall be sent to the following addresses:

**If to Client:**

Shaker Place Rehabilitation and Nursing  
Center  
100 Heritage Lane  
Albany, New York 12211

**If to Contractor:**

Healthcare Hospitality Group LLC  
Attn: Greg Edwards, CEO  
6 Cadillac Drive, Suite 405  
Brentwood, TN 37027

or at such address as may be designated in writing to the other party.

Notices shall be sent by registered or certified U.S. Mail, or by commercial overnight delivery service and shall be deemed delivered to the recipient's address on the date of return receipt acknowledgment, in the case of notices sent via U.S. Mail; or on the next day after the date the notice was sent, in the case of notices sent by overnight delivery service.

14. **Force Majeure.** Contractor shall not be liable to Client for failure to perform when such failure is caused by unforeseeable force majeure circumstances, including any strike, lockout, labor trouble (whether legal or illegal), civil disorder, inability to procure materials, failure of power, restrictive governmental laws and regulations, riots, insurrections, war, fuel shortages, accidents, casualties or acts of God. The parties agree that under such conditions, Contractor will work with the Client in good faith to provide services and develop appropriate responses and courses of action, as is practical and reasonable under the circumstances.

15. **General Provisions.**

15.1. **Entire Agreement; Conflict in Terms.** This Agreement and the Schedules attached hereto constitute the entire and exclusive agreement between the parties pertaining to the subject matter hereof and supersedes all prior practice, agreements, understandings, negotiations and discussions with respect to the subject matter hereof, whether oral or written. In the event of a conflict in terms between the Agreement and the Schedules attached hereto, the Agreement shall control.

15.2. **Modifications.** No supplement, modification or waiver of this Agreement shall be binding unless executed in writing by each of Contractor and Client's authorized representatives.

15.3. **Severability.** The invalidity or unenforceability of any provision of this Agreement or any covenant herein contained shall not affect the validity or enforceability of any other provision or covenant hereof or herein contained and any such invalid provision covenant shall be deemed to be severable.

15.4. **Governing Law and Jurisdiction.** This Agreement shall be governed and construed in accordance with the laws of the State of Tennessee, without regard to its conflicts of law rules, and the laws of the United States of America applicable to transactions within the

state of Tennessee. Any dispute related to this Agreement shall be initiated in the federal or state courts located in Davidson County Tennessee, to whose jurisdiction the parties consent. This provision is waivable only by Contractor.

15.5. Execution. This Agreement and any amendments thereto may be executed in one or more counterparts. Each counterpart shall be deemed an original, but all counterparts together constitute one and the same instrument.

15.6. Survival. Upon cancellation, expiration or termination, all rights and obligations under this Agreement will end (except for amounts due under the terms of this Agreement and the provisions of Sections 7, 8, 10 and 11).

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed by their duly authorized representative on the date first written above.

**Shaker Place Rehabilitation and Nursing Center**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Healthcare Staffing Group, LLC DBA Onsite Healthcare**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE 1**  
**Specifications**

1. Contractor shall provide support services that include:
- a. Patient Sitter Services

<b>Location</b>	<b>Number of Staff Members Per Shift</b>	<b>Service Hours</b>	<b>Days Per Week</b>
Shaker Place	5	7:00 am – 3:00 pm	Monday - Sunday
Shaker Place	5	3:00 pm – 11:00 pm	Monday - Sunday
Shaker Place	5	11:00 pm – 7:00 am	Monday - Sunday

<b>Estimated Annual Contract Price</b>	<b>Hourly Price</b>
<b>\$1,295,331</b>	<b>\$28.31</b>



COUNTY OF ALBANY  
 DEPARTMENT OF GENERAL SERVICES  
 PURCHASING DIVISION  
 112 STATE STREET, ROOM 1000  
 ALBANY, NEW YORK 12207-2021  
 (518) 447-7140 - FAX (518) 447-5588

DANIEL P. McCOY  
 COUNTY EXECUTIVE

DAVID M. LATINA  
 COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL  
 PURCHASING AGENT

## MEMORANDUM

**TO:** Larry Slatky, Executive Director  
 Shaker Place Rehabilitation and Nursing Center

**FROM:** Pamela O Neill *Pamela*  
 Purchasing Agent

**DATE:** February 22, 2023

**RE:** Onsite Healthcare

I am in receipt of your contract approval request for Onsite Healthcare.

As New York State has issued an Executive Order continuing the Declaration of a Statewide Disaster Emergency Due to Healthcare Staffing Shortages I concur with your contract approval for Onsite Healthcare.

Please obtain the necessary contract approval of the County Legislature so that we may issue a Notice of Award.