

Corporate Overview

A- Bidder Identification and Information

Since 2002, MSI Systems Corp. d/b/a Medical Search International (“MEDICAL SEARCH”) located at 23 Vreeland Road, Suite 210, Florham Park NJ, 07932 is a Premier Locum Tenens Physician and healthcare staffing and recruitment agency, specializing in providing customized recruitment and staffing solutions for provision of temporary and permanent physician, nurse, and other medical staffing personnel on as needed basis. has provided recruiting and temporary medical staffing coverage ranging from short-term weekend call to ongoing multi-year contracts to urban medical centers, regional hospitals, university health networks, community health centers, correctional facilities, and psychiatric inpatient/outpatient mental health facilities nationwide.

B- Financial Statements

MSI Systems Corp. dba Medical Search International has been in business since June 2002 and is in a good standing with all government agencies and its clients and vendors. Most recently, in 2019, Medical Search reached a new revenue milestone of \$22 million and has grown to 30 employees between two offices in the above-mentioned NJ address as well as offices Boca Raton, Florida office. In 2020, the company continue to grow and expand its services. We staff all physician & allied health divisions. Our specialties of focus include Behavioral Health/ Psychiatry, Family Medicine, Internal Medicine, Anesthesia/CRNA, Hospitalist, as well as Advanced Practice and Registered Nursing.

C- Change of Ownership

There is no expected change of ownership in the twelve months following the proposed due date.

D- Office Location

23 Vreeland Road, Suite 210 Florham Park, NJ 07932 (main office)
2255 Glades Road, Suite 324A, Boca Raton, FL 33431

E- Relationship with the State

MSI Systems Corp. dba Medical Search International does not have any current contracts nor contracts within the last 5 years with the State of Nebraska.

F- Bidder’s Employee Relations to the State

MSI Systems Corp. dba Medical Search International does not have employees nor has it had employees of the State of Nebraska within the last 24 months.

G- Contract Performance

MSI Systems Corp. dba Medical Search International has not had any contract terminated for default within the last 5 years.

H- Summary of Contractor’s Corporate Experience

MEDICAL SEARCH’s recent focus has been to grow our business thru our agreement with the GSA, increased participation in both private and state & county bids, as well as developing current clients by increasing the types of services we offer, including telemedicine & more involved project management. The below references are the most valuable showcase of our recruiting efforts as well as our focus to detail throughout the duration of each individual assignment. The references show our diverse reach to various specialties, settings, & geographic location. Although the references are not specific to Nebraska, we have an immense amount of experience of working on similar projects, especially in the behavioral health field. Please see the 3 references requested below.

Alameda County Behavioral Health

7200 Bancroft Ave, #125-A
Oakland, CA 94605

Point of Contact: Peter Dating
Administrative Specialist
Phone - 510-567-8110x 38110
Fax – 510-567-6850
Peter.Dating@acgov.org

Years of Contract 2016-2022

As the Prime Contractor, we have successfully been awarded multiple contracts to staff Alameda County Behavioral Health due to our success in staffing their organization with all levels of Behavioral Health staff. These fields include Psychiatrist, Psychiatric Nurse Practitioner, Physician’s Assistant, RN, LVN, Pharmacist, Psychologist, LCSW, MFT, & Medical Assistant.

New York Office of Mental Health

Pilgrim Psychiatric Center
998 Crooked Hill Rd., Bldg. #19
W. Brentwood, NY 11717

Point of Contact: Marlene Pevara
Business Officer 2
Phone - 631-761-3366
Fax – 631-761-4533
Marlene.pevara@omh.ny.gov

Years of Contract 2012-2022

As the Prime Contractor, we have successfully been awarded multiple contracts to staff the New York Office of Mental Health. The NY OMH is a very similar project to this bid as it is a statewide RRP consisting of dozens of locations in state psychiatric centers/hospitals as well as state correctional facilities. The specialties we have staffed include Psychiatrist, IM/FM Physician, Anesthesiologist, Podiatry, Psychiatric & General Nurse Practitioner, Physician's Assistant, Dentist, RN, Psychologist, LCSW, & Home Health Aid.

Each location has a separate point of contact within the expansive NY OMH system. We have selected Marlene Pevera of the Pilgrim Psychiatric Center as a reference, as we have staffed RN's at that location since 2013.

Rutgers University of Behavioral/Correctional Healthcare

Bates Building, 2nd Floor
New Jersey Dept. of Corrections
Trenton, NJ 08625

Point of Contact: Arthur Brewer, MD
Clinical Assistant Professor
Phone -609-292-4036 x5224
Fax - 609-943-5449
Arthur.brewer@rutgers.edu

Years of Contract 2010-2021

As the Prime Contractor, we have successfully been awarded multiple contracts to staff Rutgers University Behavioral and Correctional Healthcare (formerly UMD-NJ). This is a very similar project as it state funded with RFP's every 3-5 years. It is also a statewide RRP consisting of dozens of locations in state psychiatric centers as well as state correctional facilities. The specialties we have staffed include Psychiatrist, IM/FM Physician, Anesthesiologist, Psychiatric & General Nurse Practitioner & Physician's Assistant.

I- Summary of Contractor’s Proposed Personnel/Management Approach

MEDICAL SEARCH will utilize our proprietary methodologies and process to ensure exceptional and uninterrupted physician, nursing, and allied health coverage with the State of Nebraska’s facilities, and by offering our unique management structure, one central point of contact to streamline communications, utilization of the latest technologies and fully integrated quality management system to optimize operations, minimize cost, and effectively manage this project.

A key feature of MEDICAL SEACH’s approach to effective response to a client’s temporary medical staffing service request is the robust capabilities of our internal corporate staff. We combined highly developed client request response process with automated collaboration tolls to enable MEDICAL SEARCH to meet all client staffing needs in a timely manner. Additionally, our Human Resource Management, Quality Assurance and Risk Management and Performance Management Plans include a vigorous recruiting and screening process in order to identify, qualify, and hire the right personnel possessing appropriate skills to maintain the highest level of performance that our customers have come to expect. These plans in tandem with our highly competitive compensation structure result in MEDICAL SEARCH’s ability to provide a stable temporary medical staffing workforce with minimal attrition thus reducing performance risk and directly contributing to uninterrupted continuity of coverage for the State of Nebraska.

MEDICAL SEARCH currently maintains a national resume database of over 150,000 licensed and certified medical providers. The following sections describe the recruitment sources we use to identify candidates, as well as the process for hiring and training these professionals so they are available to provide temporary medical staffing services to the State of Nebraska.

Recruiting: MEDICAL SEARCH offers a unique approach to screening candidates and filling specific positions. Upon receipt of the facility-specific search request, the search will be assigned to Mr. Thompson to supervise the dedicated staffing team. Mr. Thompson shall liaison directly with the facility requesting coverage to delineate the search parameters including a detailed analysis of the assignment. Additionally, Mr. Thompson will coordinate with our recruiters in order to manage the staffing project. This team will then contact the identified licensed providers as well as initiate contact with other qualified providers within our database to ensure ample resources are available to staff the contract requirements. In addition to maintaining our company’s extensive proprietary database of qualified healthcare providers, the recruiting staff source and credential new physician and other medical providers on a daily basis using multiple recruitment sources.

Recruitment Sources: Our Aggressive recruitment strategy involves utilizing the full range of recruitment sources and techniques, traditional and nontraditional, top reach the largest possible number of medical providers, including Professional Referrals, online & Print Media Resources, as well as maintaining strong presence at most professional conferences.

Staffing Process: As a current provider of the full range of medical specialties requested by the State of Nebraska, MEDICAL SEARCH understands the dynamics of providing the appropriate staff to timely meet the client’s needs. Using the resources identified above, our recruiters employ a formal, three-step process to track recruiting from initial request (from position need to creation or identification of vacancy), to candidate solicitation and evaluation, to position offer and staffing:

Step 1: Upon notification of client's needs our Project Manager, Mr. Thompson, immediately engages the project team and reviews and verifies position requirements.

Step 2: After reviewing the requirements, our recruiters identify qualified candidates utilizing our proprietary databases until a group of qualified candidates are isolated.

Step 3: Our recruiters prescreen all candidates to confirm they have the necessary technical skills, knowledge and credentials for the available position using a prescreening checklist for efficiency, completeness, and consistency. Primary Source Verification of credentials are performed during the screening process until the best candidate is selected based on qualifications, credentials, experience, references, interview results, and other information. Mr. Thompson then presents the candidate to the appropriate State of Nebraska personnel for review and consideration. Upon State of Nebraska's approval, an offer (conditional on timely and successful completion of the credentials application packet & background color) is extended to the candidate. MEDICAL SEARCH's Staff, under the leadership of Mr. Thompson, will continuously monitor performance.

Credentialing and Quality Procedures: MEDICAL SEARCH's Director of Credentialing, Cheryl Bell, oversees the completion of all security forms, verifies credentials and certifications, and completes other actions to assemble and submit the credentials application Packet(s) for submission to State of Nebraska for review and approval. The credential file begins with a checklist based on project-delineated requirements. MEDICAL SEARCH ensures completion of all pre-employment packets including National Practitioner Data Bank (NPDB), Criminal History and Background Check. Under the leadership of Ms. Cheryl Bell, our certified Credentialing Team ensures that all temporary medical services personnel referred by MEDICAL SEARCH to provide services to our clients, are screened based on such parameters as Specialty/Subspecialty, Education, Training, Certifications, and Employment History as well as Reference Check, Primary Source Verification of Licenses and Certifications. Verifications are required in writing.

Credentialing Status Reporting: Our credentialing team generates monthly compliance and status reports and continuously updates provider information profile sheets and competency-based orientation folders. This process assures our providers are fully credentialed and meet training and certification standards. By avoiding lapsed credentials, we improve fill rates, retention, and continuity of care.

RESOURCES

Providing temporary healthcare staffing services support demands an experienced staffing firm that is flexible and responsive to the short and long-term needs of the clients as well as the patients. In the last ten years alone, MEDICAL SEARCH has invested significant resources to develop our Physician Staffing, Mental Health, Allied Health and Federal & State Contracts Divisions. We have an unprecedented success rate in placing licensed healthcare providers nationwide in both private and state & county settings.

MEDICAL SEARCH's corporate headquarters are situated at 23 Vreeland Road, Suite 210, Florham Park, New Jersey 07932, in a 5,000 sq. foot office suite equipped with the latest office equipment and communications technology.

Our Dedicated team includes internal recruiters, management and support personnel, and temporary medical staffing providers, can be reached by phone at (973) 301-2100, toll free fax at (973) 301-2344 or email at info@medsearchint.com 24 a day / 7 days a week to provide quick response and resolution of any issues to ensure continuity of client services to State of Nebraska.

MEDICAL SEARCH is prepared to allocate sufficient annual budget to provide staffing, credentialing, marketing and technology support to State of Nebraska's needs as well as our Physician and Allied Health divisions to supply Licensed Physicians, Allied Health, Nurses, and other healthcare providers to reliably provide the required medical services to patients in various clinics and medical centers operated by the State of Nebraska. This budget shall be expanded as needed to ensure the highest quality and continuity of service to the State of Nebraska.

PERSONNEL

Justin Thompson, Director of Recruitment will act as Project Manager for the duration of the contract. He has been with Medical Search since 2011, starting as a Jr. Recruiter and advancing to his current position. Throughout his Medical Search career, he has participated in searches for nearly all Physician & Allied Health specialties with a concentration in Behavioral Health staffing. With his experience as a recruiter and team leader he understands the challenges and the factors that contribute to not only a successful placement, but a successful credentialing and on-boarding process.

As Director of Recruitment, he now has successfully bid and managed multiple awarded contracts. These contracts range from the private to the state/county sectors. Justin will act as the singular point of contact for the State of Nebraska to assure all of Nebraska's concerns and opportunities are distributed appropriately thru our company to maximize responsiveness. As a result of his dedication, knowledge, and experience, he is able to identify potential issues and timely address all clients and consumer concerns prior to them becoming a possible project risk. This "lessons learned" approach plays a critical role in risk mitigation too ensure the highest level and continuity of patient care is provided at our client's facilities.

Michael Plaskota, VP of Hospital Physician Services will be team leader on Physician searches. Michael started with Medical Search in 2011 and brings the value of experience and knowledge gained over the last decade in exclusively working in the Physician Staffing area. Michael leads a team that has successfully recruited all Physician specialties throughout the years especially focusing on assignments where a long-term provider is needed.

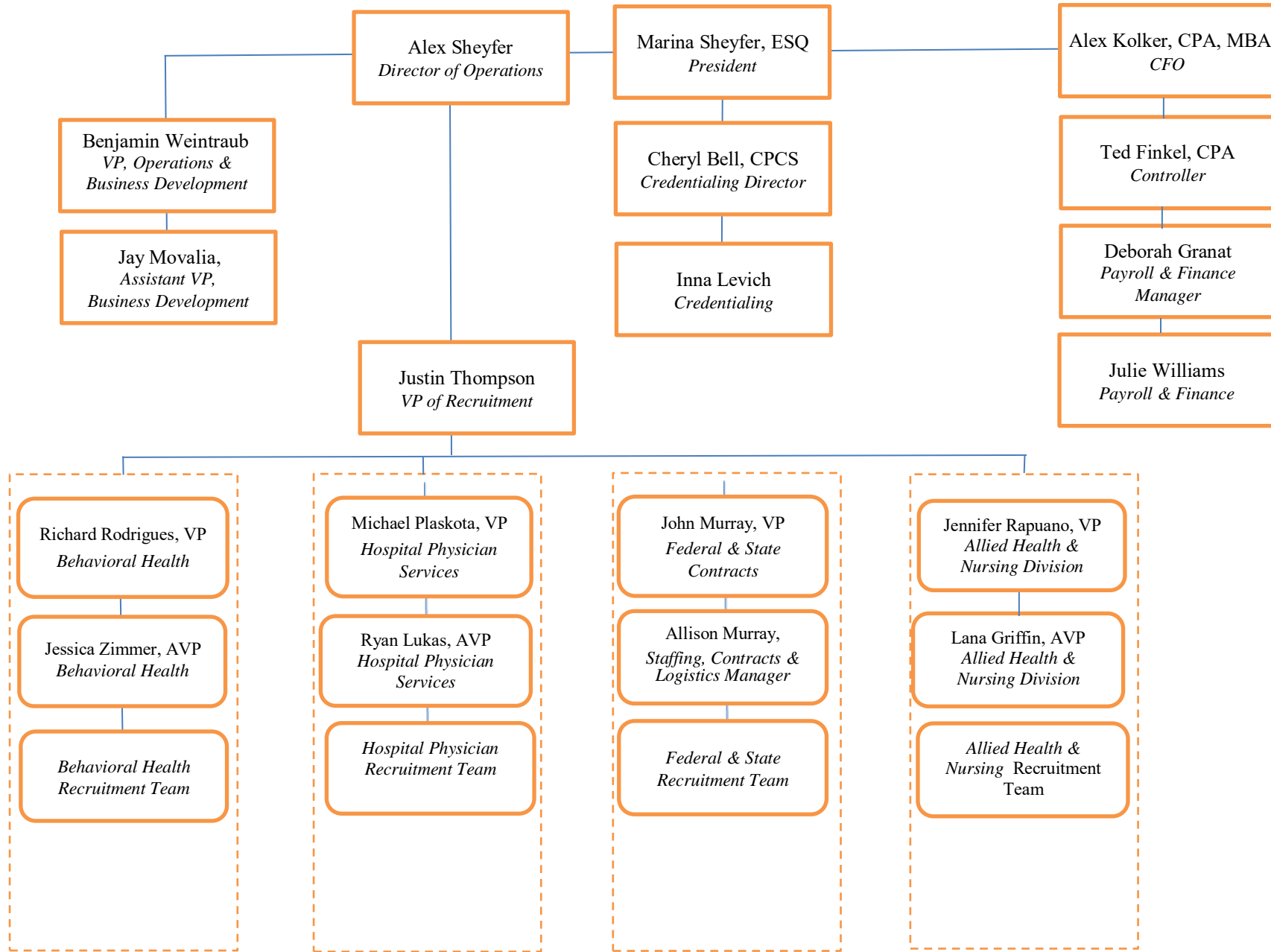
Rich Rodrigues, VP of Behavioral Health Division will be the team leader for Behavioral Health provider searches. With our organization's focus on Behavioral Health and success in managing multiple awarded bids for this clinical area, we have developed a team specifically to meet these needs. Rich has been with Medical Search since 2013, and his team has specialized in the recruitment of all specialties within the field including, Psychiatrists, Psychologists, Social Workers, Licensed Counselors, etc.

Jennifer Rapuano, VP of Allied Health & Nursing Division will lead her team in the recruitment of Allied Health & Nursing needs (non-Behavioral Health). She has been with Medical Search since 2013 and bring with her over 25 years of experience in recruitment. Her relentless approach to recruiting has enabled Medical Search to successfully staff the contracts of large scale projects that require dozens of open orders to be filled simultaneously.

Cheryl Bell, CPCS is our Credentialing Director with over twenty years of experience in medical credentialing including years of experience as a Credentialing Specialist in a medical center. She brings the insight of understanding the challenges the medical center or 'client' in these relationships face on a daily basis. Her understanding of both sides of the credentialing relationship make her a valuable resource in our on-boarding process.

Organizational Chart - Also please see the organizational chart on the following pages to better illustrate the company structure and reporting relationships.

MSI SYSTEMS CORP. – ORGANIZATION CHART



Justin Thompson

Phone: 973-865-8869

E-Mail: jthompson@medsearchint.com

Employment History

9/2011-present

**Medical Search International, Florham Park, NJ
Director of Recruitment**

- * Supervise Division VP's to assure our recruitment is meeting Medical Search standards of service
- * Meet individual and Division sales goals
- * Growing county/state business thru increased focus of RFP bidding
- * Manage the everyday operations of awarded county/state contracts

12/2010-8/2011

**Platinum Fitness Verona, NJ
Fitness Consultant**

- *Expected to meet quotas for health club memberships and other services.
- *Responsible for creating guest traffic through referrals, outside sales visits, and responding to telephone and e-mail leads.
- *Lead daily nutrition consultations that lead to secondary sales within the club.
- *Managed a team of 10-12 employees in assuring reliable and prompt customer service was provided to both members and guests

11/2008-12/2010

**Lifetime Athletic Berkeley Heights, NJ
Customer Service Manager**

- *Hired & trained 20+ employees in the grand opening of the club.
- *Handled all customer service issues pertaining to club.
- *Managed payroll in relation with club usage.
- *Monthly presentations to upper level management.
- *Manager on Duty for several shifts per week.

8/2006-7/2008

**Platinum Fitness Verona, NJ
Fitness Consultant**

(see more recent position with Platinum Fitness for responsibilities)

9/2003-8/2006

**Graybar Electric Parsippany, NJ
Project Management/Inside Sales**

- * Met with customers to exhibit our companies' benefits in handling larger lighting projects.
- * Maintained all financial records of on-going lighting projects.
- * Managed project direction in regards to logistics & material.
- * Provided pricing quotes to customers via telephone and meetings.

**EDUCATION: 5/2002 Montclair State University
Bachelor of Arts, Communication Studies, 2002.**

References:

Samantha Clayton
Director of Operations
Physician Practice Enhancement
Red Bank, NJ
saclayton@ppenet.com
908-461-9792

Peter Bolo, MD
Chair of the Dept. of Psychiatry
Overlook Medical Center
Peter.Bolo@atlanticealth.org
908-522-2281

Theresa Miskimen, MD
Medical Director - Hunterdon Behavioral Healthcare
Hunterdon Medical Center
Flemington, NJ
tmiskimen@hhsnj.org
908-788-6100 ext. 3410

Michael Plaskota
22 Hilltop Circle
East Stroudsburg, PA 18302
Phone: 570-801-1395
michaelpaskota@hotmail.com

SUMMARY of RESPONSIBILITIES with MEDICAL SEARCH

- Manages, develops, expands and maintains business relationships between the company, clients and providers.
- Ensures timely responses to client and provider inquiries regarding their current employment needs.
- Identifies and pursues business opportunities beyond the scope of recruitment.
- Contributes to the development and implementation of the business plan and strategic initiatives.
- Responsible for achieving individual sales, referral, and service quality goals.
- Responsible for coaching and developing team members in achieving individual and team sales, referral, and service quality goals and in operational procedures.

EDUCATION

- 1989 – 1993 Essex County Community College Newark, NJ
- 1985 – 1989 High School Poland, European Union
- 1977 – 1985 Elementary School Poland, European Union
- Various courses and seminars offered by the Employers and the American Institute of Banking including classes on supervisory development, legal documentation, sexual harassment in the workplace, due diligence, branch security, interviewing employment candidates according to human resources rules and regulations.

EMPLOYMENT

- **July 2011 – Present VP of Hospital Physician Services with MSI Systems Corp (Medical Search International (Florham Park, NJ))**
- January 2003 – July 2011 **Valley National Bank** (Madison, NJ – Florham Park, NJ)
Service Manager / Assistant Cashier
- May 2001 - January 2003 **Trust Company Bank of New Jersey** (Livingston, NJ)
Assistant Branch Manager / Supermarket Banking
- December 1996 – May 2001 **Hudson United Bank** (Roseland, NJ)
Administrative Assistant / Senior Sales Associate
- October 1991 – December 1996 **Compass Lincoln-Mercury-Dodge** (Orange, NJ)
Sales Associate / Assistant Sales Manager

Skills

- Computer literate (Microsoft applications: Word, Excel, Power Point, Access, Publisher, Outlook, Visio); Adobe and Macromedia applications: Photoshop, Pagemaker, Acrobat, Dreamweaver, Fireworks, Flash.
- Knowledge of HTML, PHP, CSS and SQL (database query language).
- Familiar with CMS (content management systems) like Joomla, WordPress and Drupal.
- Classical music; acoustic and electric guitar, literature.
- Notary Public for the State of New Jersey

HONORS AND AWARDS

- Speaks and writes fluently in both English and Polish
- September 2005 – Madison Chamber of Commerce “Extra Mile” Award (in recognition of excellence in quality customer service)
- September 2008 – Certificate of Merit for Fraud Prevention (Valley National Bank – Corporate Security)
- 2005, 2006, 2007, 2008, 2009 and 2010 – Perfect Attendance Awards (Valley National Bank)
- October 2005, December 2009 and March 2010 – “Top 16” Award (Valley National Bank)
- September 2000 – Hudson United Bank’s Sales Excellence Award
- February 1999 – Hudson United Bank’s Sales Excellence Award

REFERENCES

Dr. Stuart Atkin
Owner & Director of Aztec Medical PA
Hudson Regional Hospital
satkin@hudsonRegionalHospital.com
609-969-3997

Joanne Johnson
Director of Physician Recruitment
Adirondack Medical Center
jjohnson@adirondackhealth.org
518-897-2706

Dr. Kevin Jones
Anesthesiologist
Palisades Medical Center
kevinjonesmd@icloud.com
646-295-0731

Richard Rodrigues
rrodrigues23@gmail.com
973.477.0226

416 Dewitt St
Linden, NJ 07036

Relevant Experience:

Medical Search International Florham Park, NJ

Vice President, Behavioral Health Division

April 2013-Present

- Serve as Vice President of the Behavioral Health Division, managing recruitment and client services for Psychiatric Hospitals, outpatient centers, correctional facilities, and any setting where behavioral health staffing is needed.
- Manage provider and client relationships thru the entire staffing process
- Build new relationships with new providers and expanding clientele
- Manage a team of recruiters to ensure team revenue goals are met

CareFocus Companion Services Parsippany, NJ

Recruiter

November 2012-April 2013

- Serve as recruiter for Non-Medical Homecare Agency
- Handle recruitment of new companion caregivers via craigslist and referrals
- Conduct interview with potential new hires as well as guide them through the application and orientation process
- Help staff caregivers for our clients
- Communicate with families, clients, and social workers get updates and to answer any inquiries

Premiere Response New Providence, NJ

Lead Representative

May 2010- August 2012

- Promoted to Lead Representative for Reckitt Benckiser OTC products
- Handle escalation calls and emails as well as provide newer associates with real-time support during difficult calls or situations
- Train new associates on internal procedures, customer service techniques, and Reckitt Benckiser client products ranging from Mucinex to Clearasil.
- Conducted quality control callbacks with clients to ensure that their issues have been resolved
- Liaise with clients to establish standards and manage inquiries

WLOY Loyola Radio, Baltimore, MD

Program Director

August 2007 – May 2010

- Engaged in frequent contact with promoters and record labels regarding airtime, interviews and promotion for their respective artists
- Organized music sent into the station from music promoters
- Created weekly automation schedules for on-air play as well as PSA, spots, and IDs.

- Organized the radio station's involvement in campus events such as activities fairs, career fairs, concerts and Relay for Life

Education

Loyola University Maryland, Baltimore, MD

September 2006 – May 2010

Major: International Business

Major GPA: 3.33

Skills:

Microsoft Office Suite, MAC OS, PC, Adobe Photoshop, CRM, Bullhorn, Shiftboard, Event Management, Fluency in Portuguese, Conversational in Spanish

References:

Kathrine Adams, MD

Psychiatrist – Carrier Clinic

Belle Mead, NJ

Adams.kathrine@gmail.com

954-260-1004

Ranvinder Rai, MD

Oakland, CA

Psychiatrist - Alameda County Behavioral Health Care

rankraind@gmail.com

510-358-6800

Wilnelya Bosques

Director of Human Resources

Jewish Renaissance Foundation

Perth Amboy, NJ

Wilnelya.bosques@jrfnj.org

732-324-2114

Jennifer Rapuano

Walton Road
New Providence, NJ
908.256.4975
Jennyrap22@gmail.com

Profile

Entrepreneur, with over 20 years of progressive experience running a small business with skill set to drive business growth, capitalize on new revenue potential, and manage all aspects of business operations.

Skills include:

- Visionary strategic planner with strong analytical skills
- Decisive leader who sets clear direction and motivates others to pursue common goals
- Highly collaborative, influential communicator in high pressure, competitive environments
- Proactive leader with refined business acumen and exemplary people skills. Ability to establish excellent rapport with clients and work well with individuals at all levels.
- Quick study, with an ability to easily grasp and put into application new ideas, concepts, methods and technologies. Dedicated, innovative and self-motivated team player/builder.

Work Experience

Medical Search International, Florham Park, NJ

2016-present

VP of Allied Health & Nursing Division

- Manage recruitment team to help team members achieve individual revenue goals as well as consistently reaching Department revenue goals.
- Developed a highly effective sales approach that emphasizes on personal concierge service to clients, candidate guidance, and relationship building.
- Build strong relationships and rapport with clients and candidates. Maintain relationships via personal face-to-face meetings, conferences, phone & email correspondence.

Jon Kris Consultants, Chatham, NJ

1994 – 2016

Executive Recruiter

- Primarily responsible for the promotion and sales cycle in all phases of executive recruitment in greater NYC area. Oversee the successful operation of the business, and have been instrumental in driving sales. Built business from start up to generate 6-figure sales annually; established 400+ account customer base of commercial businesses including fortune 500 corporate brands.
- Identify candidates through creative sourcing techniques including but not limited to cold-calling, warm canvassing, referrals, media leads, database mining, online postings and via social networking.
- Responsible for placing multiple, new candidates in top executive positions. Successful in following up on leads, customer service and executing increased sales for company and therefore a consistent revenue stream and demand for services.
- Create a business partnership with clients to grow revenue and support maintenance. Forecast a specific plan of growth monthly and quarterly to achieve overall revenue goals for company.
- Support marketing initiatives and have been instrumental in developing industry grass roots initiatives to promote small business. Support direct sales with marketing outreach including but not limited to job fairs, networking events and increasing referral program to gain new business.

Education

Fairleigh Dickinson University, Madison, New Jersey - May, 1994

Bachelor of Arts, Communication

Technical Proficiency

Proficient in Microsoft Office, Including Word, Excel, PowerPoint, Publisher, Outlook, Adobe Acrobat.

References

Isaias Vargas, CRNP, RN-CCRN
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Philadelphia, PA 19148
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Isaias.vargasjr@waldenu.edu

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