

**QUALIFIED VENDOR LIST  
SOLICITATION # SP-14-0108  
UPDATED AUGUST 19, 2015**

**Introduction**

The Office of State Procurement (OSP) has compiled a Qualified Vendors List for service providers who are capable and willing to provide Nurse Investigation and Reporting Services for the Arkansas State Board of Nursing (ASBN). The qualified vendor must be a licensed provider, located within the State of Arkansas that is willing and capable of providing and investigative and reporting services as required by law.

**List Updates**

The original list shall be for one (1) year beginning July 1, 2015 thru June 30, 2016. The list shall be reviewed annually and upon mutual agreement with each qualified vendor shall be reissued for five (5) one (1) year periods or a portion thereof.

**Scope of Work**

Services to be performed include full investigations against nurses who violate the *Nurse Practice Act or Rules*. Investigations will be assigned to investigators on the list based on the known facts of the complaint and the investigator's area of expertise. These services may include, but not limited to:

- verify licensure and professional credentials
- inspect, copy and retrieve medical records as needed
- obtain recorded statements
- attend (in person or via phone) the monthly disciplinary case review meeting. A minimum of five (5) days' notice will be provided by the Board.
- be available in person to testify at formal Board Hearings if requested. A minimum of twenty (20) days' notice in writing will be provided by the Board. The vendor will be paid for appearance based on an hourly rate.
- Produce investigative reports for all investigations must be submitted to the ASBN within five (5) business days of the completion of the investigation.

**Payment & Invoicing**

All invoices **shall** be forwarded to the:

Arkansas Board of Nursing  
Attention: (Accounts Payable)  
1123 South University Ave., Ste. 800  
Little Rock, Arkansas 72204

Payment will be based upon receipt of an original and verifiable invoice for services rendered. Original receipts are required to be submitted for reimbursable expenses to include, but not limited to postage, litigation packets and drug screens. The Board of Nursing will not assume financial responsibility for services rendered by providers without proper documentation.

Travel outside of Arkansas will not be reimbursable unless pre-approved by the Executive Director of the Board of Nursing.

Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the Agency. The State may not be invoiced in advance of delivery and acceptance of any service. Payment will be made only after the contractor has successfully satisfied the Arkansas State Board of Nursing as to the goods and/or services purchased. Vendors should invoice Arkansas State Board of Nursing by an itemized list of charges. Purchase Order Number and/or Contract Number should be referenced on each invoice.

In any resulting contract, vendor will be paid a flat fee of \$50 per hour plus reimbursable expenses (postage, mileage, drug screens and litigation packet) will be paid for investigative services.

STATE OF ARKANSAS  
QUALIFIED VENDOR LIST

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**QUALIFIED VENDORS:**

<b>Vendor Name</b>	<b>Address</b>	<b>E-mail</b>	<b>Phone #</b>	<b>Vendor #</b>
Med Review of Arkansas (Phyllis DeClerk)	4 Poinsett Cove Maumelle, AR 72113	<a href="mailto:pdeclerk@sbcglobal.net">pdeclerk@sbcglobal.net</a>	(501) 231-4132	100075703
Arkansas Healthcare Investigations, Inc. (Dan West)	813 Oak St Ste 10A-336 Conway, AR 72032	<a href="mailto:Dan.west@conwaycorp.net">Dan.west@conwaycorp.net</a>	(501) 205-8225	100154240
Melissa Hulett	906 N Martin St Little Rock, AR 72205	<a href="mailto:lisahulett.esq@gmail.com">lisahulett.esq@gmail.com</a>	(870) 219-4508	100213908