

DDS STAFFING RESOURCES

OUR PEOPLE MAKE THE DIFFERENCE.



Capabilities Statement 2007



Contract # V797P-7055A

DUNS# 167948306

**DDS Staffing Resources, Inc.
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www.ddsstaffing.com



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Capabilities Statement

DDS Staffing Resources, Inc. Mission

- *Serve our Clients through Quality Staffing*
- *Impact the Healthcare Community (clients, candidates and environment) through caring, professionalism and integrity*
- *Provide a supportive and uplifting Workplace enabling personal, professional and spiritual growth*

1. Corporate Overview

DDS Staffing Resources, Inc. is a certified Woman-Owned business having a 20+ year foundation in staffing dental and medical professionals for a multitude of commercial and government entities. DDS Staffing began as a prime contractor in the commercial sector and has been carrying this expertise and success to the government sectors.

DDS Staffing is proud to be a GSA Federal Supply Schedule Contract holder under Schedule 621 I Professional and Allied Healthcare Staffing, GSA Advantage contract #V797P-7055A. DDS Staffing Resources, Inc. is a small business, qualified under the NAICS: 621399, size standard: \$6,500,000. Our average annual gross revenue during the past three years is \$6,251,450.

DDS Staffing Resources, Inc. provides Dental and Healthcare staff to meet temporary, long term and permanent staffing needs. We specialize in placing nurse practitioners, physician assistants, RN's, LPN's, medical technicians, CEMT's, medical technologists, surgical technologists, dentists, and dental personnel.

DDS Staffing has spent years developing skilled teams that focus on understanding the unique, specific staffing needs of the following selected healthcare service areas:

- Military Treatment facilities, VA hospitals and clinics
- Tri-Care Service Centers
- Correctional Healthcare
- Hospital and Healthcare Business offices
- Dental Practices
- Physician Practices and Clinics



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DDS has established the highest level of sourcing capabilities and technologies in the staffing industry. By establishing a focus on quality, integrity and customer service combined with a commitment to the profession (through the Georgia Association of Personnel Services, American Staffing Association, and the National Association of Personnel Services), DDS Staffing has built a lasting industry reputation for professionalism.

2. Company History

Established in 1984, DDS Staffing Resources, Inc was created to serve the Atlanta Dental Community by providing quality staff for short term temporary assignments, and for permanent office staffing needs. The quality of the service - that here-to-fore had not existed - led to rapid growth and to the addition of Locum Tenens for Dentists in 1989. The next step was the addition of behavioral profiling in order to help maximize the fit between the candidates and the practices as well as providing Continuing Education Courses for dental staff as a service to the Dentist.

In 1991, the success of the business model led to staffing for Physician's offices. By 1995 a separate division, operating under the DBA of Medical Staffing Resources was providing all levels of healthcare staff to the Georgia healthcare community.

In the late 90's, the Company expanded to begin staffing Advanced Practice Nurses and Physician Assistants. By the year 2000, we were also providing clinical nurses and case management personnel as employees for a number of nationally located medical treatment facilities and Tri-Care operation sites.

In 2005, the owner and founder of the company, Katherine Simons, was presented with the Small Business Person of the Year Award by the Greater North Fulton Chamber of Commerce. In the same year, DDS was certified as a Woman-Owned Small Business.

Our progress in fulfilling the medical and dental staffing needs of government entities began with Georgia's most densely populated county, Fulton County. From there we began staffing the State of Georgia corrections facilities. On the federal level, we have placed staff in military treatment centers and VA hospitals as both a prime contractor and teaming partner.

In 2006, the Company received a GSA Federal Supply Schedule Contract #621 I Schedule for Professional and Allied Healthcare Staffing. Currently, over 20% of the Company's revenue is derived from supporting our government healthcare staffing projects.



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In 2006, DDS employed nearly 1000 healthcare staff in 13 states from a balance of over 500 active commercial, professional and government clients.

In 2007, the Company leadership and financial control was turned over to a dynamic new partnership team of Michelle Lee and Lillian Kloock, who together have over 35 years in the Healthcare Staffing business and over 23 years with DDS Staffing Resources.

3. Company Location

DDS Staffing Resources, Inc. and Medical Staffing Resources are headquartered in a 7500 square foot facility in Roswell, Georgia, a suburb of Atlanta.

GSA Schedule geographic coverage: Georgia, Alabama, Florida, Tennessee, North Carolina, South Carolina, Kentucky, Mississippi, Virginia, Texas, Louisiana, Arkansas, Arizona, Washington, District of Columbia, West Virginia, Kansas, and Maine

4. Service Areas

- Service Models
 - i. Contract Temporary Services
 - ii. Temporary to Direct Hire Placement
 - iii. Direct Hire Permanent Search
 - iv. Locum Tenens
 - v. Per Diem Temporary Services
- Healthcare Personnel Specialties
 - i. All Dental Office Personnel
 - ii. Medical Assistants, LPN's, & RN's
 - iii. Medical Front Office and Administration
 - iv. Medical Customer Service and Call Center
 - v. Medical Technologists
 - vi. Practice Administrators
 - vii. Physician Assistants and Nurse Practitioners
- NAICS Codes
 - Primary
 - 561310 Employment Placement Services
 - 561320 Temporary Employment Services



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Secondary

- 621111 Office of Physicians
- 621210 Office of Dentists
- 621399 Offices of all other Misc. Healthcare Personnel
- Federal Supply Schedule Contract #V797P-7055A

621 I Professional and Allied Healthcare Staffing Personnel Services

- DUNS # 167948306, CAGE Code: 32JT3

5. Purchasing Information

DDS Staffing Resources, Inc and Medical Staffing Resources is a Certified Woman-Owned Small Business. In addition, DDS has established strategic partnerships with 8(a), Service Disabled Veteran Owned Small Business, and Hubzone companies.

Federal government purchases may be made from our GSA contract #797P-7055A.

6. Clients and References

GOVERNMENT

Contracting Office: Department Of Veterans Affairs Medical Center

Location: VA Hospital, Richmond, VA

DDS Staffing: Prime Contractor providing ongoing Healthcare contractors.

Contact at VA: Barbara Perry / Director of Laboratory Services

Phone: 804-675-5812

Contracting Offices: MEDCOM Acquisition Activity- Southeast Regional

Contracting Office (SERCO)

Location: Martin Army Hospital, Fort Benning, GA 31950

DDS Staffing: Teaming partner with Pronto Staffing Services, an 8(a) company on this 5 year contract. Currently the requirements of the contract have four (4) FTE's working. Two (2) Physician Assistants are working in the Emergency Room and two (2) Nurse Practitioners are working in the Pediatric clinic.

Contact at SERCO: Steve Thomas, Contracting Officer, 706-544-1498

Contact at Pronto: Ken McClaren, Account Manager, 770-266-5600

Contracting Offices: Western Regional Medical Command-Madigan Army Medical Center (WRMCO)



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Location: Madigan Army Medical Center, Tacoma, WA

DDS Staffing: Teaming Partner with RS Staffing Services. DDS provides four (4) FTE Physician Assistants or Nurse Practitioners and up to seven (7) additional FTE's on a contingency basis for shift work required for Soldier Readiness Processing at Madigan Army Medical Center (MAMC) and other processing sites around Fort Lewis.

Contact at WRMCO: Ms. Judy Faddor, Contracting Officer 253-968-4494

Contact at RS Staffing: Rusty Staggs, President, 770-266-5200

Contracting Offices: Military Treatment Facilities and Tri-Care Operations

Location: Throughout the country

DDS Staffing: Teaming partner/primary staffing contractor to Humana Military Healthcare Services, Inc. providing Temporary, Temp to Hire, Permanent Placement and Long term Contract Staffing.

Contact at Humana: Mike Payne, Vice President and Operations Manager, 800-664-4140 x1123

Contracting Office: Various Government Tri-Care Offices

Location: Portsmouth Navel Hospital, Portsmouth, VA

DDS Staffing: Staffing subcontractor to TriWest Healthcare Alliance (prime) for tri-care services supplying ongoing Healthcare contractors.

Contact at TriWest: Mark Babbitt, Senior Vice President

Phone: 602-564-8230

Contracting Offices: Georgia Department of Corrections (GDOC)

Location: Throughout Georgia

DDS Staffing: Prime Contractor providing temporary staffing and Temp to Perm Staffing of Physician Assistants and Nurse Practitioners to various Correctional facilities throughout the state of Georgia.

Contact at GDOC: Dwayne McLeskey, Network Development Manager, 706-721-4486

Contracting Offices: Fulton County Department of Health and Wellness

Location: Fulton County (Atlanta, Georgia)

DDS Staffing: Prime Contractor for this three year contract that was completed in 2006 where DDS provided four (4) FTE's for the Communicable Disease Prevention Branch. Two (2) Nurse Practitioners and Two (2) Medical Laboratory Technologists who were teamed with in house counselors, clerical support staff and physicians to provide enhanced services.

Contact at Fulton: Dr. Pradnya Tambe, 404-730-1412



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COMMERCIAL

Contracting Entity: Peachtree Park Pediatric

Location: Atlanta, Georgia

DDS Staffing: Prime Contractor for this medical office providing ongoing healthcare staffing for various positions.

Contact: Brenda Vickery, 404-351-7575

Contracting Entity: Children's Medicine

Location: Lawrenceville, Georgia

DDS Staffing: Prime Contractor providing both clinical and non-clinical staff for this Pediatric practice, which has two offices. Positions include front desk personnel, medical records, LPN's, RN's and Medical Assistants.

Contact: Trudy Hunley, 770-925-7351

Contracting Entity: Nanston Dental Group

Location: Throughout Georgia, multiple dental offices

DDS Staffing: Prime Contractor providing all levels of Dental personnel to 17 locations for this large Dental group. Personnel include Registered Dental Hygienists, Dental Assistants, Front Office staff, and Dentists.

Contact: Colleen Mundry, 678-836-2221

Contracting Entity: Morisson Dental Group

Location: Throughout Georgia, multiple dental offices

DDS Staffing: Prime Contractor providing dental staff on a temporary basis and direct hire basis. Dental staff includes Dental Assistants, RDH, Front Desk personnel and Dentists.

Contact: Penny Rollings, 770-454-8432

7. Professional Associations National Affiliations

- National Association of Personnel Services (NAPS) – Board of Directors
- American Staffing Association (ASA)
- American Dental Hygiene Society (ADHS)
- Healthcare Financial Managers Association (HFMA)
- Academy of General Dentistry – Continuing Education provider

8. Professional Associations and State Affiliations

- Greater North Fulton Chamber of Commerce “Small Business Person of the Year-2005”
- Georgia Association of Personnel Services- Past President
- Member Georgia Staffing Association



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- Supporter Northern District Dental Society
- Supporter Georgia Dental Hygienist Association
- Supporter Atlanta Dental Hygiene Society
- Active participants GAMMA,GMGMA,AMGMA,GDA
- Atlanta Technical College Advisory Board
- North Fulton County Chamber of Commerce Member
- Georgia WBENC member

9. Key Personnel

DDS Staffing Resources Inc. has four operating divisions: Medical Staffing, National Accounts/Government Contracts Staffing, Advanced Practice Staffing, and Dental Staffing.

At the DDS Staffing Resources Inc. headquarters, there are a total of 30 professional and administrative employees who are lead by a core team of experienced management professionals. The leadership team consists of:

- Michelle Lee; President & CEO
- Lillian Kloock, Executive VP of Sales and Marketing
- Craig Simons; Director of Business Development
- Katherine Simons; Principal

Michelle Lee, President & CEO

Michelle Lee came to DDS Staffing Resources directly after her graduation from Berry College. She started as a Staffing Coordinator, worked for many years as a recruiter, and eventually became a manager. In 1991, she became Vice President of DDS Staffing Resources, Inc. After being employed by DDS Staffing Resources, Inc. for more than 19 years, Michelle Lee was ready to take on a new level of responsibility. She, along with her new business partner, Lillian Kloock, recently purchased the firm. Her passion for the industry and the clients she has come to know and respect made the decision to purchase DDS an easy one. Michelle will serve in her new role as President and CEO. Michelle intends to continue to utilize her creativity and organizational skills to expand into new marketplaces both locally and nationally.

Michelle has studied the field of Behavioral Profiling for more than 18 years. She has made numerous presentations on communications and behavioral profiling as well as interviewing techniques to healthcare professionals throughout the Southeast.

Michelle volunteers her time and efforts with the Georgia Dental Hygiene Association, the Atlanta Dental Hygiene Society, and the Northern District Dental Society. Michelle



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also represents her firm through active involvement in the Atlanta Medical Group Management Association and the Greater Atlanta Medical Manager's Association. She has served on the advisory board for Atlanta Technical College for 18 years. She has been a board member of the Georgia Association of Personnel Services for 3 years and is current Vice President, Programs.

Michelle is also involved in the community. She volunteers her time with Northview High School, Mount Pisgah United Methodist Church, and the Georgia Youth Soccer Association.

Michelle Lee holds the designation of Certified Personnel Consultant granted by the National Association of Personnel Services and Certified Staffing Professional granted by the American Staffing Association. She is a graduate of Berry College, Rome, Georgia with a Bachelors of Science degree in Communications. She and her husband, Scott, have been married since 1989 and they have one son, Jacob.

Lillian Kloock, Executive Vice President of Sales and Marketing

Lillian Kloock entered a new partnership with Michelle Lee on March 30, 2007 as the Executive Vice President of Sales and Marketing.

With over 35 years experience in healthcare management, Lillian started her career in collections of hospital accounts for a national accounts receivables management company. Seeking a new challenge, in 1993, she joined DDS Staffing Resources, Inc. to start a new career as a recruiter. Lillian was quickly promoted to oversee and develop the newly formed Medical Staffing Resources division. During her employment with the company she successfully grew the division by adding a substantial client base and revenue to the firm. In February of 1997, she was offered an equity ownership in a start up staffing company specializing in the recruitment of reimbursement personnel. The company was sold in 2003 to a large publicly held corporation for the purpose of capital infusion and nationwide growth. Lillian was retained and continued to manage the company until January of 2006. For the next year, Lillian was inspired to pursue some personal interests and spend time with her family.

It was during a casual meeting, in 2007, with Michelle Lee, when she discovered a rekindling of spirit and mind with her previous employer. It became very clear that the passion for the staffing business was very much alive. Shortly thereafter the formation of the partnership agreement was signed, sealed and delivered.

Lillian is very active in the community and volunteers for several organizations, such as: Meals on Wheels, Habitat for Humanity, North Fulton Community Charities, and the Atlanta Union Mission. Her volunteer time includes past and current memberships on the



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boards of a homeless women's shelter, a pregnancy crisis center, Healthcare Financial Management Association (HFMA), and the Georgia Association of Personnel Services.

Lillian has been married to Larry since 1983. She has two daughters, Lauren and Jennifer. She is also blessed with her first granddaughter, Hailey, born on July 19, 2006.

Craig W. Simons, Director of Business Development

Prior to officially joining the DDS team in 1999, Craig traveled a career path maintaining leadership roles with several major corporations starting in Product Development Team Leadership and ending with an 18 year career managing a \$100 million sales team for a Fortune 100 firm.

Technically trained in Strategic Management and personally involved in DDS Staffing through his marriage to Katherine, Craig was intrinsically involved in the development and growth of the company's operations from the start, while maintaining his 30-year career in the corporate world.

Joining the Company at a time of growth, he helped to build a new infrastructure and to oversee Operations in the areas of new business development which included establishing a National presence, the Advanced Practice Division and Government Staffing Operations. In the last 3 years he has established the Company as a major player in the government healthcare staffing arena and has personally secured the Company's GSA contract on the 621 I schedule.

In this current role, Craig brings a solid background in strategic planning and development to help DDS' growth in services throughout the country. He retains responsibility to shape and focus the Company's growth in government staffing services.

He received a Bachelor's of Science in Electrical Engineering from the New Jersey Institute of Technology and continued his studies at Long Island University where he received a Master of Science degree in Management Engineering.

He has been married to Katherine for 40 years and they have two daughters and six grandchildren. He is a Rotarian, extremely involved in community service, maintains many leadership roles in his 6000 member church and is actively involved in the Staffing Industry with the American Staffing Association and the National Association of Personnel Services.



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Katherine A. Simons, Principle and Former Owner

Katherine Simons began her career as a Registered Dental Hygienist. When she moved to Atlanta in 1981, she immediately saw the need for career assistance for dental offices in the Greater Atlanta area. In 1983, she opened the doors to Dynamic Dental Services. The name has changed and the business has been greatly expanded over the years, but ownership remained the same until March of 2007. Katherine delightedly "Passed the Baton" to Michelle Lee, her Executive VP and Lillian Kloock, her professional associate and previous employee. She continues with DDS as a Principal and advisor, but prefers to spend her time focusing on her volunteer activities and with her growing family.

Katherine received the 2005 award from the North Fulton Chamber of Commerce for Small Business Person of the Year and selected as one of the most Phenomenal Women of North Fulton by the NFEN Chapter of the American Business Women's Association in 2006. She is actively involved both nationally and in the local community. She currently is Chairperson for the Ethics Committee for the National Association of Personnel Services where she serves as a director on the Board. Katherine is also Chairperson for New Members and Assimilation at Roswell United Methodist Church, a 6000 member congregation, a leader at the Job Networking program for Roswell United Methodist Church, where she organizes Recruiters and Human Resource professionals to review resumes twice a month for job seekers prior to the program. She serves on the Small Business Networking Committee for the North Fulton Chamber. Katherine is a member of the Georgia Women's Business Council and the company is certified woman-owned by the Women's Business Enterprise National Council. Katherine serves as the Ethics Chairperson and Regional Director for the National Association of Personnel Services.

She is a recognized consultant in behavioral profiling and has used her skill to profile more than 3,000 healthcare professionals for temporary and long-term job placements. Katherine is a current member of and was the President of the Georgia Association of Personnel Services for 1999, is a Certified Personnel Consultant, a member Georgia Staffing Association and the American Staffing Association.

Katherine and her husband, Craig, have been married since 1967. They have two married daughters and 6 (almost 7) grandchildren living in Woodstock.

10. Contact Information

Craig Simons – 888-668-7779 ext 138 craigsimons@ddsstaffing.com