



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Purchase Order

Order Date: 12-26-2023

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CPO 1400 1400 AGR2400000008 1	Procurement Folder:	1328607
Document Name:	Emergency Plan Development Contractor	Reason for Modification:	
Document Description:	Emergency Plan Development Contractor		
Procurement Type:	Central Purchase Order		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000022714			Requestor Name:	Laryssa D Hoskins
SES INC				Requestor Phone:	304-558-2221
10901 W 84TH TERRACE STE 175				Requestor Email:	lhoskins@wvda.us
LENEXA	KS	66214			
US				<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	9133070046	Extension:	10016		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-538-2397 AGRICULTURE DEPARTMENT OF MOOREFIELD FIELD OFFICE 60B INDUSTRIAL PARK RD MOOREFIELD WV 26836-0302 US

12-28-23 BBT

Total Order Amount:	\$82,400.00
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Purchasing Division's File Copy

km 12/26/23

PURCHASING DIVISION AUTHORIZATION DATE: <i>T. Mahle 12/27/2023</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>1/5/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>1-5-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

The Vendor, SES, Inc., agrees to enter into this one-time contract with the Agency, West Virginia Department of Agriculture, to provide Emergency Plan Development Contractor for creation of a One Health Response Plan Appendix to Incident Support Annex 9 - Agriculture Incidents suitable for training and implementation, per the bid requirements, terms, conditions, specifications, and the vendor's bid dated 12/07/2023 all incorporated herein by reference and made apart of hereof.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101504	0.00000		0.000000	26300.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase One

Extended Description:

Phase One

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101504	0.00000		0.000000	12000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase Two

Extended Description:

Phase Two

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101504	0.00000		0.000000	1800.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase Three

Extended Description:

Phase Three

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101504	0.00000		0.000000	33800.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase Four

Extended Description:

Phase Four

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101504	0.00000		0.000000	8500.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase Five

Extended Description:

Phase Five

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: The Initial Contract Term will be for a period of _____ . The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for _____ years;

the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

One-Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in see specifications 4.1

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

Construction: This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: \$1,000,000.00 per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Eric Hess, President

(Address) 10901 West 84th Terrace, Suite 175, Lenexa, KS 66214

(Phone Number) / (Fax Number) 913-307-0046 / 913-307-0059

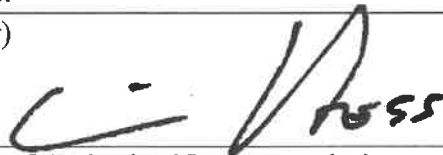
(email address) ehess@ses-corp.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

SES, Inc.

(Company)



(Signature of Authorized Representative)

Eric Hess, President, December 21, 2023

(Printed Name and Title of Authorized Representative) (Date)

913-307-0046 / 913-307-0059

(Phone Number) (Fax Number)

ehess@ses-corp.com

(Email Address)

REQUEST FOR QUOTATION
Emergency Plan Development Contractor

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Agriculture, Animal Health Division to establish a contract for an Emergency Plan Development Contractor for creation of a One Health Response Plan Appendix to Incident Support Annex 9 – Agriculture Incidents suitable for training and implementation.

WVDA serves as Coordinating Agency for Emergency Support Function (ESF)-11 with responsibility for response plans maintained by West Virginia Emergency Management Division (WVEMD). There are planned preparedness and response drills for which animal disease response plans need to be trained, implemented, and evaluated.

One Health Response Plan Appendix must meet or exceed requirements and recommendations for:

- a) United States Emergency Support Function # 11/Agriculture & Natural Resources Annex
 - b) West Virginia's State Emergency Operations-Base Plan
 - c) West Virginia's Emergency Support Annex # 11/Agriculture & Natural Resources Annex
 - d) FEMA's current version of the Comprehensive Planning Guide (CPG) 101 (see attached supporting documents)
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 **“Contract Services”** means Emergency Plan Development Contractor as more fully described in these specifications.

2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.4 **“WVDA”** means West Virginia Department of Agriculture.

2.5 **“ESF”** means Emergency Support Function.

2.6 **“WVEMD”** means West Virginia Emergency Management Division.

2.7 **“CPG”** means Comprehensive Planning Guide.

REQUEST FOR QUOTATION
Emergency Plan Development Contractor

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1. The selected Vendor will provide a One Health Plan Appendix to Incident Support Annex 9 – Agriculture Incidents. The qualified vendor must have previous experience providing animal disease emergency plans to federal, state, county and/or local organizations within the United States. The selected contractor must have developed and delivered a minimum of three (3) such animal disease emergency response plans and references to organizations and examples of plans previously provided. Vendor must provide documentation prior to contract award.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Phase One (1)

4.1.1.1 Successful vendor will conduct an in-person planning workshop with WV One Health policy/decision makers to assist in drafting a base One Health response plan and a disease-specific appendix to coordinate, implement, and respond to a Swine Influenza outbreak. This workshop may be conducted virtually if warranted. Vendor will coordinate the development, planning, and implementation of the workshop. This workshop will 1) focus on overarching One Health concepts 2) focus specifically on a swine influenza response 3) determine if the One Health plan is better suited to being an attachment to the base foreign animal disease plan 4) determine if there are enough disease-specific issues for swine influenza that warrant a separate disease-specific plan. Facilitation (concurrent workshops, 2 people, 2 travel days, 2 days on site)

4.1.1.2 Must be completed within 70 calendar days. A notice to proceed will be issued to establish the start date of the contract.

4.1.2 Phase Two (2)

REQUEST FOR QUOTATION
Emergency Plan Development Contractor

4.1.2.1 Successful vendor will draft the One Health Response Plan and Swine Influenza Plan (if deemed appropriate) after the completion of the workshop. Resulting documents will reflect the discussions and decisions expressed in the workshop and must be approved by WVDA.

4.1.2.2 Draft plan(s) must be completed and delivered to WVDA within 4 weeks of the plan development workshop.

4.1.3 Phase Three (3)

4.1.3.1 Successful vendor will conduct a virtual One Health Response Plan Seminar. Once the One Health plan has been approved by WVDA, the plan will be presented to stakeholders and the entire cadre of staff who would be responsible for plan implementation. This step is referred to as plan socialization.

4.1.3.2 The virtual seminar must be conducted within two to four weeks prior to the tabletop exercise.

4.1.4 Phase Four (4)

4.1.4.1 Successful vendor will conduct an in-person tabletop exercise. This step will test the One Health plan and the scenario should be based on swine influenza. Successful vendor will develop the Situation Manual, associated PowerPoint presentation, Exercise Evaluation Guide, Facilitator Guide, and feedback form for the tabletop exercise. Successful vendor will supply the lead facilitator, one breakout facilitator, and lead evaluator for the exercise. Facilitation (3 people, 2 travel days, 2 days on site)

4.1.4.2 Tabletop exercise must be conducted within two to four weeks after the virtual seminar.

4.1.5 Phase Five (5)

4.1.5.1 Successful vendor will develop after-action report. The identification of planning or operational gaps and areas needing improvement will be captured in the After-Action Report (AAR) and Improvement Plans (IP). These documents will be based on formal exercise evaluation, hot washes, and player feedback.

REQUEST FOR QUOTATION
Emergency Plan Development Contractor

4.1.5.2 Successful vendor will conduct a virtual After-Action Meeting.

4.1.5.3 After-action report and after-action meeting must be completed by 4 weeks after the tabletop exercise.

4.2 Deliverables and Timeline

4.2.1 The successful Vendor will design, establish, and provide both electronic and printed copies of products which must be presented to WVDA in an electronic format that is suitable for WVDA and agreed to by the vendor that will allow the inclusion of additional/removal of information and updating of the delivered products by WVDA upon conclusion of the contract.

4.2.2 Project will have a timeline for final completion by September 30, 2025.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page by entering the full fee for each phase listed on the Pricing Page (wvOASIS). Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS.

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7. PAYMENT: Agency shall pay per step completed as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

REQUEST FOR QUOTATION
Emergency Plan Development Contractor

- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
- 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 9.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 9.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 9.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 9.5.** Vendor shall inform all staff of Agency's security protocol and procedures.
- 10. VENDOR DEFAULT:**
- 10.1.** The following shall be considered a vendor default under this Contract.
- 10.1.1.** Failure to perform Contract Services in accordance with the requirements contained herein.
 - 10.1.2.** Failure to comply with other specifications and requirements contained herein.
 - 10.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 10.1.4.** Failure to remedy deficient performance upon request.
- 10.2.** The following remedies shall be available to Agency upon default.
- 10.2.1.** Immediate cancellation of the Contract.

**REQUEST FOR QUOTATION
Emergency Plan Development Contractor**

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:	
Telephone Number:	
Fax Number:	
Email Address:	



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Consulting

Proc Folder: 1328607			Reason for Modification:
Doc Description: Emergency Plan Development Contractor			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-11-30	2023-12-13 13:30	CRFQ 1400 AGR2400000007	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VS0000022714

Vendor Name : SES, Inc.

Address : 10901, Suite 175

Street : West 84th Terrace

City : Lenexa

State : Kansas **Country :** USA **Zip :** 66214

Principal Contact : Eric Hess

Vendor Contact Phone: 913-307-0046 **Extension:** 482

FOR INFORMATION CONTACT THE BUYER
 Larry D McDonnell
 304-558-2063
 larry.d.mcdonnell@wv.gov

Vendor
 Signature X 

FEIN# 48-1200547

DATE December 6, 2023

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Phase One				26300.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Commodity Line Comments: Phase 1: Conduct a Planning Workshop
This workshop will bring together decision-makers to assist in drafting a base One Health response plan and a disease-specific appendix to coordinate, implement, and respond to a Swine Influenza outbreak. Ideally, this would consist of 30 or fewer people. Attendees should represent the entities involved in implementing the plans and procedures. Attendees should include personnel with related operational experience and the policy/decision-makers who would approve the plans and procedures. The first part of the workshop will focus on overarching One Health concepts. The second part of the workshop will focus specifically on a swine influenza response. During this second part, workshop attendees will also consider whether the One Health plan is better suited to being an attachment to the base foreign animal disease plan and if there are enough disease-specific issues for swine influenza that warrant a separate disease-specific plan. SES will coordinate the development, planning and implementation of the workshop. SES will send invitations, facilitate the workshop, and create the documents. Two SES staff will be on-site one to facilitate and one to serve as the main notetaker. The WVDA will be responsible for supplying the venue, lunch, printing, and other logistics for the event. If warranted, the workshop may be conducted virtually.

Extended Description:

Phase One

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Phase Two				12000.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Commodity Line Comments: Phase 2: Draft the One Health Response Plan and Swine Influenza Appendix
After completion of the workshop, the information developed will be used to draft the base plan and appendix or the annex to the existing foreign animal disease base plan. The resulting documents will reflect the discussions and decisions expressed in the workshop. If gaps are identified during the drafting of the documents, the relevant entities will be asked to close the gap and ensure the document is complete. Once developed, the draft base plan and appendix will be sent to all workshop participants for review and comment. SES will develop and deliver a draft plan and appendix to WVDA within four weeks of the workshop.

Extended Description:

Phase Two

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Phase Three				1800.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Commodity Line Comments: Phase 3: Conduct a One Health Response Plan Seminar
Once the One Health plan has been approved by WVDA, the plan will be presented to stakeholders and the entire cadre of staff who would be responsible for plan implementation. This Phase is commonly referred to as plan socialization. This Phase is a prerequisite to prepare stakeholders and staff for two discussion-based exercises (tabletop exercises) used to validate the plans and procedures. This seminar will be conducted virtually and will focus on providing stakeholders with a detailed understanding of the base plan and appendix, and in particular, their associated roles and responsibilities. This seminar will be conducted two to four weeks before the validation exercises. SES will organize this seminar and will conduct the seminar with support from WVDA staff.

Extended Description:

Phase Three

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Phase Four				33800.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Commodity Line Comments: Phase 4: Conduct Tabletop Exercise
 The One Health plan can be tested through one tabletop exercise. The tabletop exercise will last approximately six hours; it will be an in-person event. The scenario will be based on swine influenza. SES will develop the Situation Manual, associated PowerPoint presentation, Exercise Evaluation Guide, Facilitator Guide, and feedback form for the tabletop exercise. SES will supply the lead facilitator, one breakout facilitator, and lead evaluator for the exercises.
 If WVDA would like to conduct these validations in two separate TTXs, SES would recommend conducting them several weeks apart to allow time for the plan to be updated and to accommodate attendees schedules.

Extended Description:

Phase Four

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Phase Five				8500.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Commodity Line Comments: Phase 5: Develop After-Action Report
 The most valuable outcomes of the validation exercises are the identification of planning or operational gaps, and areas needing improvement. This information is captured in After-After Reports (AAR) and Improvement Plans (IP). The AAR/IP is based on formal exercise evaluation, hot washes, and other player feedback. Once the AAR/IP is drafted, it should be presented to the exercise participants to validate the IPs and associated corrective actions. This is done in After-Action Meetings (AAM).
 When this validation occurs, it is important to 1) identify who is responsible for facilitating the implementation of each corrective action and (2) set a target date for completion. Following the AAM, the plans or policies should be updated and sent back to exercise participants for validation. Plan or procedure updates generally occur after corrective actions have been addressed. In cases where addressing corrective action may take a protracted time, plans or procedures may be revised incrementally. The target for completing the AAR/IP is 30 days post-exercise conduct.
 SES will draft the AAR/IP. The AAM will be conducted virtually. SES will facilitate these meetings and update the IPs based on discussions at the AAM. The final AAR/IP will be delivered electronically to WVDA. WVDA will use the AAR/IP to revise the base plan and appendix as necessary.

Extended Description:

Phase Five

**West Virginia Department of Agriculture
One Health Response Plan Development
Statement of Work**

This project will assist the West Virginia Department of Agriculture (WVDA) in developing a base One Health response plan, and in developing a disease-specific (Swine Influenza) appendix to the base plan. In addition, the disease -specific appendix will be validated through the conduct of a tabletop exercise (TTX).

Phase 1: Conduct a Planning Workshop

This workshop will bring together decision-makers to assist in drafting a base One Health response plan and a disease-specific appendix to coordinate, implement, and respond to a Swine Influenza outbreak. Ideally, this would consist of 30 or fewer people. Attendees should represent the entities involved in implementing the plans and procedures. Attendees should include personnel with related operational experience and the policy/decision-makers who would approve the plans and procedures. The first part of the workshop will focus on overarching One Health concepts. The second part of the workshop will focus specifically on a swine influenza response. During this second part, workshop attendees will also consider whether the One Health plan is better suited to being an attachment to the base foreign animal disease plan and if there are enough disease-specific issues for swine influenza that warrant a separate disease-specific plan.

SES will coordinate the development, planning and implementation of the workshop. SES will send invitations, facilitate the workshop, and create the documents. Two SES staff will be on-site – one to facilitate and one to serve as the main notetaker. The WVDA will be responsible for supplying the venue, lunch, printing, and other logistics for the event.

If warranted, the workshop may be conducted virtually.

Phase 2: Draft the One Health Response Plan and Swine Influenza Appendix

After completion of the workshop, the information developed will be used to draft the base plan and appendix or the annex to the existing foreign animal disease base plan. The resulting documents will reflect the discussions and decisions expressed in the workshop. If gaps are identified during the drafting of the documents, the relevant entities will be asked to close the gap and ensure the document is complete. Once developed, the draft base plan and appendix will be sent to all workshop participants for review and comment.

SES will develop and deliver a draft plan and appendix to WVDA within four weeks of the workshop.

Phase 3: Conduct a One Health Response Plan Seminar

Once the One Health plan has been approved by WVDA, the plan will be presented to stakeholders and the entire cadre of staff who would be responsible for plan implementation.

This Phase is commonly referred to as *plan socialization*. This Phase is a prerequisite to prepare stakeholders and staff for two discussion-based exercises (tabletop exercises) used to validate the plans and procedures. This seminar will be conducted virtually and will focus on providing stakeholders with a detailed understanding of the base plan and appendix, and in particular, their associated roles and responsibilities. This seminar will be conducted two to four weeks before the validation exercises.

SES will organize this seminar and will conduct the seminar with support from WVDA staff.

Phase 4: Conduct Tabletop Exercise

The One Health plan can be tested through one tabletop exercise. The tabletop exercise will last approximately six hours; it will be an in-person event. The scenario will be based on swine influenza.

SES will develop the Situation Manual, associated PowerPoint presentation, Exercise Evaluation Guide, Facilitator Guide, and feedback form for the tabletop exercise. SES will supply the lead facilitator, one breakout facilitator, and lead evaluator for the exercises.

If WVDA would like to conduct these validations in two separate TTXs, SES would recommend conducting them several weeks apart to allow time for the plan to be updated and to accommodate attendees' schedules.

Phase 5: Develop After-Action Report

The most valuable outcomes of the validation exercises are the identification of planning or operational gaps, and areas needing improvement. This information is captured in After-Action Reports (AAR) and Improvement Plans (IP). The AAR/IP is based on formal exercise evaluation, hot washes, and other player feedback. Once the AAR/IP is drafted, it should be presented to the exercise participants to validate the IPs and associated corrective actions. This is done in After-Action Meetings (AAM).

When this validation occurs, it is important to 1) identify who is responsible for facilitating the implementation of each corrective action and (2) set a target date for completion. Following the AAM, the plans or policies should be updated and sent back to exercise participants for validation. Plan or procedure updates generally occur after corrective actions have been addressed. In cases where addressing corrective action may take a protracted time, plans or procedures may be revised incrementally. The target for completing the AAR/IP is 30 days post-exercise conduct.

SES will draft the AAR/IP. The AAM will be conducted virtually. SES will facilitate these meetings and update the IPs based on discussions at the AAM. The final AAR/IP will be delivered electronically to WVDA. WVDA will use the AAR/IP to revise the base plan and appendix as necessary.

Agriculture Emergency Response Plan Development References

1. In 2023 SES reviewed and updated the following agriculture-related emergency response plans for the Washington State Department of Agriculture: National Veterinary Stockpile Plan, Foot-and Mouth Disease (FMD) Vaccination Plan, Highly Pathogenic Avian Influenza Response Plan, African Swine Fever Response Plan, FMD Response Plan, and its Baseline Foreign Animal Disease Response Plan. A reference for this work is:

Ms. Erin Coyle, Emergency Coordinator
Washington State Department of Agriculture
ecoyle@agr.wa.gov
(360) 764-9704
2. In 2021, SES developed Incident Support (IS) Annex 9 (Baseline Foreign Animal Disease Response Plan) to West Virginia's Emergency Support Function (ESF) 11, as well as an FMD-specific Appendix to IS-Annex 9. In 2023, SES developed West Virginis Chronic Wasting Disease Response Plan, and its FMD Vaccination Plan. A reference for this work is:

Dr. Jim Maxwell, State Veterinarian
West Virginia Department of Agriculture
jmaxwell@wvda.us
(304) 558-2214
3. In 2023, SES developed a livestock and poultry disease baseline response plan, an FMD-specific response plan, an ASF-specific response plan, and an FMD vaccination plan for the Nebraska Department of Agriculture. A reference for this work is:

Dr. Roger Dudley, State Veterinarian
Nebraska Department of Agriculture
roger.dudley@nebraska.gov
(402) 471-6837
4. In 2023, SES developed a depopulation and disposal plan for the Missouri Department of Agriculture. A reference for this work is:

Dr. Jean Schmidt, Assistant State Veterinarian
Missouri Department of Agriculture
Jean.schmidt@mda.mo.gov
(573) 522-8615
5. In 2021, SES developed a Control Area plan, a Movement Permitting plan, a Movement Standstill plan, and a foreign animal disease surveillance plan. All the staff SES worked with at the Louisiana Department of Agriculture and Forestry have left the agency. References can be provided if requested.

Designated Contact

The vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Eric Hess, President

(Address) 10901 West 84th Terrace, Suite 175, Lenexa, KS 66214

(Phone Number)/(Fax Number) 913-307-0046 / 913-307-0059

(email address) ehess@ses-corp.com


Certification and Signature

The following was directly taken from West Virginia Solicitation CRFQ 1400 AGR240000007, *Emergency Plan Development Contractor*.

“By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor’s behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.”

(Company) SES, Inc.

(Signature of Authorized Representative): 

(Printed Name and Title of Authorized Representative) Eric Hess, President

(Date) December 6, 2023

(Phone Number)/(Fax Number) 913-307-0046 / 913-307-0059

(email address) ehess@ses-corp.com

Miscellaneous

During its performance of this Contract, SES designates Mr. Bryan Deimeke as the primary contract manager responsible for overseeing its responsibilities under this Contract. The Contract manager will be available during normal business hours to address any customer service or other issues related to this Contract.

Contract Manager	Mr. Bryan Deimeke
Telephone Number	913-307-0046
Fax Number	913-307-0059
Email Address	bdeimeke@ses-corp.com