



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 2

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1328607

Procurement Type: Central Purchase Order

Vendor ID: VS0000022714

Legal Name: SES INC

Alias/DBA:

Total Bid: \$82,400.00

Response Date: 12/07/2023

Response Time: 9:20

Responded By User ID: SESInc

First Name: Eric

Last Name: Hess

Email: ehess@ses-corp.com

Phone: 9133070046

SO Doc Code: CRFQ

SO Dept: 1400

SO Doc ID: AGR2400000007

Published Date: 11/30/23

Close Date: 12/13/23

Close Time: 13:30

Status: Closed

Solicitation Description: Emergency Plan Development Contractor

Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia
 Solicitation Response

Proc Folder: 1328607
Solicitation Description: Emergency Plan Development Contractor
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2023-12-13 13:30	SR 1400 ESR12072300000002728	1

VENDOR
 VS0000022714
 SES INC

Solicitation Number: CRFQ 1400 AGR2400000007
Total Bid: 82400
Response Date: 2023-12-07
Response Time: 09:20:34
Comments: SES project references are included in the Attachment to this submittal.

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

Vendor Signature X **FEIN#** **DATE**

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

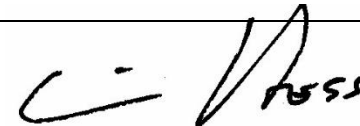
Certification and Signature

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



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
Doc Description: Emergency Plan Development Contractor
Proc Type: Central Purchase Order
Reason for Modification:

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

Vendor Signature X FEIN# DATE

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

Vendor Signature X FEIN# DATE

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

ADDITIONAL INFORMATION
 The West Virginia Purchasing Division, is soliciting bids for the 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, per the attached documentation.

INVOICE TO		SHIP TO	
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV US		AGRICULTURE DEPARTMENT OF MOOREFIELD FIELD OFFICE 60B INDUSTRIAL PARK RD MOOREFIELD WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Phase One	1		\$26,300	\$26,300

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description:

Phase One

See SES, Inc.'s Technical Approach. This was submitted as a separate attachment.

AGRICULTURE
DEPARTMENT OF
ADMINISTRATIVE SERVICES
1900 KANAWHA BLVD E
CHARLESTON WV
US

AGRICULTURE
DEPARTMENT OF
MOOREFIELD FIELD OFFICE
60B INDUSTRIAL PARK RD
MOOREFIELD WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Phase Two	1		\$12,000	\$12,000

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description:

Phase Two

See SES, Inc.'s Technical Approach. This was submitted as a separate attachment.

INVOICE TO	SHIP TO
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV US	AGRICULTURE DEPARTMENT OF MOOREFIELD FIELD OFFICE 60B INDUSTRIAL PARK RD MOOREFIELD WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Phase Three	1		\$1,800	\$1,800

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description:

Phase Three

See SES, Inc.'s Technical Approach. This was submitted as a separate attachment.

INVOICE TO		SHIP TO	
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	WV	AGRICULTURE DEPARTMENT OF MOOREFIELD FIELD OFFICE 60B INDUSTRIAL PARK RD MOOREFIELD US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Phase Four	1		\$33,800	\$33,800

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description:

Phase Four

See SES, Inc.'s Technical Approach. This was submitted as a separate attachment.

INVOICE TO		SHIP TO	
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON US	WV	AGRICULTURE DEPARTMENT OF MOOREFIELD FIELD OFFICE 60B INDUSTRIAL PARK RD MOOREFIELD US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Phase Five	1		\$8,500	\$8,500

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description: Phase Five

See SES, Inc.'s Technical Approach. This was submitted as a separate attachment.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions Due at 2:00PM EST	2023-12-06


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.

(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

(Email Address) ehess@ses-corp.com

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: Mr. Bryan Deimeke

Telephone Number: 913-307-0046 ext. 484

Fax Number: 913-307-0059

Email Address: bdeimeke@ses-corp.com