



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: 08-01-2022

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 AGR2200000006 5	Procurement Folder:	958812
Document Name:	EMERGENCY PLAN DEVELOPMENT CONTRACTOR	Reason for Modification:	Change Order No 2
Document Description:	Change Order No 2 EMERGENCY PLAN DEVELOPMENT CONTRACTOR	To add additional funding for in-person Phase 4 Training.	
Procurement Type:	Central Purchase Order		
Buyer Name:	Crystal G Husted		
Telephone:	(304) 558-2402		
Email:	crystal.g.husted@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-12-06
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-08-31

VENDOR				DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000022714			Requestor Name:	Cynthia D Fisher	
SES INC				Requestor Phone:	(304) 558-2221	
10901 W 84TH TERRACE STE 175				Requestor Email:	cfisher@wvda.us	
LENEXA	KS	66214	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION</div>			
US						
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		AUTHORIZED RECEIVER 304-558-2214	
AGRICULTURE DEPARTMENT OF		AGRICULTURE DEPARTMENT OF	
ADMINISTRATIVE SERVICES		ANIMAL HEALTH DIVISION	
1900 KANAWHA BLVD E		331 GUS R DOUGLAS LN, BLDG12	
CHARLESTON	WV 25305-0173	CHARLESTON	WV 25312
US		US	

Total Order Amount:	\$59,601.44
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Purchasing Division's File Copy

ENTERED

CH 8/1/22

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H 8/2/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 8/3/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8/3/2022</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No 2

Change Order 2 issued to establish add additional funding for In-Person Training for Phase 4 verses Virtual.

Original Contract Amount: \$ 52,800.00
 Change Order 1: 0.00
 Change Order 2: \$ 6,801.44
 Total Contract Amount: \$ 59,601.44

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101504	0.00000		0.000000	16000.00
Service From	Service To	Manufacturer		Model No	
2021-12-06	2022-08-31				

Commodity Line Description: Phase One

Extended Description:

Phase One

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101504	0.00000		0.000000	9400.00
Service From	Service To	Manufacturer		Model No	
2021-12-06	2022-08-31				

Commodity Line Description: Phase Two

Extended Description:

Phase Two

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101504	0.00000		0.000000	17700.00
Service From	Service To	Manufacturer		Model No	
2021-12-06	2022-08-31				

Commodity Line Description: Phase Three

Extended Description:

Phase Three

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101504	0.00000		0.000000	4500.00
Service From	Service To	Manufacturer		Model No	
2021-12-06	2022-08-31				

Commodity Line Description: Phase Four

Extended Description:

Phase Four

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101504	0.00000		0.000000	5200.00
Service From	Service To	Manufacturer		Model No	
2021-12-06	2022-08-31				

Commodity Line Description: Travel Costs

Extended Description:
Travel Costs

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101504	0.00000		0.000000	6801.44
Service From	Service To	Manufacturer		Model No	
2022-07-28	2022-08-31				

Commodity Line Description: Phase 4 In-Person After Action Meeting

Extended Description:

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



July 28, 2022

Crystal Husted
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

RE: Change Order for Emergency Plan Development Contractor (CPO AGR22*6)

The WV Department of Agriculture (WVDA) is seeking Purchasing Division approval of a change order to request additional money to complete Phase 4 After-Action Meeting. Originally Phase 4 After-Action Meeting was to be held virtually, however WVDA Animal Health Division & SES Inc. agreed it would be beneficial to hold the meeting in-person for active participation.

- In-person Phase 4 After-Action Meeting at an additional cost of \$6,801.44

There will be an additional cost of \$6,801.44 for this change order, and a copy of the vendor proposal is attached. Thank you in advance for your approval of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Clemans".

Alan Clemans (Jul 28, 2022 12:21 EDT)

Alan Clemans, CFO/Director of
Administrative Services Division

*Approved
JLH
7/28/22*

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312
telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.



SES, INC.

10901 West 84th Terrace, Suite 175 ♦ Lenexa, Kansas 66214 ♦ Phone: (913) 307-0046 ♦ Fax: (913) 307-0059

July 27, 2022

Erika D. Alt, DVM
Assistant State Veterinarian/Assistant Director
Animal Health Division
West Virginia Department of Agriculture
60B Moorefield Industrial Park Road
Moorefield, WV 26836

Dear Dr. Alt:

Relative to the Emergency Plan Development Contractor Contract, Order Number CPO 1400 1400 AGR2200000006 2, the existing contract Phase 4 After-Action Meeting was to be held virtually. However, WVDA Animal Health Division and SES would like to hold an in-person meeting which will be more beneficial for active participation. This additional work involves travel time only for SES, Inc. personnel and an additional amount of \$6,801.44.

This amendment to the contract does not change any other provisions of the agreement.

Sincerely,

Bryan Deimeke
Contract Manager, Senior Consultant