



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: 04-28-2025

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 AGR2500000013 1	Change Order No:	Procurement Folder:	1659226
Document Name:	Emergency Plan Development		Reason for Modification:	
Document Description:	Emergency Plan Development			
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 SES INC 10901 W 84TH TERRACE STE 175 LENEXA KS 66214 US Vendor Contact Phone: 9133070046 Extension: 10016 Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Stacy A Straight Requestor Phone: (304) 558-2221 Requestor Email: sstraight@wvda.us 2025 FILE LOCATION _____
	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

CR 4-29-25

Total Order Amount:	\$62,900.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <u>4/29/2025</u> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <u>5/1/2025</u> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <u>5-2-25</u> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

The Vendor, SES, Inc., agrees to enter into a one-time purchase contract with the Agency, West Virginia Department of Agriculture to provide Emergency Plan Development Contractor for creation of a Depopulation, Disposal, and Disinfection (3D) Response Plan Appendix to Incident Support Annex 9 - Agriculture Incidents, per the bid requirements, terms, conditions, specifications, and vendor's bid dated 04/08/2025 all incorporated herein by reference and made apart of hereof.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	86101501	0.00000		0.000000	21000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase One (1) 3D Response Plan Development Workshop

Extended Description:

See attached documentation for further details.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	86101501	0.00000		0.000000	2270.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase Two (2) 3D Response Plan

Extended Description:

See attached documentation for further details.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	86101501	0.00000		0.000000	1700.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase Three (3) 3D Response Plan Seminar

Extended Description:

See attached documentation for further details.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	86101501	0.00000		0.000000	34200.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase Four (4) 3D Response Plan Tabletop Exercise

Extended Description:

See attached documentation for further details.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	86101501	0.00000		0.000000	3730.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Phase Five (5) Develop After-Action Report

Extended Description:

See attached documentation for further details.

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 218 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 _____

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.

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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: _____ 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.

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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, Ste 175, Lenexa, KS 66214
(Phone Number) / (Fax Number) 913-530-2989/913-307-0059
(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 4-8-2025 _____
(Printed Name and Title of Authorized Representative) (Date)
913-530-2989/913-307-0059 _____
(Phone Number) (Fax Number)
(Email Address) ehess@ses-corp.com

REQUEST FOR QUOTATION
Emergency Plan Development Contractor
CRFQ AGR25*18

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 Depopulation, Disposal, and Disinfection (3D) 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.

3D 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: Developing and Maintaining Emergency Operations Plans -
<https://www.fema.gov/sites/default/files/2020-07/developing-maintaining-emergency-operations-plans.pdf>

- 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, 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.

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2.8 “3D” means Depopulation, Disposal, and Disinfection.

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 3D Response 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) – 3D Response Plan Development Workshop

4.1.1.1 Successful vendor will design and conduct an in-person 3D planning workshop with WVDA, state supporting agencies, and federal personnel who would be responsible for planning and implementing 3D during a foreign animal disease (FAD) response. The workshop will 1) review depopulation and disposal methods for livestock and poultry, and 2) examine the WVDA’s current plans and procedures for livestock 3D. The workshop will be conducted in one day and will address 3D methods, implementation, and pros and cons. Prior to the workshop, three webinars discussing depopulation, disposal options, and decontamination concepts will be conducted for participants. The webinars will cover swine depopulation methods, cattle depopulation methods, poultry depopulation methods, disposal of livestock and poultry, and best practices for virus elimination. These webinars will provide workshop invitees with a common baseline understanding of the topics so they can contribute to the workshop discussions. This workshop may be conducted virtually if warranted. Vendor will coordinate the development, planning, and implementation of the workshop. Facilitation (concurrent workshops, 2 people, 2 travel days, 2 days on site)

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4.1.1.2 Must be completed within 180 calendar days. A notice to proceed will be issued to establish the start date of the contract. A change order to set the start date will be initiated by the Agency and processed by the WV Purchasing Division.

4.1.2 Phase Two (2)- 3D Response Plan

4.1.2.1 Successful vendor will draft the 3D Response Plan 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 must be completed and delivered to WVDA within 2 weeks (14 calendar days) of the plan development workshop.

4.1.3 Phase Three (3)-3D Response Plan Seminar

4.1.3.1 Successful vendor will conduct a virtual 3D Response Plan Seminar. Once the 3D plan has been approved by WVDA, the plan will be presented to stakeholders and 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 based on agency availability.

4.1.4 Phase Four (4)-3D Response Plan Tabletop Exercise

4.1.4.1 Successful vendor will conduct an in-person tabletop exercise. This step will validate WVDA's livestock 3D plans, policies, and procedures. This discussion-based exercise will be designed around a scenario that engages both swine and beef production operations and, in addition to validation, will allow updating of the applicable plans, policies, and procedures.

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 (Maximum 3 people, 2 travel days, 2 days on site)

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4.1.4.2 Tabletop exercise must be conducted within 4 months (120 calendar days) after the 3D workshop (Phase 1).

4.1.5 Phase Five (5)-Develop After-Action Report

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.

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 (28 calendar days) after the tabletop exercise.

4.2 DELIVERABLES AND TIMELINES:

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 of 218 days from issuance of notice to proceed but cannot be extended past December 31, 2025, if extenuating circumstances arise requiring more time.

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 Exhibit A Pricing Page by entering the full fee for each phase listed on the attached pricing page. 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 as an electronic document.

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If submitting a bid through the Vendor-Self Service portal, vendor should the total overall cost from Exhibit A.

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.
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.

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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.

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:	Bryan Deimeke
Telephone Number:	573-721-0055
Fax Number:	913-307-0059
Email Address:	bdeimeke@ses-corp.com

Exhibit A - Pricing Page
Emergency Plan Development Contractor
CRFQ AGR25*18

Item No.	Description		Quantity	Unit Price	Extended Amount
4.1.1	Phase One (1) - 3D Response Plan Development Workshop		1	\$21,000.00	\$21,000.00
4.1.2	Phase Two (2) - 3D Response Plan		1	\$2,270.00	\$2,270.00
4.1.3	Phase Three (3) - 3D Response Plan Seminar		1	\$1,700	\$1,700.00
4.1.4	Phase Four (4) - 3D Response Plan Tabletop Exercise		1	\$34,200	\$34,200.00
4.1.5	Phase Five (5) - Develop After-Action Report		1	\$3,730	\$3,730.00
	Failure to use this form may result in disqualification	TOTAL OVERALL COST			\$62,900.00
	Bidder / Vendor Information				
Name:	Eric Hess				
Address:	SES, Inc.; 10901 West 84th Terrace; Suite 175; Lenexa; Kansas; 66214				
Phone:	913-530-2989				
Email Address:	ehess@ses-corp.com				
Authorized Signature:					

West Virginia Department of Agriculture
Depopulation, Disposal, and Disinfection Plan Development Workshop and Tabletop
Exercise

Statement of Work

This project will assist the West Virginia Department of Agriculture (WVDA) in developing and validating its plan for emergency livestock and poultry depopulation, disposal, and disinfection (3D).

Step 1: 3D Workshop

SES, Inc. (SES) will design and conduct a 3D workshop that will 1) review depopulation and disposal methods for livestock and poultry, and 2) examine the WVDA's current plans and procedures for livestock and poultry 3D. The goal of reviewing WVDA's existing plans and procedures is to include those plans and procedures, as necessary, in the new 3D plan.

The project will begin with a kickoff meeting that should be held within two weeks of contract award and execution, SES and the WVDA exercise planning team will develop goals and objectives for the workshop, set a date and time for the workshop, and identify potential workshop venues. In addition, SES will coordinate with the exercise planning team to develop a workshop invitee list. Once the list is developed, SES will send out invitations by email. SES will create a formal invitation letter that will be reviewed and approved by the planning team. This letter can be placed on WVDA letterhead and signed by the appropriate WVDA official, if the planning team should feel that would boost attendance. SES recommends that this workshop be attended by WVDA, state supporting agencies, and federal personnel who would be responsible for planning and implementing 3D during a foreign animal disease (FAD) response.

Prior to the workshop, three webinars discussing depopulation, disposal options, and decontamination concepts will be conducted for participants. The webinars will cover swine depopulation methods, cattle depopulation methods, poultry depopulation methods, disposal of livestock and poultry, and best practices for virus elimination. These webinars will provide workshop invitees with a common baseline understanding of the topics so they can contribute to the workshop discussions.

The workshop will be conducted in one day and will address 3D methods, implementation, and pros and cons. The notes and feedback from this workshop will be used by SES to create a 3D appendix to the *Incident Support Annex 9 – Agriculture Incidents*. The workshop will involve a preliminary examination of the processes WVDA will use to develop herd and flock plans for infected premises, and relevant indemnity issues. To prepare for the workshop, SES will review all relevant WVDA plans and procedures.

The workshop will be delivered through a facilitated discussion, supported with a PowerPoint presentation. It will be conducted in a face-to-face environment, at a location provided by WVDA. SES will provide all supplies, equipment, and documents necessary to conduct this workshop. This proposal does not include SES providing any beverages, snacks, or meals for the workshop. These items can be added with a written modification to the contract.

SES will provide a workshop facilitator and a notetaker to support workshop conduct.

SES will capture participant feedback on the workshop via an online survey. The survey data will be made available to WVDA. In addition, SES will organize and formalize its notes from

the workshop conduct and develop the draft 3D appendix to WVDA within two weeks of workshop conduct.

Step 2: Review of Draft Plan and Plan Socialization

SES will address comments provided by WVDA on the draft plan. Following the review process, SES will conduct a plan socialization activity. This activity will be delivered as a webinar, and it will provide the support agencies that attended the plan development workshop an opportunity to review the draft plan and provide feedback. SES will document suggestions of recommended changes. These recommendations will be provided to WVDA. SES will make the changes requested by WVDA and will deliver a final plan.

Step 3: 3D Tabletop Exercise (TTX)

SES, in coordination with the WVDA exercise planning team, will develop an HSEEP-compliant one-day TTX to validate WVDA's livestock 3D plans, policies, and procedures. This discussion-based exercise will be designed around a scenario that engages both swine and beef production operations and, in addition to validation, will allow updating of the applicable plans, policies, and procedures.

Within two weeks of completing the workshop (Step 1), SES will begin the second step in the exercise series with a combined Initial Planning Meeting (IPM) and Concepts and Objectives Meeting (C&O) for the TTX. During this meeting, SES and the WVDA planning team will develop exercise goals and objectives, and a schedule for deliverables, exercise design, and conduct. SES proposes to conduct this meeting virtually with the WVDA planning team. After this meeting, SES and the planning team will have monthly coordination meetings, held over the Zoom video conferencing platform. These monthly meetings can be accelerated to occur bi-weekly, if necessary and agreeable to the project team. The monthly meeting prior to exercise conduct will be held as the exercise's Final Planning Meeting (FPM). SES recommends that the TTX be conducted five months after contract award and execution, approximately four months after the 3D workshop.

TTX development will require several steps. The exercise objectives will be converted into exercise evaluation guides (EEG) to be used by the exercise Evaluators during conduct. SES and the exercise planning team will develop an exercise scenario which will be converted into a PowerPoint presentation to guide exercise play and deliver exercise injects. SES proposes that the exercise scenario present two different challenges to the participants looking at different species. Operationally, these two species may present unique challenges to WVDA's implementation of its 3D plans, policies, and procedures. To collect additional participant feedback, SES will design and make available an online feedback form for the TTX. For exercise participants, SES will create a Situation Manual (SitMan) that will present essential exercise information and provide a broad overview of exercise modules, key issues, rules of play, and safety considerations.

SES will coordinate with the exercise planning team to develop a TTX invitee list. Once the list is developed, SES will send out invitations by email. SES will create a formal invitation letter that will be reviewed and approved by the planning team. This letter can be placed on WVDA letterhead and signed by the appropriate WVDA official, if the planning team feels that would boost attendance. SES recommends that this TTX be attended by WVDA, federal, and industry

personnel who would be responsible for planning, implementing, and receiving 3D during a FAD response.

SES will conduct the TTX in a single day. Participants will engage together, face-to-face. We anticipate the TTX will require six to eight hours for conduct. SES may divide participants into two functional groups (e.g., operations and policy) based on their roles and responsibilities for implementing a 3D response. The exercise will be presented to the participants as a single group, but participants may be divided into their functional groups to address exercise injects. If functional groups are used periodically, the functional groups will reconvene as one group to brief back on their findings and responses. After the final exercise inject, SES will conduct a hot wash with participants.

After exercise conduct, SES will collect evaluation notes, hot wash notes, completed EEGs, and other participant notes and feedback. This information will be delivered to SES for analysis, and an After-Action Report (AAR) and Improvement Plan (IP) will be developed, and an After-Action Meeting will be conducted virtually.

The TTX will be delivered through a facilitated discussion, supported with a PowerPoint presentation. It will be conducted in a face-to-face environment, at a location provided by WVDA. WVDA will provide an exercise location that is large enough for all the participants to engage together, and that provides two breakout rooms for the functional groups. SES will provide all supplies, equipment, and documents necessary to conduct this TTX. This proposal does not include SES providing any drinks, snacks, or meals for the TTX. These items can be added with a written contract change order. SES will provide the lead Facilitator and lead Notetaker.

SES will provide participants with a workshop agenda, SitMan, and a Facilitator Guide for the Facilitators for each functional group. SES will develop an online participant survey to capture feedback from participants. SES will capture daily attendance for the workshop.

TTX participants will be expected to engage in the entire TTX, and address injects by applying the existing plans and procedures.