



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: 07-14-2025

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 2	Change Order No:	Procurement Folder:	1659226
Document Name:	Emergency Plan Development	Reason for Modification: Change Order #1 To issue Notice to Proceed		
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:	2025-05-16	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-12-10	

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: Rita Gainer Requestor Phone: (304) 373-2308 Requestor Email: rgainer@wvda.us 2026 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

7/15/25 61

Total Order Amount:	\$62,900.00
---------------------	-------------

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 7/15/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 7/23/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 7-24-25 ELECTRONIC SIGNATURE ON FILE
--	---	--

Extended Description:

Change Order #1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices and specifications contained in the original contract, including all authorized change orders.

Contract Term: May 16, 2025, through December 10, 2025

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.

West Virginia Department of Agriculture

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



11 July 2025

Eric Hess, President
10901 West 84th Terrace, Ste 175
Lenexa, KS 66214
ehess@ses-corp.com

Re: CPO AGR250000013

Dear Mr. Hess:

This is your official Notice to Proceed for CPO AGR25*13, Emergency Plan Development. Your Notice to Proceed period will begin effective May 16, 2025, and will be completed by December 10, 2025.

If you have any questions concerning this, feel free to contact me at (304) 558-2221.

Sincerely,

A handwritten signature in dark ink, appearing to read "Alan Clemans", is written over a horizontal line.

Alan Clemans, CFO-Director
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

West Virginia Department of Agriculture

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



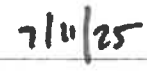
MEMORANDUM

TO: State of WV Auditor's Office
RE: CPO AGR25*13 – SES INC

Purchasing was not notified until after the first "kick-off" meeting had already commenced; therefore, a Notice to Proceed was not submitted in a timely manner. This Change Order is to correct that omission.

Approved by CFO/Director of Administrative Services


Alan Clemans


Date

Backdate app'd

You are viewing this page over a secure connection. Click here for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

SES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/28/2020		7/28/2020	Foreign	Profit			

Organization Information		
Business Purpose	5416 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)	Capital Stock
Charter County	Kanawha	Control Number
Charter State	KS	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares	Young Entrepreneur	No

Addresses

Type	Address
Local Office Address	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
Mailing Address	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214 USA
Notice of Process Address	SES, INC. 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
Principal Office Address	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214 USA
Type	Address

Officers

Type	Name/Address
Director	ERIC HESS 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
Director	PATRICK SPLICHAL 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
President	ERIC HESS 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
Secretary	PATRICK SPLICHAL 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
2022
2021
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, July 14, 2025 — 1:54 PM

© 2025 State of West Virginia



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

[Sign In](#)




Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

[Search Editor](#)

- ☐ Any Words 
- ☒ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"SES Inc." 

Entity

Location

Status

- ☒ Active
- ☐ Inactive

[Reset](#) 

[Entity Information](#) ^



[All Entity Information](#)

[Entities](#)

[Disaster Response Registry](#)

[Responsibility / Q](#)



No matches found

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JA</u> Date: <u>7/14/25</u> Solicitation No. <u>CPO AGR25*13 CO#1</u>	Agency: West Virginia Department of Agriculture <hr/> Procurement Officer Submitting Requisition: Rita Gainer <hr/> Requisition No. CPO AGR24*8 <hr/> PF No.: 1659226
---	--

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

