



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: 02-09-2026

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 4	Change Order No:	Procurement Folder:	1659226
Document Name:	Emergency Plan Development	Reason for Modification:		
Document Description:	Emergency Plan Development	Change Order #2		
Procurement Type:	Central Purchase Order	To extend contract		
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:	2026-05-31	

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000022714	Requestor Name:	Rita Gainer		
SES INC		Requestor Phone:	(304) 373-2308		
10901 W 84TH TERRACE STE 175		Requestor Email:	rgainer@wvda.us		
LENEXA	KS	<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US	66214				
Vendor Contact Phone:	9133070046			Extension:	10016
Discount Details:					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#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 2-12-26*

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

<i>LM 2/09/26</i>		
PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>M... 2/11/2026</i>	DATE: <i>[Signature]</i>	DATE: <i>[Signature]</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE <i>2-18-26</i>

*2/18/2026*

**Extended Description:**

Change Order #2

To Extend Contract

Change Order No. 2 is issued to extend the original contract to May 31, 2026, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete the project.

Effective Date of Change: 9 February 2026

No other changes.

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

**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
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**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
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**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
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**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**

**Amie Minor-Richard, Deputy Commissioner**



15 December 2025

SES, Inc.  
Eric Hess, President  
10901 West 84<sup>th</sup> Terrace, Ste. 175  
Lenexa, KS 66214  
ehess@ses-corp.com

Dear Mr. Hess:

**RE: CPO 1400 AGR250000013 – Emergency Plan Development**

This is a two-party agreement between SES, Inc., and The West Virginia Department of Agriculture that due to general delays experienced in federal government when the new administration came into office, it is necessary to extend the contract for the Emergency Plan Development, to May 31, 2026. All provisions of the original contract and subsequent Change Orders not modified herein shall remain in full force and effect. The effective dates are December 11, 2025, through May 31, 2026.

Please complete, sign and return this two-party agreement to me so that I may finalize the process in our system.

Please let me know if you have any questions.

Sincerely

Laryssa Hoskins, CFO / Director  
Administrative Services Division

Approved:

Eric Hess   
Name/Signature

December 15, 2026  
Date

President  
Title

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### Business Organization Detail

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

Addresses	
Type	Address
<b>Designated Office Address</b>	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
<b>Notice of Process Address</b>	SES, INC. 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
<b>Principal Office Address</b>	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214 USA

<b>Principal Office Mailing Address</b>	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214 USA
<b>Type</b>	<b>Address</b>

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

<b>Annual Reports</b>	
<b>Filed For</b>	<b>Date filed</b>
2025	
2024	
2023	
2022	
2021	

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

Monday, February 9, 2026 — 1:59 PM

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"SES INC" x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

Ineligible (Proceedings Pending)

Ineligible (Proceedings Complete)

Prohibition/Restriction

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Exclusion Program

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>2/02/26</u>  Solicitation No. <u>CPO AGR 25K13 c/p 2</u>	Agency: West Virginia Department of Agriculture  Procurement Officer Submitting Requisition: Rita Gainer  Requisition No. CPO AGR25*13  PF No.: 1659226
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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 <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<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"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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: \_\_\_\_\_

