



October 19, 2009

Ms. Roberta Wagner
Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

Dear Ms. Wagner,

Please find enclosed a response from EnviroSafe Consulting and Investigations, Inc. (EnviroSafe) to the Request for Quotation from the State of West Virginia, Department of Health and Human Resources, Bureau for Public Health, Center for Threat Preparedness regarding the exercise series consisting of one tabletop exercise and one functional exercise. EnviroSafe proposes to work with the Planning Team to design and implement two high quality exercises while keeping in mind the need for financial restraint. EnviroSafe brings over 12 years of exercise design and conduct experience as well as training and facilitation experience which leads to a well organized exercise for all participants to benefit from.

In addition to having substantial industry experience, our staff also has extensive experience in various fields and jurisdictions which include Public Health Preparedness, State and Local Emergency Management, Fire Service, Emergency Medical Response, Haz Mat, and Law Enforcement. Much of this real-world expertise has been gained by our staff while serving in leadership roles. This experience provides a wide range of invaluable practical knowledge of the Public Health and Emergency Management fields in addition to collaborating agencies in any small or large scale event.

EnviroSafe has made every effort to comply with the provisions in this RFQ. EnviroSafe understands the goals and objectives for this exercise series and is fully capable of planning, designing, and implementing the exercises being proposed. The Project Lead and Exercise Director will be Kevin Dull, EnviroSafe's CEO. Mr. Dull may be reached by calling (336) 226-4896 or by fax: (336) 226-4431, or by email: kdull@envirosafe.com. Correspondence by mail may be sent to Mr. Dull at the following address: 17 SE Court Square, Suite 204, Graham, N.C. 27253.

Respectfully,

D. Kevin Dull, President/CEO
EnviroSafe Consulting and Investigations, Inc.

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GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy
5. All quotations are considered F O B destination unless alternate shipping terms are clearly identified in the quotation
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

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I. Organizational Background and Overview

EnviroSafe Consulting and Investigations, Inc. (EnviroSafe) is a professional Emergency Management/Homeland Security firm that offers a variety of comprehensive emergency preparedness services to public and private sector clients. EnviroSafe was founded in 1996 by President and CEO, Kevin Dull after he recognized the need for a consulting company that offers services that are streamlined to meet the clients' specific needs through open and honest communication and by utilizing staff who are experts in the projects being undertaken. EnviroSafe's services are based on thorough knowledge of the Industrial Health, Public Health, Safety, and Emergency Management industries.

EnviroSafe's Mission and Vision highlight our commitment to our clients:

Mission Statement: *EnviroSafe provides specialized services and solutions to assist your organization's preparedness, emergency response, and regulatory compliance programs.*

Vision Statement: *Through honesty and dependability, EnviroSafe builds strong client relationships and strives to be the best at what we do.*

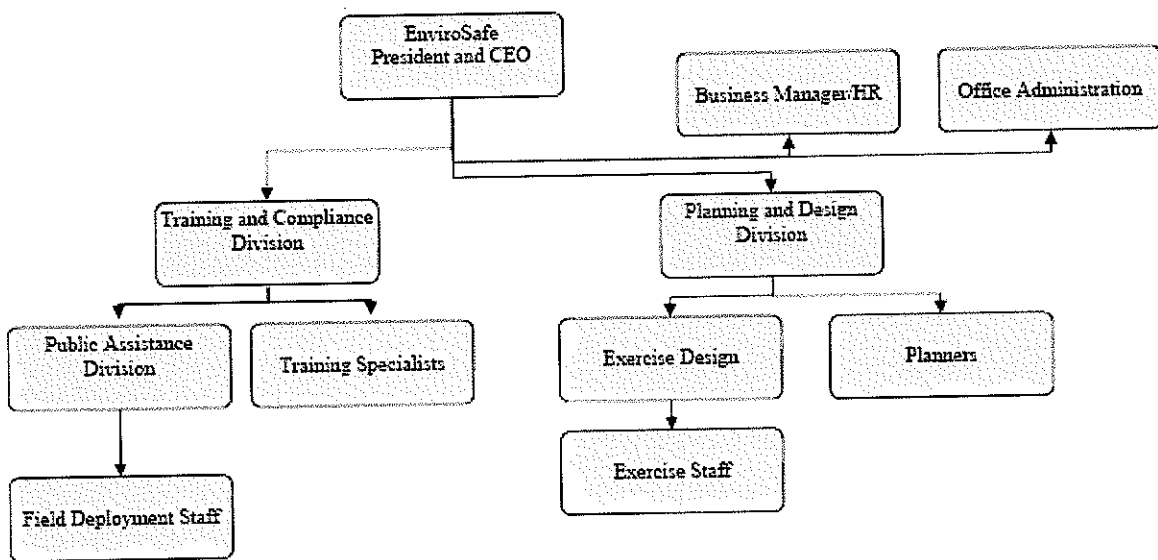
EnviroSafe specializes in planning, training, and exercise development and facilitation for clients throughout the United States and its territories. EnviroSafe also prepares Emergency Operations Plans and Continuity of Operations Plans including the exercising of those plans, as well as numerous training classes to prepare First Responders, Public Health, and hospital staff for terrorism/bioterrorism events and manmade and/or natural disasters. We also perform Hazard Vulnerability Assessments for hospitals and municipalities as well as Department of Homeland Security Hazard Vulnerability Assessments for companies and facilities that work with materials which could be valuable to terrorists.

EnviroSafe's services are designed to address the comprehensive needs of our clients, from developing plans to conducting training and exercises. In addition to having substantial industry experience, our staff also has extensive experience in various fields and jurisdictions that include firefighting, emergency medical response, law enforcement, hazardous materials response, public health preparedness, and state/local emergency management. Much of this real-world experience was gained while serving in leadership roles. This experience provides a wide range of invaluable practical knowledge of emergency response and healthcare systems. The knowledge of the EnviroSafe team results in more thorough and complete emergency preparedness products for the client.

EnviroSafe's approach for all projects is to work closely with our clients to develop a product that is unique with regard to their own resources, abilities, and interests while providing all participants with the opportunity to learn and expand their capabilities. During the past five years EnviroSafe has worked with well over half of the 100 counties in North Carolina, the Eastern Band of the Cherokee Indians, state agencies, universities, the U.S. Virgin Islands, the Santa Clara County, California Public

Health Department, the South Carolina Department of Health and Environmental Control, the University of North Carolina system, North Carolina Public Health, the Colorado Hospital Association, the Triad Regional Advisory Council (regional hospital full scale exercise) numerous private-sector businesses, and multiple hospitals to conduct more than 360 planning and exercise projects. EnviroSafe facilitated over 86 exercises last year. All of EnviroSafe's activities have assisted our clients to prepare for everything from pandemic influenza to severe weather events and weapons of mass destruction

EnviroSafe has a business structure that is designed to facilitate accountability and results-driven business practices for all staff:



II. Statement of Qualifications

EnviroSafe has an extensive background in writing Emergency Operations Plans, Continuity of Operations Plans, and Emergency Operations Center standard operating guidelines. We have written plans which were then followed by workshops, tabletop exercises and full scale activation exercises for several large counties in North Carolina and Florida. These exercises included the design process, collaboration with community partners through planning conferences, the actual exercise, and were followed by execution and follow-up reporting using the evaluator and attendee findings. Our team has practical experience in exercising COOP activation as well as exercising the activities surrounding SNS deployment. Our staff has planned and implemented many POD (Point of Dispensing) exercises, a

statewide pandemic influenza exercise which included SNS activation, an SNS and Chempak distribution and deployment exercise, and a statewide SNS Local Receiving Site exercise

In April 2007, EnviroSafe conducted a critical Continuity of Operations exercise for American Express Corporation. The purpose of the exercise was to evaluate the organization's ability to continue services in the event that a plane crash impacts their Greensboro, North Carolina facility. EnviroSafe also planned and wrote a Continuity of Operations plan for the City of North Port, Florida, which included orientation to the plan for City employees and a full scale exercise of the plan. During the full scale exercise, the City of North Port's municipal building was fully evacuated and the City Manager required all employees to continue their departmental operations from their alternate sites for the duration of that work day.

In addition to the many planning and exercise projects for local jurisdictions, EnviroSafe designed and implemented a statewide EOC activation exercise for North Carolina Emergency Management which involved activation of the state EOC and the state Department of Public Health Command Center along with activation of twelve county EOC's and culminated with a request for SNS assets. This exercise involved state, county, and local jurisdictions in over 12 counties and focused on the relationships and interdependencies of the responding agencies in a large scale event. EnviroSafe designed the exercise, coordinated and presided over the planning conferences, developed the MSEL (Master Scenario Event List), trained the evaluation team (which came from multiple agencies and multiple disciplines), carried out the exercise, and provided all follow up documentation.

As a part of this exercise, EnviroSafe was used as a beta test for the Department of Homeland Security Exercise Evaluation Guides (EEGs). EnviroSafe, working with the State of North Carolina utilized existing EEGs, and provided feedback on their usefulness with recommendations for changes. This experience began EnviroSafe's proven track record in EEG development and utilization.

As a part of a three year contract with North Carolina Public Health, EnviroSafe developed procedures and conducted a full scale exercise on the activation of the state's three RSS sites. As a part of this program, EnviroSafe assisted in the development of the inventory system for the three RSS sites.

Of unique interest, EnviroSafe traveled to the U.S. Virgin Islands in the second half of 2007 to conduct a Strategic National Stockpile tabletop exercise that focused on a pandemic influenza event. Based on a positive experience in 2007, EnviroSafe was contracted to conduct three additional pandemic influenza tabletop and functional exercises in 2008 for the USVI Department of Health. These exercises included a mass fatality tabletop exercise, a community containment/school closure functional exercise, and an antiviral distribution functional exercise.

Since EnviroSafe staff has practical work experience in the Emergency Management and Public Health fields, we are fully prepared to offer our expertise and experience in order to design and conduct the exercises being planned by the State of West Virginia/CTP. Our lead staff members assigned to this project has a broad range of experience and understand the systems, processes, and organizations that create an overall emergency response infrastructure and the value of utilizing exercises as a key preparedness tool for meeting today's challenges

We have designed and conducted many SNS related exercises and understand the unique challenges that relate to SNS request, deployment, receipt and distribution of materiel.

We are committed to utilizing NIMS/ICS principles as a basis for our own operations as well as in our exercise design and implementation work.

III. Project Approach

Work Plan and Methodology

EnviroSafe will work closely with the CTP leadership and the Exercise Planning Team to develop two exercises: a tabletop exercise of the Bureau for Public Health's Continuity of Operations plan and a two day functional exercise simulating dispensing activity within the state's CRI jurisdiction. This exercise series will be tailored to the needs of the local community and participating agencies, including those that are supporting agencies. All scenarios will adhere to the overall goals and objectives of the exercise as developed by the Exercise Planning Team. Scenarios will be realistic and plausible with regard to the threats faced by the counties included in the CRI jurisdiction.

EnviroSafe will ensure that this exercise series is NIMS compliant and that all exercise and evaluation activities are developed in accordance with HSEEP guidelines. Specifically, EnviroSafe has adopted a company-wide policy that dictates that all exercises and training are HSEEP compliant. This policy further requires that as we develop exercise objectives, all staff utilizes the SMART format during the process.

This section will provide detailed information about EnviroSafe's strategy to achieve the objectives outlined in the "Scope of Work" section of the Request for Quotation prepared by the State of West Virginia Purchasing Division. The suggested Work Plan in this section is subject to approval by the State of West Virginia and may be adapted to meet the needs of the State of West Virginia/Center for Threat Preparedness if needed and agreed upon by both parties.

Initial Meeting with CTP Leadership

Upon award of this contract, EnviroSafe will contact the Center for Threat Preparedness Point of Contact to arrange a meeting to discuss the specific expectations for the exercise series, the list of potential partner agencies for the exercises, and the anticipated timeline. At this time, CTP Leadership will share plans, protocols, policies and procedures, and any other documentation which will assist EnviroSafe in moving forward with this project. At this meeting, the date for the Concepts and Objectives and Initial Planning Conference will be set and the invitee list will be finalized.

Exercise 1: Continuity of Operations Plan Tabletop Exercise

1. Concepts and Objectives Meeting and Initial Planning Conference

Within 30 days of the beginning of the project, the combined Concepts and Objectives and Initial Planning Conference will be held. The EnviroSafe Project Lead, with the assistance of the CTP Point of

Contact, will prepare an agenda that includes items to be addressed for distribution to attendees. The Project Lead will attend and facilitate this meeting, which will also be attended by the CTP Point of Contact and any representatives from interested agencies and departments who will be involved in this exercise. At the C&O Meeting/IPC, the following items will be discussed and agreed upon by participants:

- Exercise scope
- Target Capabilities
- Exercise objectives
- Exercise purpose
- Exercise schedule
- Exercise scenario
- Exercise location
- Exercise details specific to this project
- Date for the Mid-Term Planning Conference (MPC)

Other issues to be determined at the C&O Meeting/IPC include the determination of other agencies and individuals that should be invited to participate in exercise planning activities. Action items will be identified, responsibilities will be assigned, and the date for the next planning meeting will be set. At this time, agenda items for the next meeting will be discussed. Minutes for all planning meetings will be prepared and distributed to Planning Team members within 5 working days of the meeting.

2. Tabletop Exercise Design

The EnviroSafe Project Lead will begin coordinating with the CTP Point of Contact and selected Planning Team members to prepare the:

- Situation Manual (SITMAN)
- Participant feedback form
- Controller/Evaluator Handbook
- Exercise Evaluation Guide

All of the above documents will be prepared and sent to the CTP Point of Contact for approval within four weeks of the C&O/IPC. They will be reviewed, edited and returned to EnviroSafe within three weeks from the time that they were received. As previously stated, all documents are prepared according to HSEEP requirements.

3. Mid-Term Planning Conference

The Project Lead will prepare and distribute the MPC agenda and invitee list prior to the meeting. The Planning Team will meet via conference call/Go-To-Meeting to discuss the following items: (HSEEP does not require an MPC for tabletop exercises; however we feel that an onsite meeting should be conducted to assure continuity of the planning and design process.)

- Resolution of any items from the IPC

- Staffing for exercise
- Scenario for tabletop exercise
- Timeline
- Review of all draft exercise documents
- Exercise logistics
- Date for the exercise (if not already set) and Final Planning Conference

The minutes and action items for the MPC will be prepared and distributed to Planning Team members within 5 working days of the meeting. During the time between the MPC and FPC, EnviroSafe staff will finalize all exercise documents with input from the CTP Point of Contact. If additional conference-call planning meetings are required, the EnviroSafe Project Lead will schedule and facilitate such meetings.

4. Final Planning Conference

The Final Planning Conference will be held via conference call/Go-To-Meeting and all Planning Team members and interested community partners will be invited to attend. The following items will be discussed at the FPC:

- Procedures for exercise conduct
- Review and approve all final drafts of exercise materials
- Logistical requirements for exercise
- Review exercise objectives, design, and scope

5. The Bureau for Public Health (BPH) COOP Plan Tabletop Conduct

Staffing for this tabletop exercise will consist of four HSEEP credentialed facilitators, a exercise director, and one person for administrative support/ETACS Monitor.

In order for the exercise to take on a more realistic feel, the EnviroSafe Project Lead will begin the exercise five business days prior with a series of pre-exercise messages that will provide information about what is happening in the community. The pre-exercise messages are intended to begin the process of notification and preparation for activation of the Bureau's COOP plan.

EnviroSafe has a unique technology for capturing critical discussions and data during a tabletop exercise. EnviroSafe proposes using the EnviroSafe Technology and Communications System (ETACS), which is a real-time electronic connection between the ETACS Monitor and each group through the use of electronic messaging technology. Discussion topics can be introduced using ETACS, which provides an electronic record of all discussion topics and feedback for easy reference during the exercise. This record can also be saved and used by participating agencies after the exercise for training and plan development or review.

On the day of the exercise, participants will be required to sign in at the exercise site and will be given their exercise materials. The facilitator will brief participants and provide "rules of engagement" for the exercise during a pre-exercise briefing. During the briefing, participants will be informed that the tabletop exercise is a discussion-based exercise following HSEEP guidelines and, as such, a low stress

environment will be provided so that participants have the ability to learn while discussing problems/issues presented by the facilitator. The facilitator will review exercise objectives and what to expect from the facilitator.

The responses and reactions to the pre-exercise messages will be discussed first as a means to break the ice and allow participants to update each other about the actions their respective agencies/departments took in response to the messages. Then the facilitator, using a PowerPoint presentation, will project the narrative and allocate time according to the timeline for each group to discuss expected actions and lessons learned. Discussion questions will be introduced to promote thought and deeper discussion in the areas of state plan vulnerabilities and potential solutions to improve state and local readiness; opportunities for interagency collaboration; and opportunities for improvements in the region to enhance COOP plan activation procedures.

An exercise hot wash facilitated by EnviroSafe staff will be held immediately following the exercise. After giving the participants an opportunity to ask questions of staff, the following items will be addressed:

- Participants' expectations of the exercise
- Positives outcomes from the exercise
- Issues raised that will prompt improvements
- Other observations and questions relating to the tabletop exercise

7. Exercise Evaluation

Evaluation staff will observe and evaluate responses to the scenario and questions during the tabletop exercise using the Exercise Evaluation Guide (EEG). As a part of the evaluation process, evaluators will attend the exercise hot wash and make notes of any items identified by participants which should be included in the EEG. Additionally, the data collected from the ETACS data collection tool will be analyzed and included in final reporting. The EnviroSafe staff research analyst will analyze exercise data in order to identify trends and correlate measures of association.

The Participant Feedback Forms will also be used as an important part of the evaluation process

The format of the AAR submitted by the Project Lead to the CTP Point of Contact will follow the example given in HSEEP Guide, Volume III, Appendix A. The AAR will contain an exercise overview, exercise design summary, analysis of capabilities tested, improvement plan, and the participant feedback summary. Detailed comments recorded by evaluators during the hot wash will be included in the AAR.

The Project Lead will provide a preliminary AAR to the CTP Point of Contact within 30 days of the exercise for comments and revisions. The CTP Point of Contact will have 14 days to review the AAR and submit any changes or revisions. After the comments and revisions have been received by the Project Lead, a final AAR and Corrective Action Plan will be submitted to the CTP Point of Contact.

Second Planning Meeting with CTP Leadership

Prior to the completion of the COOP plan tabletop, the EnviroSafe Project Lead will have a telephone conference with CTP Leadership to set the date for the two day functional SNS/dispensing exercise Concepts and Objectives and Initial Planning meeting

Exercise 2: Two Day SNS/dispensing Functional Exercise

The second exercise will be a two day dispensing exercise that includes deployment of SNS assets. Planning meetings will be scheduled and staffed as described in the previous section of this proposal. Additionally, EnviroSafe staff will plan and execute a MSEL Conference at the time of the Mid-Term Planning Conference. Since this is an operations-based exercise, an Exercise Plan (Ex Plan) will be developed in addition to the MSEL.

On the day of the exercise, participants will sign in at the venue. The Controller will brief participants and provide "rules of engagement" for the exercise. During the briefing, participants will be informed that the functional exercise (FE) is an operations-based exercise following HSEEP guidelines and, as such, will be made as realistic as possible without deploying actual resources. The FE provides an interactive, stressful environment in order to test real-world responses to simulated problems. At this time, participants will be briefed on the specific objectives of the exercise and what to expect from the controllers as well as the exercise scenario.

Participants will be seated in groups according to emergency function and will be provided a Player Handout which allows the participant to reference the guidelines of the exercise and the scenario and background information. The Controller will begin the exercise by projecting the scenario using a PowerPoint Presentation. Exercise MSEL injects will be introduced to continue discussion and promote response from the players.

EnviroSafe proposes to use ETACS for this full scale exercise due to its versatility in varying applications. The use of ETACS will allow participants to participate in a real-time electronic connection between the controller, all players, and SimCell staff through the use of internet messaging technology. Injects can be introduced using ETACS, which provides an electronic record of all injects for easy reference during the exercise. This record can also be saved and used by participating agencies after the exercise for training and plan development or review.

If a participating agency is not engaged in the activity, the controller will coordinate with the SimCell to inject problem statements designed to engage the agency. The ETACS can be used to inject information from the MSEL or custom messages as needed.

One dedicated ETACS subject matter expert will be available to monitor the exercise activities and make injects as needed to maintain the level of intensity and realism desired. It will be the Controller's responsibility to keep the group focused. Injects will be based on current plans in place and suggestions and input from the Planning Team.

Participants will be encouraged to communicate with agencies and employees outside of the exercise venue in order to gain realistic response information.

EnviroSafe will provide one exercise director, nine HSEEP credentialed site controllers, one administrative support person, and one ETACS subject matter experts for this functional exercise.

Evaluation of the Exercise

EnviroSafe will provide a lead evaluator to coordinate local evaluators in evaluating responses to injects during the exercise using HSEEP compliant EEGs. The EEGs will be based on objectives and critical tasks established during the planning process. The expertise of the evaluation team will assist in highlighting best practices.

Post-Exercise Feedback

EnviroSafe staff will then facilitate a hot wash to provide the opportunity for immediate feedback at the conclusion of the exercise. EnviroSafe will provide staff responsible for documentation during the hot wash to ensure that participant comments and concerns are accurately recorded.

Participants will be provided with participant feedback forms to critique the plans used in the exercise as well as the exercise design.

EnviroSafe will prepare an AAR containing an exercise overview, exercise design summary, analysis of capabilities tested, lessons learned, participant feedback summary, and exercise events summary table and will submit the draft within 21 calendar days of the exercise. EnviroSafe will conduct an After Action Conference to review the AAR and create the IP and determine corrective actions.

Project Deliverables

EnviroSafe will plan, design, coordinate, execute, and facilitate one Bureau for Public Health COOP plan tabletop exercise and one two-day SNS/dispensing functional exercise with a qualified staff of Exercise Design Specialists and Subject Matter Experts. Planning meetings with all supporting documentation for each exercise will be conducted by EnviroSafe. Minutes from the planning meetings will be provided to attendees within five working days of the meetings.

All exercise documents will be offered to CTP for review and editing before they are made final.

EnviroSafe will plan and provide training for all evaluators for both exercises.

EnviroSafe will supply all logistical support for each of the exercises including registration. All exercise documents will be provided to exercise participants in hard copy and will be printed by EnviroSafe.

EnviroSafe will provide training for all local evaluators and compile participant feedback, evaluator notes, and hot wash comments into an After Action Report to be submitted to the Point of Contact. Hard copies of the AAR as well as a CD will be provided to each participating agency. An After Action

Conference will be held following both the tabletop and the functional exercises. Comments from the after action conferences will be incorporated into the final AAR.

All EnviroSafe activities and deliverables will be considered tentative or draft documents until reviewed and approved by the client. Any requested changes to the proposed methods of this project approach will be negotiated between the EnviroSafe Project Lead and CTP leadership.

Proposed Project Schedule

The following is a proposed project schedule for the HSEEP and NIMS compliant Exercise Series. This schedule will be modified to accommodate the needs of the Exercise Design Team and the State of West Virginia/CTP. EnviroSafe will be flexible in scheduling in order to fit the best interests of the client.

Tabletop Exercise

Event/Activity	Timeframe
Concepts and Objectives Meeting and Initial Planning Conference	Within 30 days of Project Start Date
Participant Feedback Form, C/E Handbook, SitMan, and EEG Document Submittal	Within four weeks of C&O/IPC
Exercise Documents Reviewed by Point of Contact	Returned to EnviroSafe within three weeks of draft documents
Final Planning Conference	Two weeks before exercise
Tabletop Exercise	(Conduct six hours)
Hot Wash	Immediately following exercise
Draft AAR submitted to Point of Contact	Within two weeks of exercise
After Action Conference	Within three weeks of exercise
Final AAR/IP	Within four weeks of exercise

Functional Exercise

Event/Activity	Timeframe
Concepts and Objectives Meeting and Initial Planning Conference	Within 30 days of TTX phase conclusion
ExPlan, Participant Feedback Form, C/E Handbook, Player Handout, and EEG Document Submittal	Within four weeks of C&O/IPC
Exercise Documents Reviewed by Point of Contact	Returned to EnviroSafe within three weeks of draft documents
Mid-Term Planning/MSEL Conference	Within eight weeks of exercise
MSEL finalized by Exercise Design Team	Within six weeks of exercise
Final Planning Conference	Two weeks before exercise
Functional Exercise	(Conduct sixteen hours)
Hot Wash	Immediately following exercise
Draft AAR submitted to Point of Contact	Within two weeks of exercise
After Action Conference	Within three weeks of exercise
Final AAR/IP	Within four weeks of exercise

IV. Personnel

Exercise Project Staffing

Assigned staff members will work in conjunction with the CTP Leadership to develop an exercise Planning Team. This Planning Team will consist of representatives from the interested agencies and will be utilized to assist in the development of objectives, determination of target capabilities, review of documents, and offering of specific expertise about local issues and concerns related to the exercise.

EnviroSafe will fully staff and support the two exercises using two project teams: Exercise Support Staff and Exercise Conduct Staff

Exercise Support Staff

Exercise support staff will be involved in every stage of exercise design and development, conduct, and evaluation and will coordinate all exercise activities. The Exercise Support Staff will be directed by the

Project Lead/Exercise Director who will interface with the Deputy Project Lead/Evaluator to ensure the successful completion of all exercise tasks, goals, and objectives.

The Project Lead/Exercise Director will oversee the Exercise Support Staff to ensure that all exercise materials and plans are accurate and reflect the latest knowledge available. The Project Lead will also oversee all activities and staff during the conduct of the exercise to ensure seamless coordination with all partner agencies and the technical accuracy of all exercise activities

The Deputy Project Lead/Exercise Director will serve as backup for the Project Lead. The Deputy Project Lead/Evaluator will work closely with the Project Lead during exercise planning and design to ensure that the exercises are conducted in such a way as to effectively evaluate the desired goals and objectives of the exercise. This will ensure that the evaluation portion of the exercise is fully integrated into all aspects of exercise planning, design, conduct, and review

Subject Matter Experts will be utilized during the review of the existing plans and development of the training program for evaluators and other staff participating in the exercises. The subject matter experts each have extensive experience in NIMS and ICS, Public Health Preparedness, Emergency Management, the Strategic National Stockpile, Communications, and HSEEP compliance.

IT Support will be available throughout the planning stages for guidance on best practices and technology usage during the webinars and exercises. IT support will be offered to participants one week before each session and during each session to handle any technology challenges that may arise.

Exercise Conduct Staff

Exercise Conduct Staff will provide support for the conduct and evaluation of the exercise under the supervision and guidance of the Exercise Support Staff. All Exercise Conduct Staff will have experience in the conduct of emergency exercises and will be assigned to positions that match their specific expertise and capabilities.

ETACS subject matter experts will provide support for the ETACS technology and support to participants in using the system. EnviroSafe will staff ETACS with a subject matter expert in order to provide realistic telephone communications to enhance exercise realism and plausibility.

Exercise Director will provide overall controlling functions of the exercise and will coordinate with all site exercise controllers.

Exercise Site Controllers will be assigned at each exercise site during the functional exercise and will coordinate the exercise from those locations under the direction of the Exercise Director.

Evaluators trained by EnviroSafe (client will provide) will use HSEEP compliant Exercise Evaluation Guides (EEGs) to provide exercise participants with feedback, recommendations, and insight into how actions and decisions during the exercise would positively or negatively impact the overall goals and objectives of emergency response.

Administrative Staff will be available throughout the project to support the Project Lead in administrative functions such as editing, writing, gathering participant data, and other tasks as assigned. Administrative staff will also assist in signing in participants for all sessions.

All of EnviroSafe's exercise staff has considerable experience and expertise in the areas of strategic planning, Public Health Preparedness, Emergency Management, Information Management, and training. All staff have designed or participated in numerous tabletop exercise, full scale exercises, and functional exercises.

Key staff to be included in this project includes:

D. Kevin Dull
PRESIDENT / CEO
Project Lead / Controller

enviroSAFE

Professional Background

Mr. Kevin Dull is the founder and President of EnviroSafe Consulting and Investigations, Inc., a consulting firm specializing in regulatory compliance Large Exercise Design and Implementation, Process Hazards Analysis, Specialized Hazardous Materials Response, Continuity of Operations Plans, Terrorism/Bioterrorism Planning, Training and Response, Specialized Training and Implementation of HAZMAT Teams, Forensic Investigations, and Environmental/ Safety and DOT facility audits.

Mr. Dull has designed and developed over 150 exercises ranging from tabletop to very large full scale. He is very familiar with federal, state, and local Emergency Operations Plans and Procedures as well as communications.

Mr. Dull has an extensive background in Forensic Investigations involving the shipment of Hazardous Materials both Highway and Rail. Mr. Dull is a leading expert regarding fire investigations involving chemicals used as incendiary devices. He investigates structure fires from small residential losses to large industrial losses. He has worked fire fatality investigations both accidental as well as incendiary. He has been declared a nationally leading expert regarding the chemical Sodium Hydrosulfite. Mr. Dull works closely with the Department of Homeland Security and Office of Domestic Preparedness.

He was associated with the Chemical Industry for more than 15 years with 11 years at the executive level. He has implemented from ground level an EPA Level III Hazardous Materials Response Team that is nationally recognized with a large regional response area. He has directed several large-scale emergencies across North America involving chemical releases both at fixed facilities and transportation accidents. Mr. Dull is considered a Hazardous Materials Specialist under NFPA 472 in many areas.

Mr. Dull was responsible for implementing a full Health, Safety, and Environmental Affairs program for a large chemical company. This included the development of a proactive employee involved safety program that resulted in a dramatic decrease of OSHA reportable accidents and illnesses. This program received state attention and is used as a model program throughout the industry.

While associated with the Chemical Industry, Mr. Dull led more than 25 internal and external compliance audits throughout the United States. He has been very successful in achieving significant Safety and Environmental improvements throughout his career.

Education

B.S., Western Carolina University, Cullowhee, North Carolina
Industrial Technology/Industrial Safety – 1984

B.S., Western Carolina University, Cullowhee, North Carolina
Emergency Services Management - 1984

Professional Experience

President/CEO, 1995 - Present

EnviroSafe Consulting & Investigations, Inc., Graham, North Carolina

Development and Implementation of an EPA Level III Hazardous Materials/Confined Space Rescue Response Team. Responsible for international response to chemical related emergencies to assist with tactical considerations, behavioral modeling, and in-depth investigations. Conducts Specialized Fire Investigations involving chemicals. Considered to be the leading expert in North America regarding Sodium Hydrosulfite and incidents involving this chemical.

President, 1999 – Present

Benco Specialties, Graham, North Carolina

Benco is a specialized company in industrial operations such as logistics, warehousing, and blending hazardous materials and packages for sell to customers throughout North America. Specializes in product development, manufacturing, and packaging for consumer products. Benco is a distributor of fine chemicals in North America.

Corporate Director, Health, Safety, Environmental, & ISO Compliance, 1989 – 2000

Burlington Chemical Company, Inc., Burlington, North Carolina

Responsible for start-up and managing the Health, Safety, & Environmental Affairs Department. This encompassed all governmental compliance aspects of the chemical industry. This includes CAA, CWA, SARA Title III, RCRA, DEA, DOT, OSHA, US Customs, TSCA, etc. This also included the positive certification for imports under Section 13 of TSCA along with compliance with Section 12 regarding exports. Prepared all Premanufacture Notifications to the EPA for new chemical substances and structures. Responsible for the Customer Service Care Center handling special requests from customers. Directed all aspects of the ISO 9001 certification program. Implemented, trained, and managed an EPA Level III Hazardous Materials/Confined Space Rescue Response Team of 27 personnel. Had the Hazardous Materials/Confined Space Rescue Team listed with North Carolina Emergency

Management as a mutual aid responder along with the Federal Emergency Management Agency for national response to hazardous material emergencies. This team also responded to chemical emergencies for all of Alamance County.

Director, Surry County Office of Fire Marshal and Emergency Management, 1986 - 1989

Surry County, Dobson, North Carolina

Directed operations regarding fire inspections and investigations. Handled all emergency response planning and response for county agencies. Responded and directed major emergency incidents.

Paramedic, Iredell County Emergency Medical Services, 1984 - 1986

Iredell County Emergency Medical Services, Statesville, North Carolina

Provided pre-hospital advanced life support care to the sick and injured

Director, University Emergency Medical Services, 1980 - 1984

Western Carolina University Emergency Medical Services, Cullowhee, North Carolina

Director of a student staffed EMS responsible for pre-hospital care of the sick and injured.

Certifications

Certified NFPA 472 Hazardous Materials Specialist
IATA Dangerous Goods via Air Certified
Certified NFPA 472 Hazardous Materials Technician
National Fire Academy Fire and Arson Investigations
Listed on the National Registry of Safety Professionals
National Fire Academy Hazardous Materials Incident Analysis
National Registry of Safety Professionals
Certified Private Investigator—North Carolina License #3316
Certified ODP Instructor with Department of Homeland Security (DHS)

Memberships

American Society of Safety Engineers (Professional Member)
North Carolina Association of Hazardous Materials Responders
North Carolina Hazardous Materials Steering Committee
Chairperson, Alamance County Local Emergency Planning Committee
National Safety Council
Chairperson, Alamance County Nuclear, Biological, and Chemical Terrorism Preparedness Committee
American Association of Textile Colorist and Chemist
National Fire Protection Association – National Chapter
Alamance County Greg Cartier Memorial Scholarship Selection Committee
Alamance County/Burlington Arson Task Force
North Carolina Compliance & Preparedness Committee with N. C. Emergency Management Agency
National Association of Fire Investigators
International Association of Arson Investigators
Operations Chief, Graham Fire Department Hazardous Materials Responses Team

Mr. S. Dewayne West, CEM, CFI
PLANNING & DESIGN SPECIALIST
Evaluator/Subject Matter Expert



Mr. Dewayne West is a Planning and Design Specialist for EnviroSafe. Mr. West has 20 years of focused experience in emergency services working to prepare, develop and refine response and recovery capability for natural and manmade disasters. He has a proven quality performance in disaster environments in both the responder and emergency operations center manager roles. In his role as Planning and Design Specialist with EnviroSafe, Mr. West is able to use his extensive background in emergency management, disaster response and recovery, systems development and resource coordination to develop comprehensive exercises of various scales.

Prior to joining EnviroSafe, Mr. West was the Director of Johnston County Emergency Services, where he was responsible for the daily operations of the Emergency Management Office, the Fire Marshal's Office and the Emergency Medical Services Office. He also developed and enhanced numerous response and recovery plans and operational guidelines and improved response capability by enhancing the equipment and facilities of the county.

Mr. West has served as President of the North Carolina Emergency Management Association for two terms, President of the International Association of Emergency Managers (IAEM) 2005-06, member of the Board of Directors for the National Association of Counties (NaCo) and as Vice Chairman of the Emergency Management Accreditation Commission (EMAP) for several years. He has provided Congressional testimony before the NC Legislative Study Commission on Disaster Responses and Recovery in 2000, before the US House of Representatives Committee on Transportation and Infrastructure in 2005, and before the US House of Representative Committee on Oversight and Government Reform in 2007.

Mr. West continues to learn through attendance in numerous professional development courses in subjects including management, policy development, recovery and mitigation, terrorism, and the National Incident Management System (NIMS)

Education/Military Service

Medical Corpsman, United States Army
Fort Sam Houston, Texas – 1966

Officer Candidate School, North Carolina Military Academy
Fort Bragg, North Carolina – 1973

Management Training Institute, University of North Carolina
Charlotte, North Carolina – 1984

Nuclear, Biological and Chemical Hazards Course, United States Army

Fort Bragg, North Carolina - 1987

Professional Experience

Planning and Design Specialist, 2008 - current

EnviroSafe Consulting and Investigations, Inc., Graham, North Carolina

Director, 1988 – 2007

Johnston County Emergency Services, Smithfield, North Carolina

Served as the first full-time Director for Johnston County. Oversaw day-to-day operations of the Emergency Management Office, the Fire Marshal's Office and the Emergency Medical Services Office. Supervised a staff of six full-time and three part-time employees and served as liaison to 24 volunteer fire departments and eight volunteer emergency medical service providers. Planned, developed and administered annual budgets including oversight of state and federal grants. Responsible for management of Emergency Operations Center and supervised multiple agencies in a coordinated effort to respond to and recover during emergency incidents or disasters.

Health Services Coordinator, 1981 - 1988

Johnston Community College, Smithfield, North Carolina

Responsible for coordinating county-wide training for 24 fire departments, and nine EMS providers, health services organizations and the private sector. This required working with multiple agencies, identifying training needs, locating and contracting with appropriate instructors, and monitoring on-going training programs. Implemented the first county-wide continuing education classes for emergency medical service personnel.

Certifications

Nationally Certified Emergency Manager (CEM)

Train-the-Trainer HSEEP Certification

Certified Fire Investigator

Memberships

North Carolina Army National Guard (Retired)

Life Member of the N.C. National Guard Association

North Carolina Emergency Management Association (President, 1996-1998)

North Carolina Association of EMS Administrators

North Carolina Association of County Fire Marshals

International Association of Emergency Managers (President, Region IV, 1999-2000)

International Association of Emergency Managers (President, 2004-2005)

International Association of Arson Investigators (N.C. Chapter)

Emergency Management Accreditation Commission (EMAP) – Vice Chairman

National Association of Counties (Board of Directors, 2006-2007)

Professional Presentations

Presenter at Diamond State EMS Conference, Dover, Delaware
Presenter at NENA Annual Conference, Greensboro, North Carolina
Presenter at NCCEM (IAEM) Annual Conference, Anchorage, Alaska
Presenter at Genesis (GIS) Annual Conference, Breckenridge Colorado
Presenter at International Joint Operations Chiefs Conference (IJOCC), London, England
Presenter at Golden Spear Conference – Emergency Management Standards, Cairo, Egypt
Adjunct Faculty Lecturer – Emergency Management Training Institute, FEMA
Adjunct Faculty Lecturer – University of North Carolina, School of Public Health, Community Preparedness and Disaster Management Program
Presenter at Emergency Management Conferences in North Carolina, Alabama, Kansas, Arizona, Kentucky, Maine and Florida

Emergency Management Institute



FEMA

This is to certify that
Sanford Dewayne West
successfully completed
Homeland Security Exercise and
Evaluation Program (HSEEP)
Train-The-Trainer
2.5 IACET CEU
May 18 - 21, 2009

Deputy Superintendent
Emergency Management Institute



Superintendent
Emergency Management Institute

Ms. Kathrine Noel, R.N.
PLANNING AND DESIGN SPECIALIST



Ms. Kathrine Noel is a Planning and Design Specialist for EnviroSafe. Ms. Noel has been a part of one of the newest developments in the public health sector, Public Health Preparedness and Response. She was the first Public Health Preparedness Coordinator for Granville Vance District Health Department (GVDHD), developing agency preparedness plans, collaborating with partner agencies, and functioning as a responder. She developed the SNS Plan with annual updates for GVDHD, provided training for local health department staff as well as community partners, and coordinated exercises relating to SNS activities. The GVDHD SNS plan is based upon an all hazards, multidisciplinary approach with strong emphasis on planning and coordination with community partners. Additionally, she gave numerous presentations to community civic groups to strengthen the understanding of the role that public health plays in an event requiring activation of the SNS.

Also while with GVDHD, she worked as part of a regional team to develop a regional approach to SNS planning, which includes coordinated forms and protocol development. The work of this group continues to be used as an excellent example of planning and response coordinator.

She then undertook and completed a six-month focused project for Alamance County Health Department that involved developing the Independent Point of Dispensing protocol, which is an annex to the already established Alamance County SNS Plan. The project involved recruiting Independent POD agencies, SNS training for partner agencies, development of the protocol, and implementation of the program. Data collection tools, contracts, and the NAPH were all key elements developed in this project. The partner agency cultivation and collaboration resulted in the development of a plan that the county is currently using to enhance the mass medication distribution process.

Ms. Noel has worked with Public Health Response and Surveillance Teams extensively and maintains a working relationship with the public health community in North Carolina. Ms. Noel earned her diploma in Nursing from Watts School of Nursing in Durham, North Carolina.

Education

Diploma in Nursing; Watts School of Nursing
Durham, North Carolina

Professional Experience

Planning and Design Specialist, 2007- present
EnviroSafe Consulting & Investigations, Inc., Graham, North Carolina

Assist clients with planning in the area of public health preparedness
Exercise design and development

Exercise implementation and follow-up

Special Project Coordinator, 2007

Alamance County Health Department, Burlington, North Carolina

Planned, developed, and implemented the closed POD portion of the SNS plan

Public Health Preparedness Coordinator, 2003-2007

Granville-Vance District Health Department, Henderson/Oxford, North Carolina

Served as a responder for public health events

Developed and implemented public health preparedness plans (Strategic National Stockpile, Pandemic Influenza, Smallpox, All-Hazards Plan)

Wrote first Pandemic Influenza Plan for GVDHD and implemented the components of the plan involving training and exercising for pan flu activities including surge and mass fatality

Collaborated with partner agencies in counties

Coordinated and taught health department preparedness classes for the district

Spoke to local groups about preparedness issues (SNS, pandemic influenza, volunteering)

President and CEO, Sun Medical Supply, Inc. 1987-1999

Henderson/Oxford, North Carolina

Organized the home healthcare equipment company startup and operational plans and policies

Served as operations manager and CEO through twelve years of growth in a highly competitive industry

Oversight of regulatory compliance issues and accreditation

Active member of business community on the local, state, and federal level

Collaborate with partner/referral agencies to provide outstanding patient care

This successful business was sold to a national provider in 1999

Infection Control Practitioner and Utilization Review Coordinator, 1984-1987

Granville Medical Center; Oxford, North Carolina

Developed and implemented a new infection control program at the medical center

Taught in-service education classes on various infection control topics

Monitored and responded to inpatient and outpatient communicable disease events

Certification and Training

Registered Nurse

FEMA Emergency Management Institute IS-547 *Introduction to Continuity of Operations (COOP)*

ICS training through the 400 level

Multiple public health preparedness and response courses (chemical/radiological response, mass clinic preparation, Epi Teams development, public health emergency law, public health and behavioral

health, epidemiology, isolation and quarantine, communicable disease surveillance, forensic epidemiology, SNS operations)
Completed the Pandemic Influenza course through the General Communicable Disease and Control Branch, N.C. Public Health

Ms. Kathleen Colville
PLANNING & DESIGN SPECIALIST
Subject Matter Expert

enviroSAFE

Kathleen Colville is currently the Emergency Preparedness Coordinator for the Alamance Regional Medical Center and is a consultant for EnviroSafe. She is responsible for preparing the health system's response to natural and man-made disasters, including chemical, biological, and radiological terrorism and pandemic flu. Ms. Colville trains staff and others in the Incident Command System and the recognition of terrorist agents. She writes emergency plans for risk communication, facility compromise, business continuity, and distribution of the Strategic National Stockpile. She wrote Alamance County's SNS and CHEMPACK programs.

Ms. Colville holds a B.A. in Comparative Literature from Brown University and a Masters in Social Work and Masters of Science in Public Health from University of North Carolina at Chapel Hill.

Education

BA, Brown University, Providence, Rhode Island
Comparative Literature

MSW, MS, University of North Carolina at Chapel Hill, Chapel Hill, North Carolina
Master of Social Work
Master of Science in Public Health

Professional Experience

Planning and Design Specialist, 2006-Current
EnviroSafe Consulting & Investigations, Inc., Graham, North Carolina

Emergency Preparedness Coordinator, Alamance Regional Medical Center

Public Health Preparedness and Response Coordinator, Current
Alamance County Health Department, Burlington, NC

Language Arts and Literature Fellow
Eagle Rock School, Estes Park, CO

North Carolina Public Ally
Mary E. Phillips High School, Raleigh, NC

Mr. William R. Gardner
PLANNING & DESIGN SPECIALIST
Subject Matter Expert



Mr. William Gardner is a Planning & Design Specialist with EnviroSafe and has function as the Public Health Preparedness Coordinator for Catawba County Public Health (CCPH) where he develops and implementation of all types of planning projects varying from Strategic National Stockpile (SNS), to developing Pandemic Influenza plans. Additionally, Mr. Gardner's position requires he coordinates the efforts of community partners (public & private) and other government agencies/assets to support the SNS efforts of the local community. Mr. Gardner has exercised all aspects of the local SNS Plan, has consulted on the development of other county's plans, evaluated local, regional and State SNS activities. Mr. Gardner is often called upon to assist local businesses in the development of their Emergency Response Plans and serves as a member of the Local Emergency Planning Committee. He has received exercise and planning training from the CDC and North Carolina Public Health Preparedness & Response Section. He has completed all level of Incident Command Training (ICS – 100 through 400, IC -700 & 800) and has completed advanced training as Operations Section Chief, Resource Unit Leader and Planning Section Chief. Mr. Gardner functions within CCPH include being the Epidemiology Team Leader, Deputy Safety & Security Officer and Workforce Development Coordinator.

The focus of Mr. Gardner's position with CCPH was the coordination of public health preparedness within the county, the Public Health Region 7, and the State of North Carolina. Responsibilities included planning for the receipt of the SNS, coordinating the emergency response plans of Public Health as it responds with local and State agencies, facilitating safety committees, aid in the organization of the local Medical Reserve Corps, smallpox pre-event and post-event planning, pandemic influenza planning, and assisting Emergency Management with the coordination of the response to emergencies involving suspected weapons of mass destruction. Mr. Gardner has completed training in Post Bomb Blast Investigation (FBI & ATF) and Technical Emergency Response to Chemical Weapons (FEMA CDP – TERT). His equally important tasks included the coordination of the Special Medical Needs Shelters, leading the annual mass vaccination exercises, and building relationships with the emergency response community.

Prior to joining Catawba County Public Health, Mr. Gardner was the Forensic Supervisor and Chief Investigator for the Palm Beach County Medical Examiner's Office. While in that position, he was the lead medicolegal investigator into the death of Robert Stevens, the first Anthrax fatality. Mr. Gardner was the *Instructor of Forensic Medicine* at Marshall University School of Medicines – Graduate Forensic Science program, Coroner for Cabell & Wayne Counties West Virginia, Forensic Anthropology Consultant to the Office of the Chief Medical Examiner – Charleston, West Virginia.

Mr. Gardner graduated from Lenoir-Rhyne College in Hickory, NC and received his Masters degree from Marshall University, Huntington, West Virginia.

Education

BS, Lenoir – Rhyne College, Hickory, North Carolina

Biology - 1992

MA, Marshall University, Huntington, West Virginia

Biology/Anatomy - 1998

Professional Experience

Planning and Design Specialist, 2006-Current

EnviroSafe Consulting & Investigations, Inc., Graham, North Carolina

Public Health Preparedness Coordinator, 2005 - current

Catawba County Public Health, Hickory, North Carolina

Created and maintained the Catawba County Strategic National Stockpile Plan; Consult with other counties on plan format and content; Establishes a local SNS Committee comprised of seven subcommittees; Designed, planned and executed exercises involving all aspects of the local SNS plan; planned and organized the Regional SNS Exercise (2007); Evaluated PHRST Regional SNS Exercise (2007). Facilitated planning, resource acquisition, and evaluated Regional SNS (LRS) exercise (2008). Responsible for Local Emergency Preparedness & Response for Catawba County Public Health; Disaster Planner: Bioterrorism, Pandemic Influenza; Strategic National Stockpile; Biological Detection System (USPS), Potassium Iodide Plan. Exercise Planner (Mass Dispensing & Special medical Needs Shelter); NIMS Compliance; Operations Section Chief (NCEM); Catawba County LEPC; Frye Regional Medical Center Disaster Committee; Catawba Valley Medical Center Disaster Committee; Lenoir-Rhyne College Disaster & Emergency Committee; Catawba County PIO's; Medical Mobile Unit Driver.

Pathologist Assistant and Medical Illustrator, 2005

Ruffalo, Hooper & Associates, MD, P.A., Tampa, Florida

Anatomy and Physiology Instructor, 2003 - 2005

Catawba Valley Community College, Hickory, North Carolina

Biology / Earth Science High School Teacher, 2003 - 2005

Hickory High School, Hickory, North Carolina

Forensic Supervisor, 2001-2003

Fifteenth Judicial District Medical Examiner's Office, West Palm Beach, Florida

Public Health Preparedness Coordinator, 2005 - current

Catawba County Public Health, Hickory, North Carolina

Certifications

Hazardous Material Technician - Operations
Incident Command System 100-400, 700, 800

Various WMD response training certifications
Numerous Bioterrorism and Public Health response training certifications

Memberships

North Carolina Emergency Managers Association
North Carolina Hazardous Materials Association
Western Carolina Public Health Association
North Carolina Public Health Association
Hickory Rotary Club

Joshua B. Allen
PLANNING AND DESIGN SPECIALIST
Evaluator

enviroSAFE

Professional Background

Mr. Allen is a Planning and Design Specialist for EnviroSafe Consulting and Investigations, Inc. Mr. Allen has experience working with non-profit organizations, higher education institutions, and State and local government agencies in addition to working for Emergency Management/Homeland Security contractors. He has studied complex adaptive systems at the graduate level and is currently developing a replicable community preparedness model for localities. Mr. Allen developed HSEEP compliant Functional and Tabletop exercises for Georgetown University and George Mason University in addition to evaluating regional tabletop exercises for Vermont, New Hampshire, and Maine. He has a graduate certificate in Emergency Management from the University of North Carolina at Charlotte where he is currently pursuing his master's in public administration. He has analyzed and evaluated exercises for organizations of various functional capacities.

Education

MPA, University of North Carolina at Charlotte, Charlotte, NC

Public Administration with concentration in Emergency Management (will graduate in December 2009)

B.S., Western Carolina University, Cullowhee, NC

Political Science

Graduate Certificate, UNCC, Charlotte, NC

Emergency Management

Professional Experience

Planning and Design Specialist, 2009 - present

EnviroSafe Consulting and Investigations, Inc., Graham, North Carolina

Mr. Allen is a Planning and Design Specialist for EnviroSafe where he designs, conducts, and provides evaluation activities for exercises and workshops. He develops written materials for clients, including planning documents, exercise documents, meeting agendas, after action reports as well as other writing projects. He coordinates the marketing team focused on proposal development and bid documents.

Emergency Planning Associate, Summer 2009

George Mason University

- Served as exercise scenario researcher and designer for George Mason University Department of Environmental Health and Safety
- Identified and developed hazard scenarios based on field research, site surveys, and discussion with various University Departments
- Developed exercise objectives and evaluation tools for validation of standard operating procedures
- Designed detailed evacuation exercises for two University campuses
- Identified critical responsibilities for University agencies during an activation of Virginia's state shelter plan

Emergency Management Associate, Summer 2009

Georgetown University

- Served as exercise scenario researcher and designer for the Georgetown University Office of University Safety
- Identified and developed realistic hazard scenarios based on field research, site surveys and discussion with various University Departments
- Developed relevant exercise injects and Master Sequence of Events Lists (MSELs) based on specific scenario research findings and evaluated functional exercise
- Worked closely with the Director of Emergency Management to ensure that exercise scenarios met the needs of the Georgetown University ERT (emergency response team) and EOP (emergency operation plan)
- Interfaced with FBI security specialist, Secret Service, and the Threat Management Unit (TMU) for CIA
- Served as a member of a multi-discipline University team involved in the data collection, survey, research and authoring of building specific occupant emergency plans (OEPs)
- Worked on a Federal grant: Department of Energy Higher Education for Emergency Management Planning (2009-2010)

Emergency Exercise Design Assistant, Spring 2009

The University of North Carolina at Charlotte

- Developed a multiple-incident Emergency Response Scenario with injects and MSEL for emergency response evaluation

- Designed scenario based on specific scenario research findings
- Created a realistic scenario and ensured agency participation

Exercise Support Specialist, March (per diem) 2009

Community Research Associates (CRA), Inc.

- Supported Facilitator during Table Top Exercise (TTX) of local government agencies from the Northern jurisdiction of Vermont and New Hampshire
- Supported Facilitator during Table Top Exercise (TTX) of local government agencies from the state of Maine
- Assessed agency interoperability and targeted areas for improvement to achieve HSEEP compliance
- Utilized Exercise Evaluation Guides (EEG) to analyze data and made recommendations for the After-Action Report (AAR)

The Foundation of Shalom Park at Charlotte, October 2008 – February 2009

Freelance Security Consultant

- Developed the Emergency Operations Plan for 54 acre park including 12 autonomous agencies, servicing 16,000+ people.
- Created a detailed evacuation plan for the park in coordination with Director of Safety and Security, Police, Public Transportation, and public and private schools
- Developed a tiered system of evacuation and phase withdrawal per incident or scenario
- Assessed risk and vulnerability, and identified operational/security risks
- Acted as liaison to city Emergency Response commanders
- Negotiated evacuation shelter agreements with external organizations and developed MOUs

Certifications

FEMA Independent Study Courses

IS-5a, IS-100.A, IS-100.HE, IS-111, IS-120.a, IS-130, IS-139, IS-208, IS-235, IS-288, IS-700, IS-800.b

Anti-terrorism Level I training, 1/14/2009

Spectator Sport Security Management Training, 7/21/2009 – 7/22/2009

Memberships

Member of Contingency Planning Association of the Carolinas (CPAC), 2009-2010

V. References



Project: SNS and Chempak distribution and deployment

Client: North Carolina Department of Health and Humans Services, Department of Public Health, Public Health Preparedness & Response

Key Staff Assigned: Kevin Dull, David Holder, Steve Naylor, Danny Lineberry, John Glenn, Randy Jones

Contact: Phillip Benson, 1902 Mail Service Center, Raleigh, NC, 27699, phillip.benson@ncmail.net, 919-715-0846

EnviroSafe was awarded a contract with North Carolina Public Health Preparedness & Response (PHP&R) under Department of Public Health in the Department of Health and Humans Services in 2006 to conduct a series of exercises testing SNS and CHEMPACK distribution and deployment. Because of the excellent consultative services EnviroSafe provided during this project, PHP&R chose to renew its contract with EnviroSafe for public health exercises in 2007 and again in 2008. EnviroSafe worked with PHP&R to design, conduct, and evaluate a three-year training and exercise schedule. These Interactive Video Evaluator Training Modules were shown and then facilitators opened discussion with participants about how to best deal with the controller or evaluator issues encountered.



Project: Strategic National Stockpile Point of Dispensing Full-Scale Exercises

EnviroSafe coordinated the conduct of seven full-scale SNS Point of Dispensing (POD) Exercises—one per Public Health Regional Surveillance Team (PHRST) region.

The series was established to identify opportunities for improving the State's overall preparedness for an event requiring the distribution of SNS assets. EnviroSafe was contracted by NCPH to facilitate and evaluate the exercises.

The exercises were designed to bring together emergency responders from partner agencies, and neighboring jurisdictions to evaluate plans and procedures for the distribution of SNS assets. The series represented small, medium, and large jurisdictions with varying numbers of POD sites planned in order to provide feedback on a variety of operations so that the lessons learned could be useful throughout the state.



Project: 2008 SNS Operation Forward Pass Exercise Series

EnviroSafe conducted Operation Forward Pass as a seven-region full scale exercise series across North Carolina in April through June of 2008. The exercises were developed to test PHP&R's ability to redistribute the SNS to county public health Local Receiving Sites

(LRS) by selecting one host county from each PHRST region to activate their LRS. Planning, Communications, Medical Supplies Management and Distribution, Mass Prophylaxis, Medical Surge, and Emergency Public Information and Warning were the target capabilities tested during this exercise. Participating agencies in this exercise series included North Carolina Public Health, N.C. Emergency Management, county health departments, and numerous local fire and law enforcement agencies. EnviroSafe designed, conducted, and evaluated each exercise

Santa Clara County
Public Health Department



**Project: Santa Clara County Hospitals and Public Health
Pandemic Influenza Care Centers Functional Exercise**
Contact: Per Schenck, M.S., Stanford Hospitals and Clinics,
pschenck@stanfordmed.org, 650-723-0592

Santa Clara County Public Health Department contracted with EnviroSafe in May 2008 for the Santa Clara County Hospitals and Public Health Pandemic Influenza Care Centers Functional Exercise. A second contract with Santa Clara County was entered into with EnviroSafe for the design and conduct of the Santa Clara County Higher Education Pandemic Influenza Tabletop Exercise

The Santa Clara County Hospitals and Public Health Pandemic Influenza Care Centers (ICCs) Functional Exercise (FE) was conducted in early June 2008 and was a collaborative effort between the hospitals and public health department of Santa Clara County. The exercise was organized for hospitals to test the newly adopted triage guidelines, the ability to plan for surge, and the related communications for the Pandemic Influenza Care Centers of Santa Clara County. The exercise was designed to be run from a central Simulation Cell (SimCell) at the Medical Health Operations Center (MHOC). The SimCell injected patient cards directly to the simulated ICC and to individual hospitals that then applied the triage guidelines and determine if a patient should be admitted to their respective site (ICC or hospital) or transported to a different site. Transport away from the particular site required communication with the MHOC to determine which site would be most appropriate depending on current bed availability and severity of symptoms.



USVI
DEPARTMENT OF HEALTH

Project: Pandemic Influenza Tabletop and Functional Exercises
Client: U.S. Virgin Islands Department of Health

Of unique interest, EnviroSafe traveled to the U.S. Virgin Islands in the second half of 2007 to conduct a Strategic National Stockpile TTX that focused on a pandemic influenza event. Based on the positive experience in 2007, EnviroSafe conducted three additional pandemic influenza TTXs and functional exercises (FEs) in 2008 for the **USVI Department of Health**. These exercises included a mass fatality

tabletop exercise, a community containment/school closure full scale exercise, and an antiviral distribution full scale exercise.



Client: City of North Port, Florida
Project: Continuity of Operations Plan Writing, Orientations, and Full-Scale Exercise
Staff Assigned: Kevin Dull, Steve Naylor
Contact: Richard Berman, 4980 City Center Blvd
North Port, FL, 34286, rberman@cityofnorthport.com, 941-240-8189

EnviroSafe contracted with the **City of North Port, Florida** in July of 2008 on a three phase project to write the Continuity of Operations Plan for the city, orient city employees to the plan through departmental orientation sessions, and test the plan through a full-scale exercise. The full-scale exercise required city employees to utilize the COOP in relocating to alternate facilities due to an emergency evacuation of their primary location and successfully conduct daily business. The City of North Port COOP followed guidance from FEMA.



Project: Continuity of Operations Plan Writing, Orientation, and Full-Scale Exercise
Client: City of Venice, Florida

The **City of Venice, Florida**, contracted with EnviroSafe in September of 2006 to write the Continuity of Operations Plans for the city. EnviroSafe conducted an evaluation of each department and commission and created a plan based on department head interviews and review of policies currently in place. EnviroSafe staff then provided orientation seminars to teach employees about the plan. To finalize the plan and test its use, a full-scale unannounced exercise was conducted to evaluate the implementation of the plan.



Project: Pandemic CIPHER
Client: North Carolina Emergency Management
Key Staff Assigned: Kevin Dull, David Holder, Dr. Roy Alson, Steve Naylor, Danny Lineberry, John Glenn, Randy Jones
Contact: Carolyn Freitag, Division of Emergency Management
4713 Mail Service Center
Raleigh, N.C. 27699
(919)715-9213
Cfreitag@ncem.org

North Carolina Emergency Management contracted with EnviroSafe to conduct Pandemic CIPHER, the North Carolina Statewide Pandemic Influenza full-scale exercise (FSE) which was the first of its kind in the United States. Pandemic CIPHER was a complex exercise that incorporated several jurisdictions

across the state and tested pandemic influenza and terrorism response capabilities. It included full activation of the State Emergency Operations Center (EOC) and eight county EOCs.

In preparation for the Pandemic CIPHER project, EnviroSafe staff conducted two 2-day regional workshops on HSEEP guidelines and trained evaluators for the statewide exercise. These workshops were unique in the fact that a DVD was created with short video clips of common scenarios encountered during the evaluation of exercises.

In conjunction with Pandemic CIPHER, EnviroSafe was used as a beta test for the Department of Homeland Security Exercise Evaluation Guides (EEGs). EnviroSafe, working with the State of North Carolina, utilized existing EEGs, provided feedback on their usefulness, and recommended changes. This experience began EnviroSafe's proven track record in EEG development and use.



Project: Colorado Hospital Association Mass Evacuation Summit
Client: Colorado Hospital Association

During July, 2009, EnviroSafe conducted a Summit for the Colorado Hospital Association that was designed to provide the participants with an opportunity to evaluate and gather tools for updating their current mass evacuation plans. There were 179 participants, which were divided into groups according to hospital size, region, etc. Each group of 10 was led by a Facilitator, who kept the participants on-task and asked a series of questions designed to elicit responses from each facility regarding their mass evacuation planning needs. Information gathered during the table discussions was entered into EnviroSafe's ETACS system and this information was observed by a team of Monitors in the room. At the end of each session, the EnviroSafe Project Lead gave a synopsis of the groups' findings during that session. At the end of the Summit, data from all of the sessions was collected from ETACS and reports were generated.

The objectives of the CHA Summit were:

- To have statewide collaboration for hospital planning
- To produce a hospital evacuation plan draft
- To provide guidance for hospitals to tailor the template plan to individual facility needs
- To share best practices
- To provide consistency for evacuation planning

The planning team for this conference worked with EnviroSafe to produce the questions for the questionnaire for the internet based discussion forum used during Summit sessions, conference materials and resources, agendas, and an evacuation plan template. Upon successful completion of the program (participants were required to attend all sessions and complete all practice activities), each participant was provided with a USB drive that contained key tools, such as the hospital evacuation plan template, suggested topics to be addressed in future collaborative meetings among hospitals, etc., to assist them in the continued development or updating of their hospital's evacuation plan. Following the Summit, EnviroSafe held two follow-up forums so that participants could

exchange information about common questions that were identified during the Summit as well as discussing the continuation of the planning process, training, and exercise ideas.

During this very successful 2009 Summit, the need was identified for further collaboration among Colorado hospitals in determining the best ways to work together to plan for emergencies, and plans are under way for a similar Summit next year.



Project: American Express Airport Crisis Management Tabletop Exercise
Client: American Express Corporation

In April 2007, EnviroSafe conducted a critical Continuity of Operations exercise for the **American Express Corporation**. The purpose of the exercise was to evaluate the organization's ability to continue services in the event that a plane crash impacts their Greensboro, North Carolina facility.

This exercise utilized the EnviroSafe Technology and Communications System (ETACS). The ETACS provided a real-time electronic connection between all exercise locations through the use of internet messaging technology. EnviroSafe SimCell staff used the ETACS to deliver all non-phone exercise injects and participants used the system to chat with other participants, SimCell staff, or the exercise facilitator. The benefit of the ETACS is the electronic log of injects which is projected on a screen for reference during the exercise and then is easily incorporated into the AAR/IP.

American Express Corporation has also contracted with EnviroSafe to conduct a Public Health Crisis Management TTX in April 2008. This exercise also utilized ETACS



BON SECOURS
ST. FRANCIS HEALTH SYSTEM

Project: Patient Surge and Discharge Functional and Hospital Evacuation Full-Scale Exercises
Client: St. Francis Hospital System

In August 2008, EnviroSafe designed, conducted, and evaluated a patient surge and discharge FE for **St. Francis Hospital System** in Greenville, SC. Using a severe weather scenario, the exercise completed the following objectives: emergency discharge, review of surge and decision making processes, and practice of critical thinking.

St. Francis Hospital System also completed a hospital evacuation FSE involving hospital nursing and command staff, as well as local first responders in October 2008. The exercise required the horizontal and vertical evacuation of patients, coordination between the hospital and first responders, and incident management using HICS by command staff. Training on proper lifting and moving of patients was conducted before the exercise.



Client: Moses Cone Health System
Project: Full-Scale Chemical Release Exercise
Project Dates: May 2007-August 2007
Staff Assigned: Kevin Dull, Steve Naylor, David Holder, Danny Lineberry
Contact: Jody Moore, 1200 North Elm St., Greensboro, NC, 27401,
jody.moore@mosescone.com, 336-832-8001

Moses Cone Health System, in conjunction with Guilford County Emergency Management, contracted with EnviroSafe to design, conduct, and evaluate a FSE involving a chemical release in a populated area in July 2007. The exercise focused on surging three of Moses Cone Health System's facilities with patients suffering from chemical exposure. Evaluation of patient care was evaluated as patients were tracked through decontamination to hospital admission. The hospital was required to fully activate its command center, develop plans, coordinate with county emergency management, allocate resources, and distribute personnel across multiple facilities. Fifteen live victim actors as well as mannequins were used during this exercise.

Current Clients and Projects

The list below outlines some of our current projects and clients. More project information is available per request



Client: University of North Carolina Administration
Project: Table Top and Full Scale Exercises at all 17 UNC universities

The UNC System has contracted with EnviroSafe to provide all Design and Conduct for Tabletop and Full Scale exercises at every UNC campus. The scenario will be ranging from Active Shooter scenarios, H1N1 exercises, mass fatality weather events, and chemical releases. This contract goes through 2010.



Client: Alexander County, NC
Project: Table Top and Full Scale Regional Exercises

Alexander County has contracted with EnviroSafe to provide a tabletop and a full scale exercise that addresses full evacuation of a specialized hospital with ventilator patients. This will be a scenario that involves a large weather event necessitating a full evacuation of a special needs population



Client: Rockingham County, NC
Project: Table Top and Full Scale Regional Exercises

Rockingham County has contracted with EnviroSafe to provide a series of exercises for local schools regarding civil unrest



Project: H1N1 Independent POD program planning and implementation

Client: Alamance County Health Department

EnviroSafe is currently assisting the Alamance County Health Department in updating their independent public POD program to adapt the procedures to vaccinations for H1N1. EnviroSafe staff is performing plan updates, just-in-time training for POD staff, and recruiting new POD sites for this influenza season.



Client: Greenville Hospital Systems, SC
Project: Table Top and Full Scale Regional Exercises including a NDMS/MMRS exercise

EnviroSafe has been contracted with Greenville Hospital Systems in South Carolina to provide a series of exercises ranging from Mass Fatality to Hospital Evacuations. EOC activations will occur at all hospital sites along with the South Carolina Emergency Management EOC

Types Copy

RFQ Addendum for Exercise Contractor - Cost Sheet

Deliverable	Activity	Sub-Activity	Activity Cost	Total Cost of Deliverable
Deliverable 1 Meet with CTP leadership to jointly develop overall concept, objectives, scenario, and timeline for exercises. Objectives must follow the SMART format (simple, measurable, achievable, realistic and task oriented). All components of exercise planning, execution, evaluation and follow up must be completed prior to August 8, 2010.	Meet with CTP to develop exercise concepts, objectives, scenario and timelines	NA	\$1,655.00	\$1,655.00
	Deliverable 2 For each exercise, provide exercise controllers, an exercise director and an adequate number of trained staff to perform exercise, planning, development and coordination			
	For each exercise, provide an adequate number of trained staff to perform exercise planning, development and coordination	3	\$2,500.00	\$7,500.00
	For each exercise provide an exercise director	1	\$1,335.00	\$1,335.00
For CRI/state exercise provide exercise controllers	9	\$1,855.00	\$16,695.00	
For COOP exercise provide exercise controllers	4	\$1,285.00	\$5,140.00	
Deliverable 3 For each exercise, conduct a minimum of 3 planning (initial, midpoint and final) conferences, 1 evaluator training, 1 evaluator debrief, and 1 after action planning conference at the CTP location as scheduled as part of the exercise plan developed between the contractor and CTP				
CRI/State exercise conduct initial, midpoint and final conferences, 1 evaluator training, 1 evaluator debrief, and 1 after action planning conference at the CTP location	CRI/State Initial planning meeting	\$1,655.00	\$1,655.00	
	CRI/State mid point planning meeting	\$1,655.00	\$1,655.00	
	CRI/State final planning meeting	\$1,655.00	\$1,655.00	
	CRI/State evaluator training	\$1,522.00	\$1,522.00	
	CRI/State evaluator debriefing	\$850.00	\$850.00	
\$17,014.00				

RFQ Addendum for Exercise Contractor - Cost Sheet

<p>For COOP exercise conduct initial midpoint and final conferences, 1 evaluator training, 1 evaluator debrief, and 1 after action planning conference at the CTP location</p>	<p>CRI/State AAR planning conference</p>	<p>\$1,825.00</p>
<p>COOP initial planning conference</p>	<p>COOP initial planning conference</p>	<p>\$1,655.00</p>
<p>COOP midpoint planning conference</p>	<p>COOP midpoint planning conference</p>	<p>\$1,000.00</p>
<p>COOP midpoint planning conference</p>	<p>COOP midpoint planning conference</p>	<p>\$1,000.00</p>
<p>COOP evaluator training</p>	<p>COOP evaluator training</p>	<p>\$1,522.00</p>
<p>COOP evaluator debriefing</p>	<p>COOP evaluator debriefing</p>	<p>\$850.00</p>
<p>COOP AAR planning conference</p>	<p>COOP AAR planning conference</p>	<p>\$1,825.00</p>
<p>Deliverable 4 Design, develop, deliver and support 1, one day tabletop exercise of the Bureau's Continuity of Operations plan for approximately 50-75 Bureau employees. Target dates of exercise conduct is no sooner than February 1, 2010 and no later than April 30, 2010.</p>	<p>Design, develop, deliver and support 1, one day tabletop exercise of the Bureau's Continuity of Operations plan for approximately 50-75 Bureau employees. Target dates of exercise conduct is no sooner than February 1, 2010 and no later than April 30, 2010.</p>	<p>\$3,655.00</p>
<p>Deliverable 5 Design, develop, deliver and support 1, two day functional exercise to simulate dispensing activity within the state's Cities Readiness Initiative(CRI) jurisdiction(comprised of Kanawha, Clay, Boone, Putnam, Lincoln, Jefferson and Berkeley counties) in addition to several associated state level operational components that may include incident command functions, risk communications, inventory management, and Receipt, Staging and Storage(RSS_ of mass vaccination and prophylaxis from the Strategic National Stockpile. Target dates of exercise conduct is no sooner than April 1, 2010 and no later than June 30, 2010.</p>	<p>N/A</p>	<p>\$7,265.00</p>
<p></p>	<p>N/A</p>	<p></p>

<p>Design, develop, deliver and support 1, two day functional exercise to simulate dispensing activity within the state's Cities Readiness Initiative(CRI) jurisdiction(comprised of Kanawha, Clay, Boone, Putnam, Lincoln, Jefferson and Berkeley counties) in addition to seeral associated state level operational components that may include incident command functions, risk communications, inventory management, and Receipt, Staging and Storage(RSS_ of mass vaccination and prophylaxis from the Strategic National Stockpile. Target dates of exercise conduct is no sooner than April 1, 2010 and no later than June 30, 2010.</p>	<p>\$7,265.00</p>
<p>\$2,250.00</p>	
<p>Deliverable 6 Develop and provide at least 5 electronic and 5 written copies of all finalized HSEEP compliant required exercise documents for each exercise to include: Exercise Evaluation Guides (EEG), Master Scenario Events List (MSEL), situation manuals, and exercise plans tailored to the exercise and to be delivered based on an exercise schedule developed with the CTP</p>	
<p>Develop and provide at least 5 electronic and 5 written copies of all finalized HSEEP compliant required exercise documents for each exercise to include: Exercise Evaluation Guides (EEG), Master Scenario Events List (MSEL), situation manuals, and exercise plans tailored to the exercise and to be delivered based on an exercise schedule developed with the CTP</p>	<p>\$1,025.00</p>
<p>\$1,225.00</p>	

RFQ Addendum for Exercise Contractor - Cost Sheet

Deliverable 7

\$2,800.00

A draft After Action Report shall be developed and submitted to CTP within 30 days of the end of each exercise. The final after action report shall be submitted to CTP within 60 days of the end of each exercise.

A draft After Action Report shall be developed and submitted to CTP within 30 days of the end of each exercise. The final after action report shall be submitted to CTP within 60 days of the end of each exercise.

AAR for CRI exercise \$1,550.00

AAR for COOP Exercise \$1,250.00

Grand Total of Exercise Contract

\$65,309.00

RFQ Addendum for Exercise Contractor

Cost Sheet

Deliverable	Activity	Sub Activity	Activity Cost	Total Cost for Deliverable
Deliverable 1 Meet with CIP leadership to jointly develop overall concept, objectives, scenario, and timeline for exercises. Objectives must follow the SMART format (simple, measurable, achievable, realistic, and task oriented). All components of exercise planning, execution, evaluation and follow up must be completed prior to August 6, 2010.				\$ 1655.00
	Meet with CIP to develop exercise concepts, objectives, scenario and timelines	NA		
Deliverable 2 For each exercise, provide exercise controllers, an exercise director, and an adequate number of trained staff to perform exercise planning, development and coordination.				\$ 30,670.00
	For each exercise provide an adequate number of trained staff to perform exercise planning, development and coordination.	Insert # of staff 3	\$ 2500.00	
	For each exercise provide an exercise director	1	\$ 1335.00	
	For CRI/state exercise provide exercise controllers	Insert # of staff 9	\$ 1855.00	
	For COOP exercise provide exercise controllers	Insert # of staff 4	\$ 1885.00	
Deliverable 3				

	<p>For each exercise, conduct a minimum of 3 planning (initial, midpoint and final) conferences, 1 evaluator training, 1 evaluator debrief, and 1 after action planning conference at the CTF location as scheduled as part of the exercise plan developed between the contractor and CTF.</p>	<p>CR/State exercise conduct initial, midpoint and final conferences, 1 evaluator training, 1 evaluator debrief, and 1 after action planning conference at the CTF location.</p>	<p>CR/State initial planning meeting CR/State final planning meeting CR/State evaluator training CR/State evaluator debriefing CR/State AAR planning conference COOP initial planning conference COOP evaluator training COOP debriefing COOP after action planning conference at the CTF location.</p>	<p>16355.00 16355.00 16355.00 16355.00 8520.00 1825.00 16355.00 1000.00 1200.00 7550.00 8500.00</p>
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017,014.00

	COOP/AR planning reference	<p>Deliverable 4</p> <p>Design, develop, deliver and support 1, one day tabletop exercise of the Bureau's Continuity of Operations plan for approximately 50 - 75 Bureau employees. Target dates of exercise conduct is no sooner than February 1, 2010 and no later than April 30, 2010.</p>	<p>\$ 1825.00</p>	<p>\$ 3655.00</p>
	N/A	<p>Design, develop, deliver and support 1, one day tabletop exercise of the Bureau's Continuity of Operations plan for approximately 50 - 75 Bureau employees. Target dates of exercise conduct is no sooner than February 1, 2010 and no later than April 30, 2010.</p>		<p>\$ 3655.00</p>
	N/A	<p>Deliverable 5</p> <p>Design, develop, deliver and support 1, two day functional exercise to simulate dispensing activity within the state's Crisis Readiness Initiative (CRI) jurisdiction (comprised of Kanawha, Clay, Boone, Putnam, Lincoln, Jefferson and Berkeley counties) in addition to several associated state level operational components that may include incident command functions, risk communications, inventory management and Receipt, Staging and Storage (RSS) of mass vaccination and prophylaxis from the Strategic National Stockpile. Target dates of exercise conduct is no sooner than April 1, 2010 and no later than June 30, 2010.</p>		<p>\$ 7265.00</p>
	N/A	<p>Design, develop, deliver and support 1, one day functional exercise to simulate dispensing activity within the state's Crisis Readiness Initiative (CRI) jurisdiction (comprised of Kanawha, Clay, Boone, Putnam, Lincoln, Jefferson and Berkeley counties) in</p>		<p>\$ 7265.00</p>

	<p>addition to several associated state level operational components that may include incident command functions, risk communications, inventory management and Receipt, Staging and Storage (RSS) for mass vaccination and prophylaxis from the Strategic National Stockpile. Target dates of exercise conduct is no sooner than April 1, 2010 and no later than June 30, 2010.</p>			
<p>Deliverable 6</p>				
<p>Develop and provide at least 5 electronic and 5 exercise documents for each exercise to include: Exercise Evaluation Guides (EEG), Master Scenario Events List (MSEL), situation manuals, and exercise plans tailored to the exercise and to be delivered based on an exercise schedule developed with the C-TP.</p>	<p>Develop and provide at least 5 electronic and 5 written copies of all finalized HSEEP compliant required exercise documents for each exercise to include: Exercise Evaluation Guides (EEG), Master Scenario Events List (MSEL), situation manuals, and exercise plans tailored to the exercise and to be delivered based on an exercise schedule developed with the C-TP.</p>	<p>5 written and 5 electronic copies of HSEEP compliant COOP exercise documents including Sit Manual, and powerpoint presentation</p>	<p>5 written and 5 electronic copies of HSEEP compliant COOP exercise documents including Sit Manual, and powerpoint presentation</p>	<p>\$ 2250.00</p>
	<p>Develop and provide at least 5 electronic and 5 written copies of all finalized HSEEP compliant required exercise documents for each exercise to include: Exercise Evaluation Guides (EEG), Master Scenario Events List (MSEL), situation manuals, and exercise plans tailored to the exercise and to be delivered based on an exercise schedule developed with the C-TP.</p>	<p>5 written and 5 electronic copies of HSEEP compliant COOP exercise documents including Sit Manual, and powerpoint presentation</p>	<p>5 written and 5 electronic copies of HSEEP compliant COOP exercise documents including Sit Manual, and powerpoint presentation</p>	<p>\$ 1025.00</p>

	exercise schedule developed with the CTP	5 written and 5 electronic copies of HSEEP compliant CRI exercise documents including exercise plan, EEG, and MSEL	\$ 1225.00	
Deliverable 7				
A draft After Action Report shall be developed and submitted to CTP within 30 days of the end of each exercise. The final after action report shall be submitted to CTP within 60 days of the end of each exercise.				
A draft After Action Report shall be developed and submitted to CTP within 30 days of the end of each exercise. The final after action report shall be submitted to CTP within 60 days of the end of each exercise.	A draft After Action Report shall be developed and submitted to CTP within 30 days of the end of each exercise. The final after action report shall be submitted to CTP within 60 days of the end of each exercise.	A draft After Action Report shall be developed and submitted to CTP within 30 days of the end of each exercise. The final after action report shall be submitted to CTP within 60 days of the end of each exercise.	\$ 1500.00	\$ 2800.00
Grand Total of Exercise Contract				
				\$ 65,309.00

AWARD OF CONTRACT:

CONTRACT WILL BE AWARDED TO THE VENDOR WITH THE LOWEST OVERAL TOTAL COST, WHICH MEETS ALL REQUESTED SPECIFICATIONS AND REQUIREMENTS.

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37 (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code This certificate for application is to be used to request such preference The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable

- 1. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: EnviroSafe Signed: [Signature]
Date: 10/20/09 Title: Principal/CEO

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she 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 <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Envirotec Consulting & Investigations, Inc.

Authorized Signature: [Signature] Date: 10/20/09



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

Request for Quotation

RFQ NUMBER
 BPH10027

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 804-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

EnviroSafe
17 SE Court Square
Suite 204
Corahan, NC 27253

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/22/2009				

BID OPENING DATE: 10/22/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		924-35		
PLANNING DEVELOPMENT & EXECUTION OF HOMELAND SECURITY REQUEST FOR QUOTATION TO PROVIDE PLANNING, DEVELOPMENT AND EXECUTION OF HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP) COMPLIANT EXERCISES, PER THE ATTACHED SPECS. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS UNTIL AUGUST 8, 2009 OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT. RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>President/CEO</i>	336-226-4896	10-20-09
TITLE	FERN	ADDRESS CHANGES TO BE NOTED ABOVE
	56-1990692	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

**Request for
 Quotation**

RFQ NUMBER
BPH10027

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Ewings Sale
 17 SE Court Square
 Suite 204
 Graham, Wc 27253

SHIP TO
 HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/22/2009				

BID OPENING DATE: 10/22/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEMNUMBER	UNIT PRICE	AMOUNT
<p>(1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS; SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV 05/26/2009</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 10/6/2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET EAST CHARLESTON, WV 25311</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	336-226-4896	10-20-09	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
President/CEO	56-1990692		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
 BPH10027

PAGE
 3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 ROBERTA WAGNER
 304-558-0067

S U P P L I E R

RFQ COPY
 TYPE NAME/ADDRESS HERE

Enviro Safe
 175E Cart Square
 Suite 204
 Graham, NC 27253

S H I P T O

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/22/2009				

BID OPENING DATE: 10/22/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED. THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: -----RW/FILE 22----- RFQ NO : -----BPH10027----- BID OPENING DATE: -----10/22/2009----- BID OPENING TIME: -----1:30 PM-----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 336-226-4896 DATE 10-20-09
 TITLE President/CEO FEIN 56-1990692 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
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 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 BPH10027

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ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERIA WAGNER
 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED 09/22/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
----------------------------	---------------	----------	--------	---------------

BID OPENING DATE: 10/22/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 336-226-4431 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- D. Kevin Dull ----- ***** THIS IS THE END OF RFQ BPH10027 ***** TOTAL: \$65,309.00						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *D. Kevin Dull* TELEPHONE: 336-226-4896 DATE: 10/20/09

TITLE: President/CEO FEIN: 56-1990692 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
BPH10027

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**ROBERTA WAGNER
304-558-0067**

RFQ COPY
TYPE NAME/ADDRESS HERE

*EnviroSafe
17 SE Court Square
Suite 204
Graham, NC 27253*

HEALTH AND HUMAN RESOURCES
BPH - THREAT PREPAREDNESS

505 CAPITOL STREET, SUITE 200
CHARLESTON, WV
25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
10/09/2009				

BID OPENING DATE: **10/22/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ADDENDUM NO. 1</p> <p>1. QUESTIONS AND ANSWERS ARE ATTACHED.</p> <p>2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: BPH10027</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 <i>[Signature]</i></p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 536-226-4886	DATE 10/20/09
TITLE President/CEO	FEIN 56-1980692	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
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Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
BPH10027

PAGE
2

ADDRESS CORRESPONDENCE OR ATTENTION OF
**ROBERTA WAGNER
304-558-0067**

RFQ COPY

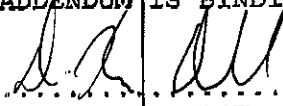
TYPE NAME/ADDRESS HERE

*EnviroSafe
175E Court Square
Suite 204
Corry, NC 27553*

HEALTH AND HUMAN RESOURCES
BPH - THREAT PREPAREDNESS

505 CAPITOL STREET, SUITE 200
CHARLESTON, WV
25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
10/09/2009				
BID OPENING DATE: 10/22/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOM	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">  SIGNATURE <i>EnviroSafe</i> COMPANY <i>10/20/09</i> DATE </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <i>336-226-4886</i>	DATE <i>10/20/09</i>
TITLE <i>President/CEO</i>	FAX <i>336-226-4882</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
BPH10027

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3

ADDRESS-CORRESPONDENCE/ATTENTION/ROOM
**ROBERTA WAGNER
 304-558-0067**

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

*EnviroSAK
 17 SE Court Square
 Suite 204
 Graham, NC 27253*

SHIP TO

**HEALTH AND HUMAN RESOURCES
 BPH - THREAT PREPAREDNESS
 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
10/09/2009				
BID OPENING DATE: 10/22/2009		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	UOP	QTY NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		924-35		
PLANNING DEVELOPMENT & EXECUTION OF HOMELAND SECURIT						
***** THIS IS THE END OF RFQ BPH10027 ***** TOTAL:						<u>\$ 65,389.00</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: *336-226-4896* DATE: *10/20/09*

TITLE: *President / CEO* FEIN: *56-1990692* ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'