



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 2

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 958812

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 1400

Vendor ID: VS0000022714

SO Doc ID: AGR2200000014

Legal Name: SES INC

Published Date: 10/27/21

Alias/DBA:

Close Date: 11/17/21

Total Bid: \$52,800.00

Close Time: 13:30

Response Date: 11/10/2021

Status: Closed

Response Time: 8:35

Solicitation Description: EMERGENCY PLAN DEVELOPMENT CONTRACTOR

Responded By User ID: SESinc

Total of Header Attachments: 2

First Name: Eric

Total of All Attachments: 2

Last Name: Hess

Email: ehess@ses-corp.com

Phone: 9133070046



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Phase One				16000.00

Comm Code	Manufacturer	Specification	Model #
80101504			

**Commodity Line Comments:** Conduct a Planning Workshop: This workshop will bring together decision-makers to assist in drafting the appendix. Ideally, this would consist of 30 or fewer people. Attendees should represent the entities involved in implementing the plan or procedure. Attendees should include personnel with related operational experience and the policy/decision-makers who would approve the plan or procedure. SES will coordinate the development, planning, and implementation of the workshop. SES will send invitations,

**Extended Description:**

Phase One

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Phase Two				9400.00

Comm Code	Manufacturer	Specification	Model #
80101504			

**Commodity Line Comments:** Draft the CWD Appendix: After completion of the workshop, the information developed will be used to draft the appendix. The resulting document will reflect the discussions and decisions expressed at the workshop. If gaps are identified during the drafting of the document, the relevant entities will be queried to close the gap and ensure the document is complete. Once developed, the draft appendix will be sent to all workshop participants for review and comment.

**Extended Description:**

Phase Two

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Phase Three				17700.00

Comm Code	Manufacturer	Specification	Model #
80101504			

**Commodity Line Comments:** Conduct a CWD Appendix Seminar: Once the draft appendix has been approved by WVDA, the appendix will be presented to stakeholders and the entire cadre of staff who would be responsible for plan implementation. This step is commonly referred to as plan socialization. This step is a prerequisite to prepare stakeholders and staff for a discussion-based exercise (tabletop exercise) used to validate the plan or procedure. This seminar will be conducted virtually and will focus on providing stakeholders a detailed understanding of the plan or procedure,

**Extended Description:**

Phase Three

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Phase Four				4500.00

Comm Code	Manufacturer	Specification	Model #
80101504			

**Commodity Line Comments:** Develop an After-Action Report: The most valuable outcome of the validation exercise is the identification of planning or operational gaps, and areas needing improvement. This information is captured in an After-Action Report (AAR) and Improvement Plan (IP). The AAR/IP is based on formal exercise evaluation, a hot wash, and other player feedback. Once the AAR/IP is drafted, it should be presented to the exercise participants to validate the IP and associated corrective actions. This is done in an After-Action Meeting (AAM).

**Extended Description:**

Phase Four

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Travel Costs				5200.00

Comm Code	Manufacturer	Specification	Model #
80101504			

**Commodity Line Comments:**

**Extended Description:**

Travel Costs

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

 , President

\_\_\_\_\_  
(Name, Title) Eric Hess, President

\_\_\_\_\_  
(Printed Name and Title)

10901 West 84th Terrace, Suite 175, Lenexa, KS 66204

\_\_\_\_\_  
(Address)

913-307-0046 ext 10015 / 913-307-0059

\_\_\_\_\_  
(Phone Number) / (Fax Number)

ehess@ses-corp.com

\_\_\_\_\_  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

*By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.*

SES, Incorporated

\_\_\_\_\_  
(Company)

 , Eric Hess, President

\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Eric Hess, President

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

November 10, 2021

\_\_\_\_\_  
(Date)

913-307-0046 ext 10015 / 013-307-0059

\_\_\_\_\_  
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ AGR2200000014**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**  
*(Check the box next to each addendum received)*

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

SES, Incorporated  
\_\_\_\_\_  
Company



\_\_\_\_\_  
Authorized Signature

November 10, 2021  
\_\_\_\_\_  
Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.

**REQUEST FOR QUOTATION  
CRFQ AGR220000014  
Emergency Plan Development Contractor**

---

**10.2.1.** Immediate cancellation of the Contract.

**10.2.2.** Immediate cancellation of one or more release orders issued under this Contract.

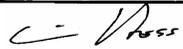
**10.2.3.** Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

**11.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Bryan Deimeke  
**Telephone Number:** 913-307-0046 ext 10018  
**Fax Number:** 913-307-0059  
**Email Address:** bdeimeke@ses-corp.com

**PRICING PAGE**

Item No.	Description	Model No/Brand Name	Quantity	Unit Price	Extended Amount
1	CWD Workshop	Phase 1	1	\$16,000	\$16,000
2	Draft CWD Appendix to Incident Support Annex 9-Agriculture Incidents	Phase 2	1	\$9,400	\$9,400
3	CWD Seminar and Tabletop Exercise	Phase 3	1	\$17,700	\$17,700
4	Plan Update / After-Action Rpeort	Phase 4	1	\$4,500	\$4,500
5	Travel Costs for All Phases			\$5,200	\$5,200
	Failure to use this form may result in disqualification			<b>GRAND TOTAL</b>	<b>\$52,800</b>
	<b>Bidder / Vendor Information</b>				
<b>Name:</b>	SES, Incorporated				
<b>Address:</b>	10901 West 84th Terrace, Suite 175				
	Lenexa, KS 66204				
<b>Phone:</b>	913-307-0046 ext 10015				
<b>Email Address:</b>	ehess@ses-corp.com				
<b>Authorized Signature:</b>					

## West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: SES, Inc. Address: 10901 W 84th Terrace, Suite 175  
Lenexa, KS 66204

Name of Authorized Agent: Eric Hess Address: 10901 W84th Ter., Ste 175, Lenexa, KS 66204

Contract Number: AGR2200000014 Contract Description: Emergency Plan Development

Governmental agency awarding contract: WV Department of Agriculture

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: [Handwritten Signature]

Date Signed: 11/9/2021

**Notary Verification**

State of KANSAS, County of Jackson:

I, Eric Hess, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 9th day of November, 2021

[Handwritten Signature]  
Notary Public's Signature

To be completed by State Agency:  
Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_

Notary Public State of Kansas  
Amber Kristine Wilson  
My Appt Exp 3/10/2023

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Eric Hess for SES, Incorporated

Authorized Signature:  Date: 11/9/2021

State of Kansas

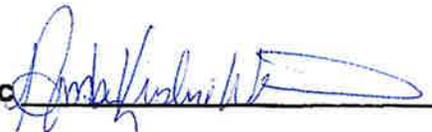
County of Johnson, to-wit:

Taken, subscribed, and sworn to before me this 9<sup>th</sup> day of November, 2021.

My Commission expires 3/10, 2021.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**



Notary Public State of Kansas  
Amber Kristine Wilson  
My Appt Exp 3/10/2023

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

 , President

\_\_\_\_\_  
(Name, Title) Eric Hess, President

\_\_\_\_\_  
(Printed Name and Title)

10901 West 84th Terrace, Suite 175, Lenexa, KS 66204

\_\_\_\_\_  
(Address)

913-307-0046 ext 10015 / 913-307-0059

\_\_\_\_\_  
(Phone Number) / (Fax Number)

ehess@ses-corp.com

\_\_\_\_\_  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

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\_\_\_\_\_  
(Company)

 , Eric Hess, President

\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

Eric Hess, President

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

November 10, 2021

\_\_\_\_\_  
(Date)

913-307-0046 ext 10015 / 013-307-0059

\_\_\_\_\_  
(Phone Number) (Fax Number)

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SES, Incorporated  
\_\_\_\_\_  
Company



\_\_\_\_\_  
Authorized Signature

November 10, 2021  
\_\_\_\_\_  
Date

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**REQUEST FOR QUOTATION  
CRFQ AGR220000014  
Emergency Plan Development Contractor**

---

**10.2.1.** Immediate cancellation of the Contract.

**10.2.2.** Immediate cancellation of one or more release orders issued under this Contract.

**10.2.3.** Any other remedies available in law or equity.

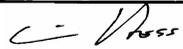
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**Fax Number:** 913-307-0059  
**Email Address:** bdeimeke@ses-corp.com

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4	Plan Update / After-Action Rpeort	Phase 4	1	\$4,500	\$4,500
5	Travel Costs for All Phases			\$5,200	\$5,200
	Failure to use this form may result in disqualification			<b>GRAND TOTAL</b>	<b>\$52,800</b>
	<b>Bidder / Vendor Information</b>				

<b>Name:</b>	SES, Incorporated
<b>Address:</b>	10901 West 84th Terrace, Suite 175 Lenexa, KS 66204
<b>Phone:</b>	913-307-0046 ext 10015
<b>Email Address:</b>	ehess@ses-corp.com
<b>Authorized Signature:</b>	

## West Virginia Ethics Commission



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- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

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West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: SES, Inc. Address: 10901 W 84th Terrace, Suite 175  
Lenexa, KS 66204

Name of Authorized Agent: Eric Hess Address: 10901 W84th Ter., Ste 175, Lenexa, KS 66204

Contract Number: AGR2200000014 Contract Description: Emergency Plan Development

Governmental agency awarding contract: WV Department of Agriculture

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: 

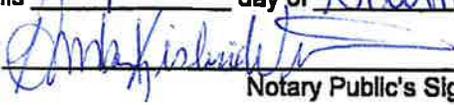
Date Signed: 11/9/2021

**Notary Verification**

State of KANSAS, County of Jackson:

I, Eric Hess, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 9th day of November, 2021

  
Notary Public's Signature

**To be completed by State Agency:**  
Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_

Notary Public State of Kansas  
Amber Kristine Wilson  
My Appt Exp 3/10/2023

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

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**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Eric Hess for SES, Incorporated

Authorized Signature:  Date: 11/9/2021

State of Kansas

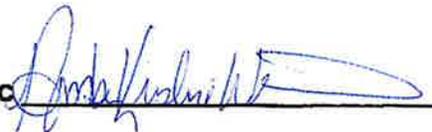
County of Johnson, to-wit:

Taken, subscribed, and sworn to before me this 9<sup>th</sup> day of November, 2021.

My Commission expires 3/10, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC



Notary Public State of Kansas  
Amber Kristine Wilson  
My Appt Exp 3/10/2023



**SES, INC.**

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

November 9, 2020

Ms. Crystal Husted  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

RE: Solicitation No.: CRFQ 1400 AGR2200000014, Emergency Plan Development Contractor

Dear Ms. Husted:

SES, Incorporated (SES) is pleased to submit its proposal to conduct emergency planning support for the West Virginia Department of Agriculture. I have submitted the provided cost sheet, and other documents requiring SES input and authorized signatures, through the OASIS electronic portal.

The document that follows this letter provides a short introduction to SES, including an overview of our relevant experience, and includes references and the completed cost sheet (see page 13).

When the SES bid and associated documents were submitted, it could find no addendums to the request for proposal.

SES looks forward to assisting West Virginia with this important project to advance its protection of the state's agriculture infrastructure. Please do not hesitate to contact me if you have any questions.

Sincerely,

Eric Hess, President

Attachment

**TECHNICAL AND COST PROPOSAL**  
**For**  
**Emergency Plan Development Contractor**  
**Solicitation No. CRFQ 1400 AGR2200000014**

**Prepared for:**  
**West Virginia Department of Agriculture**



**Prepared by:**

**SES, Inc.**  
**10901 West 84<sup>th</sup> Terrace**  
**Suite 175**  
**Lenexa, Kansas 66214**



**November 9, 2020**



## Why is SES the best choice for this contract?

### Experience

- SES developed the foreign animal disease (FAD) Incident Support Annex (ISA) and the foot-and-mouth disease (FMD) specific annex to the ISA, for the West Virginia Department of Agriculture (WVDA).
- Since 2015, SES has managed and provided technical support to the Veterinary Service's (VS) National Training and Exercise Program (NTEP), developing and implementing planning workshops and both discussion- and operations-based exercises for many critical aspects of a FAD response.
- SES has developed agriculture emergency response plans for most of the states in the Multi-State Partnership for Security in Agriculture (MSPSA).
- SES understands FAD response issues related to state and local jurisdictions; it has conducted all-day local agriculture emergency plan development workshops for every county in Nebraska, Missouri, and Alabama, and most of the top livestock producing counties in Illinois and Minnesota.
- In 2019, SES developed, conducted, analyzed, and reported on a four-day multi-state Swine Fever Exercise for Agriculture Response (SFEAR) functional exercise (FE) for the VS NTEP and 14 participating states and more than 1,500 players.
- SES developed, conducted, and created the After-Action Report (AAR) and Improvement Plan (IP) for the 2018 national four-day Agriculture Response Management and Resources (ARMAR) functional and tabletop exercises that involved 13 states, federal and industry leads and stakeholders, and more than 2,000 players over the four days.
- SES has designed, conducted, and developed AARs and IPs for dozens of discussions- and operations-based exercises for agriculture, addressing FAD response and agriculture movement control for the MSPSA and non-member states.

### Knowledge

- SES has a thorough and demonstrated understanding of national, state, and local issues associated with FAD response, agriculture security, and general emergency response.
- SES has nationally recognized experts in agriculture production and FAD-based emergency management and response on staff.
- SES has long-standing and close relationships with state, federal, and private sector leaders in agricultural security and production.

### Dedication

- SES has demonstrated its dedication to the goals of previous clients. Our clients continue to seek us out for additional projects beyond initial contracts.
- State and local agriculture security is a focus of SES.

### Proactive

- SES has established trust and strong working relationships with private industry, including food processors, commodity groups, and private agricultural producers and organizations.

### Interest

- We believe strongly in the importance of food and agriculture security and have a stake in its protection.

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## Nature of Firm's Services and Activities

### Introduction to SES

SES was founded to address the changing needs of agriculture when moving into the 21<sup>st</sup> Century. SES is a leading consulting firm in the areas of exercise design, conduct, evaluation, and reporting in the realm of emergency and disaster preparedness and response related to agriculture. SES staff provide an outstanding combination of expertise in the fields of livestock industry, homeland security, and overall emergency management. The SES project manager identified for this contract has direct experience and detailed understanding of agriculture emergency response issues faced by states and local jurisdictions. The key SES personnel identified in this proposal have actively participated in local, state, and federal planning, exercising, and exercise analysis and reporting.

SES has provided support to the agricultural industry in areas from homeland security to technology verification and climate change. After the attacks of September 11, 2001, SES began tailoring its capabilities to help with agricultural security. This assistance has been provided to the National Association of State Departments of Agriculture (NASDA), the USDA, the United States Department of Homeland Security, the MSPSA, more than 25 states, Dairy Farmers of America, Livestock Marketing Association, National Food Processors Association, National Council of Chain Restaurants, and the Food Marketing Institute. Through these projects, SES has and continues to acquire a progressive knowledge about production and security issues affecting food and agriculture.

Through all of our county, state, federal, and producer projects, SES has worked closely with the Plant Protection and Quarantine (PPQ) Services, VS, the Food Safety Inspection Service, the United States Department of Health and Human Services Food and Drug Administration, and most of the major agriculture trade associations to coordinate and align all of our activities with current federal, state, and industry plans, policies, and procedures. This understanding of federal, state, local, and industry needs will give us a tremendous advantage in assessing and evaluating response data.

All personnel assigned to this project will be dedicated to supporting this WVDA project without interruption because of other obligations. In addition, with our depth of staff experience and close working relationship with subject matter experts (SME), we have additional personnel available to ensure that the project is completed within the required schedule. SES will not substitute staff to accommodate other projects.

Communication is always at the forefront of SES project management requirements. The SES project manager will be Mr. Bryan Deimeke, who will communicate with the WVDA leads and all SES team members, as needed, to convey essential project information and to ensure that support to WVDA is provided as required.

#### Value Added

*SES brings unique institutional knowledge gained through extensive work with states, counties, industry, multi-state partnerships, USDA, and other federal agencies involved in agriculture and food defense and security.*

*Because of the directly applicable experience level of the key SES staff (averaging more than 15 years' experience each), the "ramp up" time to begin will be minimal, as will WVDA's required time commitments to contractor orientation.*

### **Bidder Information**

SES was founded in May 1998, and is a privately held S-Corporation with a five-member board of directors. Our DUNS number is 116514162. SES has a full-time staff of thirteen professionals, and has two regular part-time employees, one providing technical writing/editing support and the other a FAD response SME/veterinarian.

Because of the nature of SES's work, our personnel are often engaged in multiple projects at any given time. Consequently, we carefully evaluate our company and personnel commitments to ensure that we can meet the requirements of any potential new project. We have made this evaluation, and Table 1 presents the time commitments we can guarantee for our key staff related to working with WVDA on this project.

### **Qualifications and Experience**

SES team members proposed for this project are highly qualified individuals who have extensive experience in all or some of the following relevant technical specialties: livestock, poultry, and crop production; and FAD planning, exercising, and AAR/IP development. They all have a strong understanding of federal, state, and local plans, policies, and procedures related to FAD response, as well as all other aspects of industry response to agriculture and food emergencies. Detailed resumes for all staff dedicated to this project can be provided upon request. A listing of relevant past SES projects in which they participated is shown in Table 2.

**Table 1: Key Staffing**

SES Staff	Years of Experience (Company Tenure)	Percent Time Available to This Project <sup>1</sup>
Bryan Deimeke	13 (11)	50
Eric Hess	32 (23)	10
Amber Wilson	21 (21)	
Kendra Christman	3 (2)	
Steve Van Wie, DVM	47 (15)	25

<sup>1</sup> This is a percentage of the staff member's time, over the period of the contract, that could be dedicated to WVDA planning support.

**Table 2: Summary of Relevant Experience for Proposed Staff**

Staff Involvement	Project	Client	PLN <sup>2</sup>	EX <sup>3</sup>	VA <sup>4</sup>
Amber Wilson and Bryan Deimeke	Developed a foreign animal disease response plan and an FMD response Annex, and evaluated these plans through the development and conduct of an FMD outbreak tabletop exercise.	West Virginia Department of Agriculture	X	X	
Bryan Deimeke and Kendra Christman	Developed a timeline for the first week of a foreign animal disease response.	Iowa Department of Agriculture and Land Stewardship			
Beth Bader, Kendra Christman, Eric Hess, Amber Wilson, and Bryan Deimeke	Analyzed and compared the 2002-2003 END and 2018-2020 vND outbreaks and developed an after-action report and corrective action plan for the entire vND response.	California Department of Food and Agriculture	X		
Eric Hess, Amber Wilson, and Bryan Deimeke	Developed a foreign animal disease response plan for the Iowa State Fair and the Iowa Department of Agriculture and Land Stewardship, including the development and conduct of both a tabletop exercise and a drill.	Iowa Department of Agriculture and Land Stewardship	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Assisted in the development of a foreign animal disease complexity analysis tool, and developed a workshop and game to facilitate understanding and use of the tool.	University of Vermont			

<sup>2</sup> Planning

<sup>3</sup> Exercises

<sup>4</sup> Vulnerability Assessments

Staff Involvement	Project	Client	PLN <sup>2</sup>	EX <sup>3</sup>	VA <sup>4</sup>
Amber Wilson and Bryan Deimeke	Developing a regional approach to permitting between the New England States Animal Agricultural Security Alliance states, including a tabletop exercise to validate the process and coordination.	University of Vermont	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Developed and conducted an ASF policy workshop, planning workshop, and ASF tabletop exercise for regulatory agencies and meat harvest facilities.	USDA APHIS VS	X	X	
Amber Wilson and Bryan Deimeke	Developed an animal movement standstill plan and conducted an animal movement standstill tabletop exercise.	Georgia Department of Agriculture	X	X	
Amber Wilson and Bryan Deimeke	Developed an emergency movement permitting plan and a control area development plan, including a general FMD tabletop exercise.	Louisiana Department of Agriculture and Forestry	X	X	
Bryan Deimeke, Dr. Steve Van Wie, and Kendra Christman	Developed and delivered a one-on-one exercise to validate and review members' understanding of the Swine Health Information Center (SHIC) Rapid Response Corps operating procedures.	Swine Health Information Center		X	
Eric Hess, Amber Wilson, Dr. Steve Van Wie, and Bryan Deimeke	Developed and conducted a multi-state four-day functional exercise for an FMD outbreak in Southern Animal Health Association states, Foreign Animal Disease Southern Agriculture Functional Exercise (FAD SAFE) 2021.	USDA APHIS VS		X	

Staff Involvement	Project	Client	PLN <sup>2</sup>	EX <sup>3</sup>	VA <sup>4</sup>
Eric Hess, Amber Wilson, Dr. Steve Van Wie, Bryan Deimeke, and Patrick Splichal	Developed and conducted a multi-state four-day functional exercise, including embedded drills for an ASF outbreak, Swine Fever Exercise for Agriculture Response (SFEAR) 2019.	USDA APHIS VS		X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Developed and implemented a plan development workshop on administering vaccine during a FAD and a tabletop exercise to validate the plan.	USDA APHIS VS	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Developed and piloted an SFS permitting system planning workshop for states.	USDA APHIS VS		X	
Amber Wilson	Assisted in the development of a regional SBS planning workshop and functional exercise for OK, TX, CO, KS, NE, and MO. Facilitated this workshop and directed the functional exercise.	Kansas Department of Agriculture (KDA)	X	X	
Eric Hess, Amber Wilson, Dr. Steve Van Wie, and Bryan Deimeke	Developed foreign animal disease diagnostician drills for dairy, beef feedlot, cow-calf, hog production, small ruminants, livestock markets, fairs and expositions, and horses.	USDA APHIS VS		X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Developed and are piloting SFS TTXs for milk, swine, beef and poultry.	USDA APHIS VS		X	
Eric Hess, Amber Wilson, Bryan Deimeke, Dr. Steve Van Wie, and Kendra Christman	Technical Support for USDA Veterinary Services Training and Exercise Program, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021.	USDA APHIS VS	X	X	

Staff Involvement	Project	Client	PLN <sup>2</sup>	EX <sup>3</sup>	VA <sup>4</sup>
Eric Hess, Amber Wilson, Dr. Steve Van Wie, Bryan Deimeke	Multiple Foreign Animal Disease Response Exercises (TTXs, FEs, and Full-scale Exercises [FSE]).	KDA RIP STOP 2009 and 2013, Invisible Fire 2014 and 2015 Functional Exercise Series, and After Burn 2016, Phoenix 2017, RAMPART 2018, Fortify 2019, COOP 2020		X	
Eric Hess, Amber Wilson, Dr. Steve Van Wie		Minnesota Department of Agriculture (MnDA) (Regions 1 and 5)		X	
Eric Hess, Amber Wilson	Cross-border Checkpoint SOP Development.	KDA	X		
Eric Hess, Amber Wilson		MDA	X		
Eric Hess, Amber Wilson		Oklahoma Department of Agriculture, Food and Forestry (ODAFF)	X		
Eric Hess, Amber Wilson		Nebraska Department of Agriculture (NDA)	X		
Eric Hess, Amber Wilson, Bryan Deimeke, Dr. Steve Van Wie	Design, conduct (including operation and management of a Master SimCell), and evaluation of the VS-State ARMAR Functional Exercise [FE] and TTX.	USDA APHIS VS, MSPSA, California Department of Food and Agriculture	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Design, conduct, and evaluation of a VS-State TTX regarding the requesting of a VS National Incident Management Team.	USDA APHIS VS, MSPSA, California Department of Food and Agriculture	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Design and conduct of a VS-State TTX regarding the development and operation of a Unified Incident Command.	USDA APHIS VS, MSPSA, California Department of Food and Agriculture	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Design, conduct, and evaluation of a VS-MSPSA multi-state TTX regarding Area Command and Resources during a regional FMD outbreak.	USDA APHIS VS, and MSPSA	X	X	

Staff Involvement	Project	Client	PLN <sup>2</sup>	EX <sup>3</sup>	VA <sup>4</sup>
Eric Hess, Amber Wilson, and Bryan Deimeke	Food, Agriculture and Veterinary Response Planning and TTX	FEMA Region 7	X	X	
Eric Hess, Amber Wilson	Cross-border Movement Control Memorandum of Understanding (MOU) Development Workshops	Wyoming, Colorado, New Mexico, Texas, Oklahoma, Kansas, Nebraska, South Dakota, Iowa, Missouri, Arkansas, Illinois, Indiana, Wisconsin, Michigan, Tennessee, Kentucky, Virginia, West Virginia, Minnesota, Ohio	X		
Eric Hess, Amber Wilson, Bryan Deimeke	Tribal Nation Agriculture Emergency Planning and MOU Development Workshops	ODAFF	X		
Eric Hess, Amber Wilson, Bryan Deimeke	County Emergency Planning Workshops	MnDA	X	X	
		Illinois Department of Agriculture (IDOA)	X	X	
		ADAI	X	X	
		MDA	X	X	
		NDA	X	X	
Eric Hess, Amber Wilson	County Plan Development Assistance	MDA	X		
		NDA	X		
		IDOA	X		
Eric Hess, Amber Wilson	Revised State Food, Plant, Dairy and Livestock Response Plans	NDA	X		
Eric Hess, Amber Wilson, Bryan Deimeke	Criticality Assessment and FAS-CAT Scoring	ADAI			X
		Mississippi State University Extension			X
Eric Hess, Amber Wilson	SOP Development for an Agriculture Response	IDOA	X		
		MDA	X		
		NDA	X		
		Louisiana Department Agriculture and	X		

Staff Involvement	Project	Client	PLN <sup>2</sup>	EX <sup>3</sup>	VA <sup>4</sup>
		Forestry (LDAF)			
Eric Hess, Amber Wilson, Bryan Deimeke	County Producer Workshops	MDA	X	X	
Eric Hess, Amber Wilson	State Ag Response Plan (FAD, Food and Plant) Development (11 states)	MSPSA	X		
Eric Hess, Amber Wilson	Developed Base, Food, Plant and Livestock State-Planning Workshops and Templates for the FEMA Technical Assistance Prgm.	Innovative Emergency Management (IEM) and the Federal Emergency Management Agency	X		
Eric Hess, Amber Wilson, Bryan Deimeke	National Bio and Agro-Defense Laboratory Revised Risk Assessment	Signature Science and Department of Homeland Security	X		X
Eric Hess, Amber Wilson	State Plan Template Development (Livestock, Food, and Plants)	NASDA and MSPSA	X		
Eric Hess	Plant Health Response Plan	Oregon Department of Agriculture	X		
Eric Hess, Amber Wilson	Biosecurity Plan Generator	Dairy Farmers of America	X		
Eric Hess, Amber Wilson	Base Plan, Natural Disasters Plan, Man-made Disasters Plan, Livestock Plan, Food Plan, Plant Plan	LDAF	X		
Bryan Deimeke	Pseudo-rabies Response Plan	NDA	X		
Eric Hess, Amber Wilson	Critical Infrastructure Security Assessments	NDA	X		X
Eric Hess, Amber Wilson	Movement Control Full-Scale Exercise	MSPSA		X	
Eric Hess, Amber Wilson	Movement Control Tabletop - Three Exercises	MSPSA		X	
Amber Wilson	County Movement Control Drill	NDA		X	
Eric Hess, Amber Wilson	24 Low-Pathogenic Avian Influenza TTXs	MSPSA		X	

Staff Involvement	Project	Client	PLN <sup>2</sup>	EX <sup>3</sup>	VA <sup>4</sup>
Eric Hess	Terrex 2006	NDA		X	
Eric Hess	13-County HPAI FE	Iowa Emergency Management Region VI		X	

## References and Project Summaries

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The following persons have direct knowledge of key staff, SES, and its work relevant to the requirements of this request for proposal:

### ***VS NTEP Support***

Dr. Barbara Porter-Spalding, VS NTEP Program Manager  
USDA APHIS VS National Preparedness and Incident Coordination (NPIC)  
920 Main Campus Drive  
Raleigh, NC 27606  
919-637-4409  
[Barbara.A.Porter-Spalding@aphis.usda.gov](mailto:Barbara.A.Porter-Spalding@aphis.usda.gov)

Since 2014, SES, under a cooperative agreement and most recently a direct contract with the VS NTEP, facilitates the annual training and exercise planning workshop, and develops and conducts planning workshops, and both discussion-based and operations-based exercises.

SES has developed and implemented the following planning workshops for the VS NTEP:

- Requesting a VS National Incident Management Team and Transfer of Command
- Implementing a Unified Command for a FAD response
- Deploying FMD vaccine in the field
- Animal movement standstill plan development
- Secure Milk Supply (SMS) Plan development
- Secure Pork Supply (SPS) Plan development
- Permitted Movement System Plan development
- African Swine Fever Plan review and revision
- Screwworm Response Plan development

SES has developed and implemented the following exercises for the VS NTEP:

- On-farm drills (dairy, beef cattle, feedlot, swine, goats, livestock markets, and fairs and expositions) for foreign animal disease diagnosticians (FADD)
- National-level FAD SAFE FE
- National-level ARMAR TTX and FE
- National-level Swine Fever Exercise for Agriculture Response (SFEAR) planning workshops, TTXs, and FE
- TTX to validate a SMS plan
- TTX to validate a SPS plan
- TTX to validate a vaccine delivery plan
- TTX to validate an animal movement standstill plan

## **Minnesota Board of Animal Health and Department of Agriculture**

Dr. Greg Suskovic, FADD Coordinator  
Minnesota Board of Animal Health  
2005 Roe Crest Drive  
Mankato, MN 56003  
651-238-2503  
[Greg.Suskovic@state.mn.us](mailto:Greg.Suskovic@state.mn.us)

SES designed and implemented regional foreign animal disease response plan development and validation workshops for Minnesota Homeland Security and Emergency Management (HSEM) Regions 1 and 5. These two regions are comprised of 33 counties.

After the workshops, SES developed, conducted, and evaluated a regional TTX for HSEM Region 5, and a regional FE for Region 1. The tabletop exercise was conducted concurrently in 13 separate counties via video telephone conferencing. Nine counties participated, separately but concurrently, in the functional exercise. The functional exercise utilized a common simulation-cell and video-telephone conferencing for coordination and control. The exercises were designed to test the plans, policies, and procedures of the counties within HSEM Regions 1 and 5. SES analyzed the participant and evaluator notes and developed After-Action Reports and Improvement Plans for the Regions.

As a follow-up to the full-scale agriculture movement control exercise conducted in 2009, the MSPSA wanted to use lessons learned from the exercise to bring those practices to the rest of the MSPSA states. This project began with SES conducting a thorough review of authorities related to agriculture movement control for the MSPSA states, plus the surrounding states and Canadian provinces. The resultant product was a compilation of authorities and contacts that was presented as a bound guide for states to use. Following the authorities review, the SES team developed a model agriculture movement control permit that could be used in emergency circumstances, either as a stand-alone permit or a supplement to the state's existing permitting system. The team also developed guidance for the states to develop a MOU between border states to use as a guide in developing consistent standards for agriculture movement control during a disease outbreak. SES conducted MOU workshops with participating states, helping to facilitate the MOU process between border states. SES facilitated the development of MOUs between 22 sets of states, including Minnesota and all its border states.

SES developed and delivered county-level agriculture emergency plan development workshops, targeting county emergency management, for the Minnesota Department of Agriculture and the Board of Animal Health. These workshops were delivered to all counties in the southern two-thirds of the state.

## ***Kansas Department of Agriculture***

Dr. Justin Smith, State Animal Health Commissioner  
Kansas Department of Agriculture  
1320 Research Park Drive  
Manhattan, Kansas 66502  
785-564-6601  
[Justin.Smith@KDA.KS.GOV](mailto:Justin.Smith@KDA.KS.GOV)

SES conducted an FMD vaccination plan development workshop for the KDA. Using the information developed in the workshop, SES drafted an FMD vaccine deployment plan for the state.

SES conducted a multi-day planning workshop to update the state's FAD plan and develop both a food contamination and a plant disease/pest emergency response plan.

SES has worked with KDA on the following exercises:

- From 2016 to current, SES supports KDA FEs by managing the simulation cell and supplying simulators. In 2021, SES was awarded a contract to design the KDA 2021 and 2022 FEs.
- From 2009 to 2015, SES designed, conducted, and reported on four multi-day FEs between KDA and various Emergency Management Regions throughout the state.
- Worked with key border counties in Kansas to develop animal movement control and temporary housing plans.
- Worked with KDA and all its bordering states to develop animal movement control MOUs.
- Designed, implemented, controlled, evaluated, and reported on an animal stop movement full-scale exercise for KDA and the ODAFF.

## Cost Proposal

Table 3 presents the SES fixed-price cost estimate for conducting the work described in the WVDA request for proposal (RFP), based on scope of work presented in the RFP and Addendum #3, response to questions.

**Table 3: SES Cost Proposal**

CRFQ Item No.	Description	Quantity	Unit Price	Extended Price
4.1.1	Phase One (1)	1	\$16,000.00	\$16,000.00
4.1.2	Phase Two (2)	1	\$9,400.00	\$9,400.00
4.1.3	Phase Three (3)	1	\$17,700.00	\$17,700.00
4.1.4	Phase Four (4)	1	\$4,500.00	\$4,500.00
Travel Costs for all Phases		1	\$5,200.00	\$5,200.00
			<b>GRAND TOTAL</b>	<b>\$52,800.00</b>

## Assumptions

The following assumptions were made to develop this cost estimate.

1. West Virginia Department of Agriculture will supply any Evaluators and Facilitators for each functional group playing in the TTX, if the TTX is conducted by functional group and not as a single group.
2. SES will not be responsible for providing the meeting space or food associated with the planning workshop or the TTX.
3. SES will be responsible for addressing comments and revisions for only one round of review on all draft documents.
4. SES will only supply a Facilitator and Notetaker for the planning workshop.
5. SES will only supply the Lead Facilitator, the Lead Evaluator, and a Notetaker for the TTX.
6. SES will have access to the workshop location and the TTX location on the date prior to exercise conduct for room setup.
7. SES will provide participant materials for the workshop, as appropriate, and a Situation Manual, Feedback Form, and Exercise Evaluation Guides for the TTX.