

Feb 03, 2009

**Bid for State of West Virginia RFQ – EDD308015  
Analysis of WVDE'S Emergency Plan**

Prepared for:  
Department Of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

Prepared by:  
**Vault, Inc. (Prime)**  
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Vault Point of Contact:  
**Don Gemeinhardt, CEO**  
Phone: 919-599-8471  
Vault, Inc.  
4900 NC HWY 55, Suite 160243  
Durham, NC 27713

**Additional Staff In Support To Project**  
**David Cree of Eagle Leadership Enterprises, LLC**  
**Ronald L. Gemeinhardt of VRM Group, L.P.**

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WV PURCHASING  
DIVISION

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## **Introduction**

Founded in 2007, Vault LLC is a Veteran owned independent, small business dedicated to conducting research and development that improves Homeland Security programs and solves Homeland Security issues along with developing and implementing these processes. The CEO of this company and it's partners in this effort have many years of experience in both First Responder issues but also in developing response and vulnerability studies for a full spectrum of activities. These also include Infrastructure and Intelligence development issues around the world. Our success has been assisting the field to solve their specific issues in an efficient and timely manner along with numerous roles in assessment evaluation and training in areas of implementing these efforts both through on-site training utilizing both traditional methods and web based tools.

This proposal is divided into two sections. The first section provides background information on Vault Inc., Eagle Leadership Enterprises, LLC and VRM Group, L.P. capabilities with respect to this proposal and the second section provides our direct response to requirements we feel meet the needs of the project.

### **1.0 Experience Related To Statement of Work**

As a group the team has more than 90 years of overall related experience in governmental agency support, emergency response support and review as well as project management and related work activities. The following have been the team's core competencies for more than 60 years:

- Disaster Relief and Humanitarian Operations
- Stability Operations
- Emergency Response Management
- Emergency Response Site Operational Management and Readiness
- Emergency Response Plan Development and Review
- Response Agency Interaction at all levels of government.
- Strategic Planning
- Health and First Responder Training
- FEMA training and field support
- Federal Response Plan support
- On-Scene HAZMAT response team command experience
- Fire response training and departmental incident interaction

### **1.1 Past Performance**

Vault and its partners have extensive experience in providing emergency preparedness and response support and training solutions in the federal government and commercial market places. Our combined list of clients include fortune 100 companies as well as numerous federal, state and county agencies

#### ***Proven Success – Real Results***

As a group of senior staff with a proven record of practical skills and project management skills we believe we can provide your requested services at a competitive cost and superior quality.

## 2.0 SCOPE - West Virginia K-12 Facility Research Project Proposal (From RFQ)

### **Project Overview**

The WVDE recognizes the increased need for current, relevant, and prudent emergency planning. There are numerous potential emergency situations in which public schools in West Virginia might need to be utilized as feeding stations, child care facilities, emergency shelters, hospitals, etc. Through the assistance of various government agencies the WVDE has identified facilities along the western migration route(s) that have the potential to be utilized in the event an emergency situation should occur. A list of these facilities has been included in attachment A.

These facilities need to be evaluated to establish what characteristics exist and to also identify areas where the facility requires improvement(s) that will allow the facility to function effectively in any of a number of roles during an emergency situation.

The successful vendor will compile and provide a complete inventory of the capabilities and limitations of the existing facilities. The vendor will also be required to establish standards for interdependent communication networks at each local facility in compliance with current practices for compatibility of equipment.

### 2.1 Project Deliverables

The deliverables for this RFQ will be:

1. Inventory listing in the form of a spread sheet of the existing facility assets. Relevant minimums of:
  - a. Student Capacity
  - b. Feeding Capabilities – How many people in what time frames in what areas of the school.
  - c. Available parking – Number of Autos / Trucks
  - d. Athletic Field size and structures contained
  - e. Availability – Distance and Patient numbers – of on-campus, near campus or community health facilities.

- f. Identification of local response agencies – fire departments, police and interoperable communications – types of equipment used and frequencies
    - g. Identification of GPS coordinates and specific distances from existing Interstates and US Routes.
    - h. Identification of the capacity of the facility when utilized as an emergency shelter or feeding station, or other role in the event of a declared emergency.
  2. Floor Plan that includes accurate square footage measurements, available utilities, and an inventory of mechanical systems of each respective facility. **THE PROVIDED BID ASSUMES THAT THE DEPARTMENT OF EDUCATION WILL MAKE COPIES OF EXISTING FLOOR / STRUCTURE PLANS AVAILABLE TO CONTRACTOR. ALONG WITH ALL LOCAL PLANS OR STATE DISASTER PLANS THAT MAY EXIST. WE WOULD LIKE THESE AVAILABLE AT THE TIME OF THE KICK OFF MEETING**
  3. Summary document on each site that:
    - a. Evaluates facility for capacity to provide health care, child care, and other infrastructure assets
    - b. Statement of inventory regarding existing security characteristics and critique weaknesses of the current security capabilities.
    - c. Identifies the current traffic flow characteristics of the surrounding infrastructure and provide recommendations for how these would need to be improved in the event of an emergency.
    - d. Identify / discuss reasonable food service capabilities including feeding capacity and proximity to food sources in the even of a declared emergency.
    - e. Identification of inventory areas of deficiency for each site based on the above data collection and provide evaluation of communication systems in use during an emergency.
  4. Deliverables will include 3 copies of the above report.

## 2.2 Project Milestones

- **Initial Kickoff Meeting** – The kickoff meeting for this project will review the Scope and stated deliverables with WVDOE at their Charleston West Virginia offices or other location acceptable to both parties.
- **Site Visits:** – Site visits will be scheduled immediately following the kickoff meeting and it is anticipated that site visits will begin within two (2) weeks of the kickoff.
- **Deliverables: Draft Deliverables will be due 90 days at a maximum from the kickoff date.**
- **Final Deliverables: Final deliverables will be due 14 days from receipt of Draft review comments by WVDOE project manager.**

## 2.3 Budget

**The project work to be provided at an all inclusive cost to the West Virginia Department of Education of \$34,200 within the defined deliverables and scope above.**

Inclusive is defined as all overhead, support staff cost, travel expenses, indirect costing of expenses or any other reimbursable expenses have been incorporated into the cost of service above.

### 3.0 Payment Schedule

- Payment schedule will be per WVDOE guidelines. If applicable 30% after kick-off meeting plan is approved, 30% after the first 30 days then the final 40% upon acceptance of the last deliverable.

### 3.1 Vault Inc. Point of Contact

- **Don Gemeinhardt, CEO, Vault Inc.**  
Phone: 919-599-8471  
4900 NC HWY 55, Suite 160243  
Durham, NC 27713  
Email: Gemeinhard@AOL.com

### 4.0 Staffing - BIOS

The talented Vault Team proposed for this project is mission-focused and familiar with the tasks required to meet project goals. Staff Bios are attached for your reference.

- 4.1 Donald Gemeinhardt, Vault Inc.
- 4.2 David Cree, Eagle Leadership Enterprises, LLC
- 4.3 Ronald Gemeinhardt, VRM Group, L.P.

### 5.0 State of West Virginia Documents

- 5.1 Vendor Reference Certificate / Signed
- 5.2 Purchasing Affidavit / Signed
- 5.3 Copy of RFQ - EDD308015

Vault Inc. appreciates the opportunity to provide a bid for this RFQ and look forward to your response.

**This Bid on RFQ – EDD308015 is valid for 60 days from receipt.**

Sincerely,

  
Donald A. Gemeinhardt

**CEO, Vault Inc.**

## DAVID C. CREE

P.O. Box 1006, Lewisburg, WV 24901  
Tel. (304) 772-5456 / Email: dcree2005@yahoo.com

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### *CORE COMPETENCIES*

**Executive Level Leadership & Project Management / Executive Program Director / Joint, Military, Coalition, Interagency, Local, State & Federal Agency Intelligence & Operations / Intelligence & Counterintelligence Analysis, Operations & Training / Counter Terrorism / Counterinsurgency / Transnational Terrorism Organizations / Anti-Terrorism Training / Security Force Protection / Counter Drug Intelligence / Homeland Security / Crisis & Consequence Management / Disaster Relief & Humanitarian Operations / Stability Operations / Information Operations / Law Enforcement Management, Investigations, Intelligence Analysis, Special Operations & Training / Strategic Planning / Knowledge Management / Information Management & Systems Applications / Geographical Information Systems / Economic & Social Development Project Management / Leadership Centers / Nation Building / Tribal & Indigenous Peoples Group Development**

Over 30 years of documented success and experience in a wide variety and consistently increasing positions of Senior Leadership, Management and Joint Staff Officer in the U.S. Department of Defense and Civilian Government. Successfully managed and led highly complex organizations and programs for the U.S. Government under demanding and very stressful conditions during both peacetime and wartime. Ability to analyze processes, anticipate and preemptively remove potential problems. Sets measurable, attainable, specific goals and measures of effectiveness that harmonize with organization and team objectives. Resourceful, analytical decision maker, who objectively assesses facts, weighs alternatives, plans accordingly and follows-through with appropriate execution. "Out of the Box" Visionary Leader. Initiates and leads innovative technology solution teams, project teams, Effects Based strategies, training and Operations Centers of Excellence.

**Current Security Clearance: U.S. Top Secret Clearance / SI / Sensitive Compartmented Intelligence (Department of Defense / FEMA / Department of Homeland Security)**

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### *Professional Experience (last 20 years)*

**Senior Counterintelligence Analyst, Multi-National Force-Iraq, Deputy Chief of Staff for Intelligence HUMINT(CJ2X), Task Force Counterintelligence Coordinating Authority (TFCICA), L3 Communications, Intelligence Solutions Division, International Zone, Baghdad, Iraq. October 2008 - Present**

Provide All-Source (HUMINT, SIGINT, MASINT, IMINT, OSINT) intelligence analytical support to the Multi National Force – Iraq (MNF-I) Commanding General, Deputy Chief of Staff for Intelligence (CJ2), key staff directorates and it's subordinate entities. Provide All-Source Counterintelligence Analytical Direct Support to Strategic Counterintelligence Operations in the Iraqi Theatre of Operations.

Provide functional All-Source intelligence expertise and analysis in areas specializing in the Middle East Region: Political, Economic, Military, Social, Tribal, Infrastructure, Information, Terrorism, Counter-Terrorism, Counter-Insurgency, and Counter-Espionage. Liaise and collaborate with National, Coalition and Combatant Command Intelligence organizations, MNF-I major subordinate commands and staff directorates. Support Theater targeting efforts and threat assessments.

Geospatial Intelligence Systems, Search-tools and databases currently used in Theater include: DCGS-A, M3, Query-Tree, National Harmony Database, Web Intelligence Search Engine (WISE), Combined Information Data Network Exchange (CIDNE), GEOQUEST, Pathfinder, Biometrics Automated Toolset System (BATS), Analyst Notebook, ARC-GIS, and NGA Geospatial Intelligence Databases.



## **David C. Cree**

### **Senior Operations & Planning Specialist, Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security. September, 2007 - Present**

Serve in FEMA Operations (DFO) & Planning Cadre Disaster Assistance Employee Program to provide functional expertise called upon for intermittent employment, as needed, to enable FEMA to adequately staff and carry out single or multiple disaster response and recovery field operations following Presidentially declared major disasters or emergencies. Serve in FEMA Operations Cadre as the primary operating element of the FEMA Emergency Response Team (ERT) structure at the Regional Operations Center, State Emergency Operations Centers (Advance ERT Element) or Disaster Field Offices. Work directly with Federal Response Plan (FRP) partners following a Presidential Declaration to coordinate federal response assistance, when warranted -- usually during larger disasters or emergencies. FRP partners comprise some 27 other federal agencies (OFAs) and the American Red Cross and serve within twelve (12) disciplines called Emergency Support Functions (ESFs). All are entirely staffed by OFAs except for Urban Search & Rescue (US&R), which is handled by specialized FEMA and fire service staff. All grant programs and direct federal assistance is directed through this element. Provided FEMA Disaster Response and Recovery Operations support for Hurricane Ike at the Texas State Emergency Operations Center, the FEMA Regional Operations Center and the Southeast Texas Operations Center. Disaster Operations Support included coordinating Disaster Search and Rescue Operations, Disaster Logistical Distribution sites, Mass Feeding Sites, and Temporary Disaster Housing Support to local communities in coordination with Local and State Elected Officials, Emergency Management Officials and Public Safety Officials.

### **Senior Consultant, Research Triangle Institute (RTI), International (Non-Profit Corp) August 2005 – Present**

Provide consultant, research and subject matter expertise on Interagency projects, Training, Situational Awareness and Information Sharing / Intelligence Collaborative Tools in diverse focus areas of Homeland Security, Law Enforcement, Corrections, Emergency Response, Counterterrorism, Counterdrugs, and Facility Security. Business Development in Information Systems, Training, Modeling, Simulations, Geospatial Information Products, Intelligence Training and Maintenance Training. Lead Project Developer of Centers of Excellence for Homeland Security and Intelligence.

### **President, Eagle Leadership Enterprises, LLC January 2007 - Present**

Provides Professional Consulting Services to Organizations, Businesses, Agencies and Governmental Entities and to their Leaders. Focus areas are in Program Management, Project Management, Economic Development, Social Development, Real Estate Development, Strategic Planning, Homeland Security, Energy Independence Solutions, Brownfield Site Cleanup & Reuse Planning, Security, Leadership Training, Mentorship, Veteran's Business Development, Research and Grant Writing and any other lawful purpose.

Provide consultant, research and facilitation services in support of Economic and Social Development projects that improve the Human Condition through economic self-sufficiency, vitality and community standard of living for Native American and Indigenous Peoples Groups. Provide innovative Strategic Planning and Development of land, energy, water, and mineral resources that will honor and enhance tribal lands while preserving, addressing and respecting environmental and cultural concerns. Specialize in Grant research, Grant writing, Proposal writing and Project Management to support Economic and Social Development projects. Promote Economic and Social Development projects that will enhance the physical, mental and spiritual health and the welfare of tribal and indigenous members that will provide employment, new businesses and training opportunities for tribal members. Specialize in Collaborative Stability Operations, Homeland Security, Law Enforcement Planning and Humanitarian / Disaster Relief Operations that promote Tribal and Indigenous regional stability and reconciliation. Provide Leadership mentorship, Governing support and training of tribal leaders. Develop Native American young adult and youth leadership programs.

Lead developer of Military Veteran's Community Life Programs for returning servicemen from Global War on Terror. Initiated handicapped accessible and universal designs for regional transitional and permanent housing, rural resort centers, and home business projects for disabled Veterans returning back to their communities. Program developer of Veteran's Post-Traumatic Stress Disorder (PTSD) and Post-Traumatic Growth counseling. Project designer of Wilderness, Rural and Urban Veteran's Community Life Rehabilitation, Fitness Challenge and Educational facilities.

## **David C. Cree**

### **Vice President, Kanawha Properties, LLC**

**January 2007 - Present**

Specializing in Real Estate Property Assessments and Acquisitions, Property Rental, both Residential, Commercial and Industrial. Conduct Land and Property Development that Promotes Economic and Social Development in Underdeveloped and Distressed areas. Promotes Community and Land Revitalization and Restoration in Rural and Urban areas, with a primary focus area in West Virginia. Promotes Agribusiness, Agritourism, Business Centers, Cultural Heritage, Artisan Businesses, Historical Area Preservation, Land Preservation, Green Technologies, Alternative Energy Solutions and Rural Sporting Clubs Development.

Project Planner for Brownfield Area Assessments, Brownfield Area Cleanup and Brownfield Area Reuse in the Greenbrier River city of Ronceverte, West Virginia. Support Community Leaders initiatives in Community Economic Development, Downtown Historic Buildings Preservation, Green Space Development, Greenbrier River Front Recreational Area and Trail Development, New Small Business Development and Community Housing Projects in Historical Federalist and Colonial Architecture Construction Styles.

### **Colonel, U.S. Army Reserve, Military Intelligence Officer**

**(Active and Reserve Military Experience) December 1975 – December 2006**

- U.S. Army Senior Counterintelligence Officer (30 years), Colonel.
- Subject Matter Expert in Counterintelligence, Strategic Intelligence, Tactical Intelligence, Area Intelligence, Counterterrorism, Asymmetrical Threats, Transnational Terrorist Organizations, Counterinsurgency, Counterdrug, Red Cell / Red Teaming, Weapons of Mass Destruction, C2ISR and Homeland Security.
- By Name request by General / Flag Officers for recent active duty assignments as J2, Director of Intelligence for 2 consecutive Joint Task Forces for U.S. Northern Command in vital Homeland Security missions protecting the United States against foreign threats in Operation Noble Eagle and supporting the Global War on Terror.
- Led multiple joint intelligence analytical teams specializing on Weapons of Mass Destruction, Chemical, Biological, Radiological, Nuclear and High Explosive threats, analysis, indications, warnings and deterrence.
- Multiple Joint Services senior military officer assignments in supervising, creating and developing Intelligence Fusion Centers, Analyst Training Programs and promoting the use of emerging technologies, GeoSpatial Intelligence, Geographical Information Systems (GIS) and DoD / Interagency Information Sharing Systems Applications. Some of these applications were adopted by the Office of the U.S. Secretary of Defense for Situational Awareness and Situational Understanding in Crisis and Consequence Management Operations.
- Have held multiple Senior Counterintelligence Supervisory positions in Wartime environments in direct support of Combat and Special Operations units.

### **Colonel, U.S. Army Reserve, Military Intelligence Officer**

**(Active and Reserve Military Assignments) December 1975 – December 2006**

**Active Duty Assignments:** Served as Chief, Information Superiority Group, Senior Intelligence Officer, Standing Joint Force Headquarters, U.S. Joint Forces Command. Senior leader supervising Intelligence, Information Operations, Effects Assessment and Operational Net Assessment sections as the core element and Command and Control of a Joint / Coalition Task Force in Crisis and Contingency Operations in Combat and Contingency Operations. Have served in senior joint military leadership assignments with U.S. Northern Command as the Director of Intelligence, J2, Headquarters, Joint Task Force for Civil Support and as the Director of Intelligence, J2, Standing Joint Force Headquarters for Homeland Security. Previous Senior Officer Leadership assignments held are as the Senior Battle Watch Captain for the Crisis Action Team, J33, European Theatre Joint Command Center, U.S. European Command and as the Senior Intelligence Officer for J-5 Plans, Special Operations Europe Command in Germany during Operation Enduring Freedom and Operation Iraqi Freedom. Served in multiple assignments with the U.S. Army Intelligence and Security Command (INSCOM). Served as Chief, Counterterrorism Red Cell, N-2, Headquarters, U.S. Navy SIXTH FLEET, Gaeta, Italy during Operation Enduring Freedom. Also served as Senior Army Element Commander, Joint Reserve Intelligence Support Element, Joint Analysis Center, U.S. European Command ( Middle East / North Africa / Levant Region Branch). Served as Senior Counterintelligence Officer, Counter Drug Operations Branch, Military Support to Civil Authorities, J33, Current Operations Directorate, U. S. Atlantic Command. Also served as Chief of Counterintelligence Analysis Section, Corps

## **David C. Cree**

Tactical Operations Center Support Element, G-2, U.S. Army 18<sup>th</sup> Airborne Corps in Operation Desert Shield / Desert Storm in Saudi Arabia and Iraq.

**Reserve Duty Assignments:** Additionally have held Senior Intelligence leadership assignments with the U.S. Army 18<sup>th</sup> Airborne Corps which include: 525<sup>th</sup> MI Group; the 319<sup>th</sup> MI Battalion (ABN); as the S-2, Intelligence Section, 413<sup>th</sup> Chemical Brigade; and as the S-3, Operations Officer, 337<sup>th</sup> MI Battalion (ABN). Served in a variety of Command assignments with the U.S. Army Military Intelligence Command; the 339<sup>th</sup> Army Security Agency Company; D Company, 1/518<sup>th</sup> Regt, 108<sup>th</sup> Infantry Training Division and the 37<sup>th</sup> Military Police Detachment.

### **Senior Operations / Intelligence Analyst**

**Aerospace Command & Control, Communications, Computers, Intelligence, Surveillance & Reconnaissance Center (AC2ISRC), Emergent Information Technologies, Inc, Langley Air Force Base, VA. September 2000-August 2001 \*\* (Acquired by L-3 Communications Government Services, Inc).**

Provided Senior Operations Analyst consultation and direct information technology analytical support to the Aerospace Command & Control, Intelligence, Surveillance, and Reconnaissance Center (AC2ISRC). Served as Facilitator, Trainer and Integrator for "Family of Interoperable Operational Pictures" (FIOP) program at the AC2ISR Center. Project activities include development of FIOP Concept of Operations (CONOPS), defining Operational Requirements from new and existing information systems and developing an Implementation Strategy for future DOD interoperable Information Systems. Supported the FIOP goal that with superior information a joint military force can rapidly synthesize superior information into superior knowledge, enabling Decision Superiority. Developed Flag level, JROC, JCS, OSD level briefings and presentations. Ensured that FIOP will utilize evolving information technologies and knowledge-based systems so that FIOP establishes for DOD, a pathway towards achieving the vision of Decision Superiority as described in Joint Vision 2020.

**Department Director, Executive Director, Program Director, Economic Development Planner & Captain, Senior Law Enforcement Officer  
Henderson County Government, North Carolina, Hendersonville, NC September 1978 - April 1999**

**Director, Justice Wide Area Network (JWAN), Criminal Justice Information Management /Technology Project.  
September 1995 – April 1999**

Initiated and managed multiple City, County & State agencies Information Technology Grants that totaled over \$2 million dollars. Directed implementation of a multi-agency (City, County, State) Criminal Justice Information/Crime Intelligence Center and Criminal Justice Wide Area Computer Network. Responsible for creating Crime Analysis / Intelligence Section, CounterDrug Intelligence databases and Crime Intelligence Analyst training programs. Served as regional model for N.C. Criminal Justice Information Network. JWAN interfaced directly with Regional, State and Federal Criminal Information /Intelligence systems. Regional site for Criminal Justice Computer Training, TeleConferencing, TeleLearning and Distance Learning.

**Executive Director, Community Corrections, Henderson County Government. Directed a Community Corrections Facility and CJ Program. September 1995 – April 1999**

Supervised High Risk Repeat Criminal Offenders on Intensive Probation, with extensive Criminal History and Drug Dependency and Addiction. Initiated and managed multiple City, County & State agencies Corrections and Criminal Justice Grants totaling over \$2 million dollars. Established and Directed 12 Agency Community – Based Counterdrug Task Force. Established and Directed Community Corrections Program, that included a Criminal Day Reporting Center, Intensive 12 Month Drug Treatment Programs, Life Skill Educational Programs, GED Programs, Community Work & Beautification Programs, Prison Fellowship Chaplin's Program, Pre-Trial Drug Intervention Program, and a Community Volunteer Support Services Program. Programs resulted in less than a 25% Recidivism (Repeat Offender) Rate.

**Economic Development Planner / Liaison Officer. September 1991 – April 1999**

Member of Western North Carolina Economic Development Blue Ribbon Committee. Represented Henderson County County Manager and County Board of Commissioners on multiple State, Regional and County Economic Development Planning committees and economic development projects. Initiated and developed Local and Regional Strategic Agriculture Economic Development Plan for County. Developed Economic Development Plans that included the

## **David C. Cree**

development of Industrial Zones, Industrial Parks, Recreational Areas and Green Zones. Provided County Government liaison with Farming Community, Industrial Leaders, Chamber of Commerce, Commercial Developers, Gated Communities and Community Business Leaders. Initiated Marketing Plans and Economic Development Strategic Plans that covered a 14 county area. Initiated Technology Development Plans with special emphasis upon Information Technologies, Collaborative Information Environments and Reuse Strategies for Aged Facilities and Industrial Areas.

### **Captain, Senior Law Enforcement Officer, Special Operations & Training Division September 1978 - Dec 1994**

28 years Active and Reserve experience as Law Enforcement Officer (County, State and Federal-Military level). Extensive experience in the following areas: Criminal Investigations, Patrol, CounterDrug Operations, Telecommunications, Civil Process, Security, Corrections, Administration. Key staff officer managing \$5 Million Budget. Project Manager for Planning / Design of Law Enforcement Center, Emergency Operations Center, Communication "911" Center / Correctional Facilities and Training Facilities. Coordinated and supervised training of Rookie and Veteran Officers. Served as Major Incident Commander for multi-agency Emergency response to Fugitive Manhunts, Manmade/Natural Disasters. 12 years as SWAT Commander. Extensive experience in Counterdrug Intelligence / Operations as member and supervisor of multi-agency Joint Drug Task Forces, Undercover assignments, Tactical Raids / Surveillance, Tactical SWAT Training and Multi-State Drug Trafficking Intelligence. **\*\* (Currently still Hold Advanced Law Enforcement Certification in North Carolina).** Initiated and managed multiple criminal justice and law enforcement grants and programs totaling over 2.5 million dollars that totally transformed DARE Officer Programs, "911" Telecommunications, Community Policing, Aviation Programs, Counterdrug, Crime Intelligence Database Systems, Automated Fingerprint Information Systems, Distance Learning Training and Investigative processes.

### **Corporal , Infantry, United States Marine Corps / United States Marine Corps Reserve March 1969- March 1975**

Combat Veteran of the Vietnam War. Served as member of the elite (all Volunteer) U.S. Marine Corps Combined Action Program (CAP), South Vietnam. Served as Infantry Squad Leader and Adviser to Vietnamese Military and regional paramilitary forces. Specialized in Counterinsurgency Operations against the Viet Cong. Provided Stability Operations, Offensive Operations, Force Protection and Civic Action / Humanitarian Support to rural Vietnamese Villages near the DMZ. Aggressively and successfully neutralized the Viet Cong / North Vietnamese Threat and Infrastructure within all assigned areas of responsibilities. The U.S. Marine Corps Combined Action Program (CAP) was one of the most successful U.S. Marine Corps Combat / Counterinsurgency Operations Units in the Vietnam War.

### ***EDUCATION & PROFESSIONAL DEVELOPMENT***

**Master of Science Public Affairs / Public Administration Graduate Program, 1995-1999, (30 Sem. Hrs.)  
Western Carolina University, Cullowhee, N.C. / Member Pi Gamma Mu International Honor Society**

**U.S. Army Command & General Staff College, 1994, Fort Leavenworth, Kansas**

**Master of Science - Police Science / Police Administration / Corrections Administration Graduate Program,  
1976-1978, (33 Sem. Hrs.), Sam Houston State University, Huntsville, Texas**

**Bachelor of Arts Degree, Psychology, 1975, Wake Forest University, Winston-Salem, N.C.**

## Summary of Professional Experience

Mr. Don Gemeinhardt, MBA, MSS, (Colonel – USAF - retired), brings both operational and vulnerability along with emergency response program experience to this effort. Don has created vulnerability and response requirement or capacity forecasts to support emergency planning both in the US and internationally. Finally, his experience as a K-12, Department of Defense Schools Liaison for several years and his position on a city and county school board brings an administrative experience concerning classroom and student impact of entire programs and policy changes that will greatly assist us in setting perspectives. His past experience as the Center Director for Security Solutions and part of the Institute for Homeland Security Solutions just adds more depth to his accomplishments in this field. With his help, we will clearly define capabilities in these areas and effectively communicate these impacts.

## Education

MSS, National Security Strategy, US Army War College	2001
MBA, Business Administration, Golden Gate University, San Francisco, CA	1980
BA, Business Administration, University of Maryland, MD	1976

## Selected Project Experience

*North Carolina University (UNC) and the North Carolina Community College Distant learning (NCCCS), 2005, Technology Reviewer for Capacity and Systems, RTI contract for State Government to review for development of future funding policies and growth efforts.*

*Discipline Policy Revision for DODD's Europe in light of 9/11, 2001, Author. Changes in notification procedures, trigger points for reporting, and follow-up actions in disciplinary matters in light of security concerns for US Overseas Schools.*

*Department of Defense Schools DODD's Perspective on Developing a School Uniform Policy, 1997, Co-Author, Impact of requiring Uniforms for students in all DODD's.*

*Airman's Manual, Author, 1999, Manual covered various Military orientated topics for deployment for all 400,000 personnel in the Air Force.*

## Professional Experience

2004-Present: Program Manager, RTI International, Technology Assisted Learning (TAL) Division.

- Develop U.S. Government applications for Digital Systems products and concepts.
- Develop methods for utilizing various teaching methods for Learning Management Systems applied both in DOD and other areas.

2002-Present: Adjunct Professor, University of Phoenix, MBA program.

- Teach in both the Distance Learning programs and their Campus Courses.
-

2001-2004: United States European Command Anti-Terrorism Division Director.

- Director of the Anti-Terrorist program spanning over 93 countries and responsible for over 500,000 DOD personnel.
- Managed resident and distant learning Anti-Terrorism training programs for personnel at all levels of leadership covering numerous occupational specialties.
- Developed and implemented a comprehensive awareness and Educational program for DODD Schools for over 200,000 students K-12.
- Developed and implemented various portal programs for operational use and threat.
- Developed an entire curriculum for various education programs in Safety and Security for audiences ranging from Senior Officers to DODDs faculty and students.

1997-2000: Director of Training and Program Development for Aerospace Expeditionary Force Transition Programs (AF-XOPE) Air Staff, Pentagon, Washington DC, US.

- Developed and implemented the educational programs for the Air Force's transition to the Aerospace Expeditionary Force (AEF) program

1983-1997: Group and Squadron Commander.

- Various Commands from 100 to 3000 personnel, Locations in England, Turkey, Germany, North Carolina, classified locations and Saudi Arabia.
- Liaison to the DODD's Schools, member of administrative board reviewing various School policies and budgets.
- DODD's Education Board Representative to the national committee where we developed several projects because of local and international concerns.
- Goldsboro and Wayne County Board of Education Military Representative.

1978-1987: Various Staff Positions in Air Force Components and Joint Positions in Europe.

- Program director for the Air Force Security Forces Air Base Defense School, called Silver Flag Alpha, in Nevada.

1975-2001 Various Adjunct Professor Positions

- Golden Gate University.
- Wayne County Community College.
- City Colleges of Chicago.
- University of Maryland

1968-1969: Assistant Teacher grade 6, Los Angeles School District, undergraduate program.

## **Presentations**

2007 – Operational Applied Training Systems for the FBI Hazardous Device School, SALT paper

2005 – “Competency Portal”, A paper presented to FEMA for their Symposium on Distance learning Initiatives at the National Emergency Training Center (NETC), Emmitsburg Maryland.

2002 – Department of Defense member and the impact of 9/11. Presented this to various groups from Senior Officer or Base Groups to the DODDs Teachers Conferences.

1999 – Transformation and Education for Expeditionary Forces. Senior General Officer Circuit. This presentation was to various groups of senior officers in a regional structure of both active and retired officers throughout the country.

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1978 – 2004 Numerous Special Topic papers to senior officials from the Secretary of Defense and various US Senators and Representatives and Senior Foreign Government Officials.

### **Technical Reports**

2005 – Review of the (UNC) and NCCS Distant Learning programs and their Strategic Plans.



# **RONALD L. GEMEINHARDT**

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## **Summary of Professional Experience**

38 years of experience in the petroleum industry. Significant overall emergency response management and planning experience focused on environmental related planning and support. Additional operational and management background in all facets of environmental compliance, site remediation and pollution prevention programs expertise in the areas of petroleum facility operations management of terminal systems, pipeline systems as well as retail outlets. Extensive experience in staff management associated with regulatory interpretation, agency interaction and Environmental Management Systems development and implementation. Compliance management includes training development and implementation, violation investigation, litigation support, agency response preparation and interaction and corrective action plan development and implementation. Documented success related to systems assessment and management practices associated with regulatory compliance activities.

## **Education**

1976 B.A, University of California, Dominguez, CA  
1981 2 years, Western State University College of Law

## **Selected Project Experience**

- Designed and implemented a national residuals management program for Shell Oil Company to manage all residuals from remediation and operations for all retail sites, distribution facilities, pipelines and major projects.
  - Spill Prevention Control and Countermeasure (SPCC) Plan development and oversight for 85 facilities.
  - Trainer and program management for nationally applied RCRA Compliance training courses.
  - Regional coordinator for west coast Shell Laboratory Accreditation Program (SLAP) for auditing and approval of third party environmental laboratories.
  - Shell corporate residuals management lead for emergency response (Marine Response Group) activities.
  - Phase I site assessment completion for 46 California distribution and pipeline facilities.
  - TSDF audit lead for Shell Oil Products in the facility audit program management and approval for TSDF utilization nationally.
  - Manager for eight years of the Shell Oil Company Centralized Residual Management Team providing residual management and environmental compliance support to hundreds of remediation sites associated with Shell's national operations. Residual management support to hundreds of operating pipeline and distribution facilities.
  - Completed over 300 TSDF compliance audits in support to Shell's activities nation wide.
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## Professional Experience

- Vertex Residual Management Group, L.P. 2006 - Present  
***Vice President, Partner***  
 Provide Health Safety and Environmental compliance support to industry. Focused on field level compliance strategies and training materials development in support to compliance requirements. Training focus for course development on a CBT platform utilizing Moodle as well as instructor lead training courses. Provide direct field support staff to meet compliance needs and residual management as well as auditing and program evaluation for compliance activities.
- Risk Assessment & Management Group, Inc., Houston Texas 2005 to 2006  
***Sr. Project Manager***  
 Risk Based Decision-Making Process (RBDM) activities include site evaluation, work plan development, corrective action plans, closure strategies and training development, Environmental Compliance Review, Treatment Storage and Disposal Facility auditor. Full Time
- Shell Oil Products – Site Safety Officer for Katrina Response Support Sept. 2005 - 2006  
***Site Safety Officer***  
 Site safety plan development and implementation, on-shore and off-shore site safety support.
- Phillips Environmental Services, Houston, Texas 2003 to 2005  
***Sr. Environmental Specialist***  
 Treatment Storage and Disposal Facility compliance auditor. Emergency Response Management. Part-time position averaging approximately 4 months work per year. Development of Environmental Compliance review training programs for a major oil company to insure all levels of staff had an acceptable level of Environmental Compliance knowledge.
- Shell Oil Company, Houston, Texas 1973 to 2003  
***Environmental Team Leader***  
 1995-August 2003 upon Retirement: Management Lead. Technical / Regulatory supervision of 5 to 29 direct reports during the last eight years. Staff consists of primarily degreed individuals in various support positions.
- Activities focused on day to day operational support for the management of wastes and non-wastes (residuals) at all levels of operations and all types of Shell facilities as well as remediation projects throughout the country.
  - Compliance tools developed and delivered related to all regulatory and corporate policy standards in the form of training materials, policy letters and procedure implementation.
  - Training implementation included computer based platforms and instructor lead courses and presentations.
  - Developed nationwide residuals management system started from west coast program and due to its success applied nation wide covering 13,000 retail sites and 460 terminal and pipeline facilities resulting in focused approach with significant cost savings.
  - Identified as corporate transportation, retail and pipeline RCRA and residuals regulatory specialist.
  - Responsibilities included procedure / practices review and approval, Notice of Violation response and corrective actions, agency interaction.
  - Significant analytical skills in compliance procedure development and organizational skills attributed to an ability to develop systems approaches.
  - Site Safety Plan Development and review.
  - Functioned as Residual Manager and Disposal Lead on all major incidents as part of Emergency Response group nationwide.
-

1990-July 1995 - Anaheim California regional office Sr. Environmental Staff - Residuals Management, Emergency Response  
1988-July 1990 - Sewaren New Jersey, Lubes and Fuels Chemist, Laboratory Supervisor  
1974-June 1988 - Wilmington Manufacturing Complex, Laboratory Supervisor, Emergency Response, Safety Supervisor

USAF, Austin, Texas

1969 to 1973

***Fuel Specialist***

Military fuels specialist responsibilities include refueling unit truck driving, hydrant operator and storage facility operation. Additional training in cryogenics. Stationed in Philippines, Thailand, Illinois and Texas. Honorable discharge with rank of STAFF SGT.

## **Seminars and Courses Taught**

Present- Development of Environmental Compliance Training Materials  
1995 – 2003 Environmental Compliance Training Approaches  
1987 – 1995 Laboratory Data Management Systems  
1981 – 1987 Shell Oil Petroleum Fire Response Instructor – University of Nevada  
1985 – 2003 Incident Command System

## **Special Courses**

Certified RCRA Trainer CAEPA - DTSC, RCRA (40CFR) Certified, DOT (49CFR) Certified  
HAZWOPER (29CFR) 40 hour and Supervisor Certified.

## **Country Experience**

1970 - 1971 – Philippines  
1972 - 1973 - Thailand

## **HONORS AND AWARDS**

Shell Oil Company Presidents Award For Excellence, ALAP Program Management, 1992

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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:  
**EDD308015**

PAGE:  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY  
 304-558-8801**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED <b>01/07/2009</b>	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: <b>02/04/2009</b>		BID OPENING TIME <b>01:30PM</b>		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	LS		924-10		
<p>THE WV PURCHASING DIVISION, FOR THE AGENCY, THE WV DEPARTMENT OF EDUCATION, IS SOLICITING BIDS FOR AN ANALYSIS OF THE WVDE'S EMERGENCY PLAN, TO CRITIQUE THE INFORMATION AND RECOMMEND AREAS OF IMPROVEMENTS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WV PURCHASING DIVISION VIA MAIL, AT THE ADDRESS SHOWN AT THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 1/22/2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WV ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE RFQ OPENING DATE AND IN ANY FORMAT.</p> <p>CONSULTING, EMERGENCY PLAN</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	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  
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# Request for Quotation

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**EDD308015**

PAGE  
**3**

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01/07/2009				

BID OPENING DATE: **02/04/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CALLY NULL AND VOID, AND IS TERMINATED 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. 04/11/2001</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: <span style="float: right;">SHELLY MURRAY</span></p> <p>RFQ. NO.: <span style="float: right;">EDD308015</span></p> <p>BID OPENING DATE: <span style="float: right;">02/04/2009</span></p>						

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State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
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# Request for Quotation

RFQ NUMBER:  
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PAGE:  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
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**DEPARTMENT OF EDUCATION  
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 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330**

DATE PRINTED <b>01/07/2009</b>	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: <b>02/04/2009</b>		BID OPENING TIME <b>01:30PM</b>		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>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.</b></p> <p><b>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.</b></p> <p><b>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 (1) YEAR PERIODS.</b></p> <p><b>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.</b></p> <p><b>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</b></p> <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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State of West Virginia  
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 CHARLESTON, WV  
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
01/07/2009				

BID OPENING DATE: **02/04/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 828-855-0121 -----  CONTACT PERSON (PLEASE PRINT CLEARLY): ----- DON GEMINARO -----   ***** THIS IS THE END OF RFQ EDD308015 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ FEIN \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

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

## West Virginia K-12 Facility Research Project Proposal Outline

### **Background**

The West Virginia Department of Military Affairs and Public Safety (WVDMAPS) as well as Federal Emergency Management Agency (FEMA) and United States Department of Homeland Security (DHS) has identified schools as potential shelter, feeding stations, alternate health care facilities and rest areas in the event of a natural disaster or an act of terrorism. The West Virginia Department of Education (WVDE) is a major decision maker in the identification and the use of facilities for the above named scenarios. In this regard, we have identified a number of schools that may be specifically involved for both short-term and medium-term use. The intent of this Request for Quotation is to identify and quantify specific capacities, capabilities, and limitations of the identified facilities.

### **Project Overview**

The WVDE recognizes the increased need for current, relevant, and prudent emergency planning. There are numerous potential emergency situations in which public schools in West Virginia might need to be utilized as feeding stations, child care facilities, emergency shelters, hospitals, etc. Through the assistance of various government agencies the WVDE has identified facilities along the western migration route(s) that have the potential to be utilized in the event an emergency situation should occur. A list of these facilities has been included in attachment A.

These facilities need to be evaluated to establish what characteristics exist and to also identify areas where the facility requires improvement(s) that will allow the facility to function effectively in any of a number of roles during an emergency situation.

The successful vendor will compile and provide a complete inventory of the capabilities and limitations of the existing facilities. The vendor will also be required to establish standards for interdependent communication networks at each local facility in compliance with current practices for compatibility of equipment.

### **Mandatory Specifications**

- Qualifications include 5 years experience with similar emergency response scenarios including but not limited to working with agencies such as FEMA, DHS, and WVDMAPS, Military, Federal, State, and local law enforcement and fire service agencies. Proof of prior experience should be submitted with vendor's bid.

### **Future Deliverables**

After award, the successful vendor will be required to:

- Provide an inventory of the existing facility assets including: relevant capabilities/capacities including but not limited to student capacity, feeding capabilities, available parking, athletic fields, and the availability of on campus, or near campus, community health facilities.
- Identification of local response agencies and interoperable communications abilities.
- Compile floor plans including accurate square footage measurements, available utilities, and an inventory of mechanical systems of each respective facility.
- Establish GPS coordinates and specific distances from existing Interstates and US routes.
- Identify the capacity of the facility when utilized as an emergency shelter or feeding station, or other role in the event of a declared emergency.



- Evaluate facilities for capacity to provide health care, child care, and other existing infrastructure assets.
- Inventory existing security characteristics and critique weaknesses of the current security capabilities.
- Identify current traffic flow characteristics of the surrounding infrastructure and provide recommendations for how these would need to be improved in the event of an emergency.
- Identify reasonable food service capabilities including feeding capacity and proximity to food sources in the event of a declared emergency.
- Identify and compile lists of the type of mechanical system(s) that support each facility. Recommend areas of deficiency for site in the event it must handle increase capacities in the event of a declared emergency.
- Inventory areas of deficiency for each sites existing communication capabilities. Assist sites in evaluating an interdependency communication system that provides communication channels among the various organizations involved during an emergency situation.

### **Price Quotations**

Project price will be an all inclusive fixed cost.

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract, including any renewals, when applicable.

Any anticipated overhead, support staff, travel expenses, indirect costing of expenses or any other reimbursable expenses must be incorporated into the vendor's fee. No separate payments for these types of expenses will be made, and they shall be considered the sole responsibility of the vendor.

### **Incurring Costs**

The state and any of its employees or officers shall not be held liable for any expenses incurred by any bidder responding to this RFQ for expenses to prepare, deliver the bid, or to attend any meetings, oral presentations or protest hearings.

**Verification of Qualifications**

The West Virginia Department of Education plans to commence activity based upon the results of this RFQ immediately upon award. Therefore, the Department is seeking a vendor who can submit verifiable proof of qualifications with their bid response. It is preferred that the information accompany the bids, however, the agency reserves the right to request this information after the bid. Vendors must provide requested information within 48 hours. Failure to provide current qualifications upon request may result in disqualification of the vendor's bid.

JOHN	SCHO	DRES	CITY	ZIP	1	PI	F	url	es	olime
1 Cabell	Cabell Midland High School	2300 Us Route 60 East	One	25545		743-7400	743-7577	http://cmhs.cabell.k12.wv.us/	9-12	1846
2 Cabell	Huntington High School	1 Highlander Way	Huntington	25701		528-6400	528-6422	http://www.huntington.k12.wv.us/	9-12	1590
3 Doddridge	Doddridge County Elementary	Rt 2 Box 35D	West Union	25456		873-3284	873-3287	http://boe.dodd.k12.wv.us	5-8	453
4 Doddridge	Doddridge County High School	201 Stuart Street	West Union	26456		873-2521	873-1573	http://www.wvonline.com/dchs/	9-12	398
5 Doddridge	Doddridge County Middle School	Rt 2 Box 35C	West Union	26456		873-2390	873-2541			382
6 Fayette	Meadow Bridge High School	2775 Main Street	Meadow Bridge	25976		484-7917				251
7 Greenbrier	Greenbrier East High School	One Spartan Lane	Lewisburg	24901		647-6464	645-2888			1189
8 Greenbrier	Western Greenbrier Middle School	HC 40 Box 14	Crawley	24931		392-6446			6-8	
9 Harrison	Bridgeport High School	515 Johnson Avenue	Bridgeport	26330		842-3693	842-6288	http://www.wvonline.com/bhhs/	9-12	
10 Harrison	Liberty High School	One Mountaineer Drive	Clarksburg	26301		624-3284	623-3159			
11 Harrison	Robert C. Byrd High School	One Eagle Way	Clarksburg	26301		624-2453	624-3211			
12 Kanawha	Capital High School	1500 Greenbrier St	Charleston	25311		348-8500	348-6509	http://www.capitalhigh.org/	0912 PK	
13 Kanawha	George Washington High School	1922 Tennis Club Rd	Charleston	25314		348-7729	344-4847			
14 Kanawha	Nitro High School	1300 Park Avenue	Nitro	25143		755-4321	755-4345			
15 Kanawha	Riverside High School	#1 Warrior Way	Belle	25015		348-1896				
16 Kanawha	Saint Albans High School	2100 Kanawha Terrace	St. Albans	25177		722-0212	722-0211			
17 Kanawha	South Charleston High School	1 Eagle Way	South Charleston	25309		768-0352	768-4663			
18 Marion	East Fairmont High School	1993 Airport Road	Fairmont	26554	9138	367-2140	367-2180	http://www.wvonline.com/efhs	9-12	
19 Marion	Fairmont Senior High School	Loop Park Drive	Fairmont	26554	2599	367-2150	366-5988	http://fhs.mar.k12.wv.us/	9-12	
20 Monongalia	Morgantown High School	109 Wilson Avenue	Morgantown	26501		291-9260	291-9263			
21 Monongalia	University High School	881 Price Street	Morgantown	26505		291-9270	291-9248			
22 Ohio	Wheeling Park High School	1976 Park View Rd	Wheeling	26003	9311	243-0400	243-0449			
23 Putnam	Hurricane High School	3350 Teays Valley Road	Hurricane	25526		562-3991	562-5460			
24 Putnam	Poca High School	Rt. 1, Box 5b	Poca	25159		755-5001	756-5009			
25 Raleigh	Independence High School	PO Box 1595	Coal City	25823		683-3228				
26 Raleigh	Beckley-Stratton	401 Gray Flats Road	Beckley	25801		256-4616				
27 Raleigh	Woodrow Wilson High School	460 Stamford Road	Beckley	25801		256-4646				
28 Ritchie	Ritchie County Middle/High School	107 Ritchie County School Rd	Elmhoro	26346		869-3526	869-3596			
29 Summers	Summers County High School	One Bobcat Dr.	Hinton	25951		466-6040	466-6044			
30 Taylor	Grafton High School	400 Riverside Drive	Grafton	26354		265-3046				
31 Taylor	West Taylor Elementary	RR1 Box 188B-1	Flemington	26347		842-0490	842-0492		K-4	248
32 Wayne	Spring Valley High School	#1 Timbenwolf Drive	Huntington	25704		429-1699	429-7315			
33 Wood	Parkersburg High School	2101 Dudley Ave	Parkersburg	26101	3492	420-9585	420-9504			
34 Wood	Parkersburg South High School	1511 Blizzard Dr	Parkersburg	26101	6424	420-9610	420-9607			

Total

RFQ No. \_\_\_\_\_

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: DONALD A. GEMEINHART

Authorized Signature: 

Date: 1/20/09

State of West Virginia  
**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: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

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

Feb 03, 2009

Comment pertaining to: **VENDOR PREFERENCE CERTIFICATE**

All team members are veterans.

Two of the team members currently live in West Virginia, but have not lived there for a total of four years as of this date.



\_\_\_\_\_  
Donald A. Gemeinhardt

1 Feb 09

\_\_\_\_\_  
Date

**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, this Contract may be deemed null and void, and terminated 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."

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**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