



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

Request for Quotation

RFO NUMBER
EDD308015

PAGE
1

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

Sogomiset
Attention: Liza Balzereit
2308 Mount Vernon Avenue, Suite 711
Alexandria, VA 22301

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

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | 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 |
|---|----------|-----|--------|-------------|------------|--------|
| 0001 | 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> | | | | | | |

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**PURCHASING DIVISION
 STATE OF WV**

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|------------------------------------|---------------------------|-----------------------------------|
| SIGNATURE <i>Liza Balzereit</i> | TELEPHONE 571 213 8423 | DATE 02/02/09 |
| TITLE <i>Partner</i> | FEIN 54-2046191 | ADDRESS CHANGES TO BE NOTED ABOVE |

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



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| ADDRESS CORRESPONDENCE TO ATTENTION OF |
| SHELLY MURRAY 304-558-8801 |

RFQ COPY
 TYPE NAME/ADDRESS HERE

PURCHASING

SHIP TO

DEPARTMENT OF EDUCATION
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| <p>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.</p> <p>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.</p> <p>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.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>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.)</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-</p> | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|-----------------------------------|---------------------------|-----------------------------------|
| SIGNATURE <i>Anna Balzeret</i> | TELEPHONE 571 213 8423 | DATE 2/2/09 |
| TITLE <i>Partner</i> | FEIN 54-2646191 | ADDRESS CHANGES TO BE NOTED ABOVE |

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ADDRESS

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| <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="text-align: center;">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: SHELLY MURRAY</p> <p>RFQ. NO.: EDD308015</p> <p>BID OPENING DATE: 02/04/2009</p> | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|---------------------------------|----------------------------------|-----------------------------------|
| SIGNATURE <i>Lisa Balzer</i> | TELEPHONE 571 213 8423 | DATE 02/02/09 |
| TITLE <i>Partner</i> | FEIN 54 2046191 | ADDRESS CHANGES TO BE NOTED ABOVE |

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304-558-8801

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| <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <u>703-836-8118</u></p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): <u>Lisa Balzeret</u></p> <p>***** THIS IS THE END OF RFQ EDD308015 ***** TOTAL: <u>\$120,000.00</u></p> | | | | | | |

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| | | |
|-----------------------------------|---------------------------|-----------------------------------|
| SIGNATURE <i>Lisa Balzeret</i> | TELEPHONE 571 213 8423 | DATE 02/02/09 |
| TITLE <i>Partner</i> | FEIN 54 2046191 | ADDRESS CHANGES TO BE NOTED ABOVE |

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Sogomiset
 Attention:Liza Balzereit
 2308 Mount Vernon Avenue, Suite 711
 Alexandria, VA 22301

DEPARTMENT OF EDUCATION
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| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
| 01/25/2009 | | | | |

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

| LINE | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
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| ----- ADDENDUM NO. 1 ----- | | | | | | |
| THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RAISE PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 01/22/2009 | | | | | | |
| ATTACHMENT: QUESTIONS AND RESPONSES | | | | | | |
| THE BID OPENING DATE REMAINS: 02/04/2009 | | | | | | |
| 0001 | 1 | LS | | 924-10 | | |
| CONSULTING, EMERGENCY PLAN | | | | | | |
| EXHIBIT 10 | | | | | | |
| REQUISITION NO.: EDD308015 | | | | | | |
| ADDENDUM ACKNOWLEDGEMENT | | | | | | |
| I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. | | | | | | |
| ADDENDUM NO.'S: | | | | | | |
| NO. 1 ✓ | | | | | | |
| NO. 2 ✓ | | | | | | |
| NO. 3 ✓ | | | | | | |

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| SEE REVERSE SIDE FOR TERMS AND CONDITIONS | | | |
| SIGNATURE | TELEPHONE | DATE | |
| <i>Liza Balzereit</i> | 571 213 8423 | 2/2/09 | |
| TITLE | FEIN | ADDRESS CHANGES TO BE NOTED ABOVE | |
| <i>Partner</i> | 54-2046191 | | |

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VENDOR

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| | NO. 4 | | | | | |
| | NO. 5 | | | | | |
| <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;"> <i>[Signature]</i> SIGNATURE <i>Sagomiset LLC</i> COMPANY <i>Feb. 2, 2009</i> DATE </p> <p>REV. 11/96</p> <p style="text-align: center;">----- END OF ADDENDUM NO. 1 -----</p> | | | | | | |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

| | | |
|------------------------------|-------------------------------|-----------------------------------|
| SIGNATURE <i>[Signature]</i> | TELEPHONE 571 213 8423 | DATE 2/2/09 |
| TITLE <i>Partner</i> | FEIN 54 2046191 | ADDRESS CHANGES TO BE NOTED ABOVE |

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**RESPONSES TO VENDOR QUESTIONS
EDD308015**

- 1. What information regarding existing facilities (i.e. floor plans, security capabilities, mechanical systems, etc.) and communication networks will be available to the successful bidder?**

The information we have is limited. With that in mind, our Comprehensive Education Facility Plans-- provides floor plans, some information on security and information technology.

- 2. Have the "western migration routes" been specifically identified and defined? If so, can that information be released?**

The current Western Migration Route will be made available to the successful vendor.

- 3. What is the expected deliverable regarding the requirement to "establish standards for interdependent communication networks at each local facility in compliance with current practices for compatibility of equipment?"**

The information must include how First Response and the local boards of education communicate with each other and respond accordingly during an incident.

- 4. What is the expected deliverable regarding the requirement to "critique weaknesses of the current security capabilities?"**

Specifically, do holes exist in security from success to responding to an actual event? What information is needed to successfully respond during an event?

- 5. What is the expected deliverable regarding the requirement to "identify current traffic flow characteristics of the surrounding infrastructure and to provide recommendations for how these would need to be improved in the event of an emergency?"**

The successful vendor will be expected to address, within the deliverables, questions such as the following: "How does traffic routinely move? Is the traffic pattern appropriate in an event? What needs to be changed during an event, if anything? What changes are necessary and how do they need to be communicated with first responders and the local board?"

- 6. What is the expected format for the final deliverables (i.e. printed report, database, etc.)?**

This information must be provided in print, as well as, data information. This information will be provided to the West Virginia State Board of Education, the State Superintendent and the local school superintendents involved. It should be noted that the West Virginia will own the information.

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,

N/A 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,

N/A 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: Lisa Balzerait Signed: Lisa Balzerait

Date: 29 Jan 09 Title: Partner

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

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

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

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

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

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

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

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

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

Vendor's Name: Sosomiset LLC
Authorized Signature: Lisa Balzer Date: 2/2/09



State of West Virginia
Department of Administration
Purchasing Division

EMPLOYMENT HISTORY DISCLOSURE STATEMENT

Vendor shall identify any other work, similar or otherwise currently being performed for any agency, institution, educational facility, city, county, municipality or political subdivision of the State of West Virginia. The State of West Virginia is concerned that current work could logically prevent the vendor from responsibly completing the referenced contract.

The state of West Virginia reserves the sole and exclusive right to reject the bid of any vendor when the state believes any current work could logically prevent the vendor from successfully completing the bid/contract in question. Failure to provide or disclose the required information listed shall be grounds for immediate disqualification/cancellation of the contract.

Below, the vendor shall provide the agency name, effective dates, value, general description and time required to fulfill the duties of each contract.

| <u>Agency Name</u> | <u>Effective Dates</u> | <u>Value</u> | <u>General Description</u> | <u>Time Required Per Week</u> |
|--------------------|------------------------|--------------|----------------------------|-------------------------------|
| <i>None</i> | | | | |
| | | | | |
| | | | | |
| | | | | |

Check here if additional sheets are attached

I certify that the statements made above are true and accurate.

Lisa Balzerit
Printed Name

29 Jan 09
Date

L. Balzerit
Signature

West VA Quals for Sogomiset

West Virginia Homeland Security Grant Program: oversaw the development of West Virginia's Homeland Security Grant Program in 2007—specifically the National Preparedness and Emergency Response Planning program. During this effort, we helped determine vulnerabilities, then prioritized needs, and developed grants accordingly.

West Virginia National Special Security Events: consultants to NSSE's and West Virginia National Guard for major event security planning. Provided command/control security platforms to West Virginia National Guard. Helped them analyze NSSE locations, determine likely threat scenarios and then provided mobile security systems (a suite of technologies mounted on a mobile trailer as well as recommendations and training for how best to deploy those assets in their OPS plan) to support those events.

Virginia Commonwealth Interoperability Coordinators Office: Developed state-wide interoperability and communication plan. Also developed and implemented a Program Management Office to execute that plan.

Virginia Homeland Security Grant Program (2007): Assessed the Emergency Management and Homeland Security Organization Structure based on their response to the Valentine's Day Ice Storm of 2007. Also conducted a gap analysis on the Emergency Preparedness and Response Plan, and recommended organizational and operational improvements to the plan.

National Exercise Program: consultants to DHS and the NEP for multi-city, inter-agency training and scenario planning. Analyzed NEP city locations and determined areas of vulnerability and threat, then developed paper-based, table-top, and simulation software based exercises to expose and prepare NEP participants and TOPOFF officials for the actual training events.

First Responder Disaster Planning: Consultants to NJ First Responder units and Burlington County College to develop a "first-of-its-kind", tri-state simulation training facility and scenario software tool to assist NJ, DE, and PA in multi-agency/ multi-state disaster planning exercises. Also integrated the communication tool-sets (handhelds and computer-based) from the various overlapping agencies into the training.

Critical Infrastructure Consultants in the National Capital Region: Sogomiset is a frequent consultant to DHS and Emergency Response organizations regarding National Capital Region threats, vulnerabilities and response methods, procedures, and technologies.

Department of Homeland Security Science and Technology Division Command Control and Interoperability Directorate: Sogomiset is the advisor to the Director for all defense and National Guard initiatives surrounding interoperability information programs.

West Virginia Department of Military Affairs: Review current distributed learning classrooms and ensure proper documentation supporting current and perceived efforts. Develop business plan for future location of distributed classroom for training of law enforcement personnel.