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Header 4

List View

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Procurement Folder: 729430

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 1400

Vendor ID: VS0000022714

SO Doc ID: AGR2000000031

Legal Name: SES, Inc.

Published Date: 7/7/20

Alias/DBA:

Close Date: 7/14/20

Total Bid: \$57,219.00

Close Time: 13:30

Response Date: 07/14/2020

Status: Closed

Response Time: 12:10

Solicitation Description: Addendum 2-Emergency Plan Development Contractor

Total of Header Attachments: 4

Total of All Attachments: 4



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 729430
Solicitation Description : Addendum 2-Emergency Plan Development Contractor
Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-07-14 13:30:00	SR 1400 ESR07142000000000155	1

VENDOR
VS0000022714 SES, Inc.

Solicitation Number: CRFQ 1400 AGR2000000031

Total Bid : \$57,219.00 **Response Date:** 2020-07-14 **Response Time:** 12:10:37

Comments:

FOR INFORMATION CONTACT THE BUYER
 Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Phases I through IV per the attached Exhibit A Pricing Page				\$57,219.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description : Cost must be broken out by phases per the attached Exhibit A Pricing Page.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

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

DEFINITIONS:

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: SES, Incorporated

Authorized Signature: *Rach Spiegel*

Date: 07/13/2020

State of Kansas

County of Johnson, to-wit:

Taken, subscribed, and sworn to before me this 13th day of July, 2020.

My Commission expires 3/10, 2023.

AFFIX SEAL HERE

NOTARY PUBLIC *Amber Kristine Wilson*

Notary Public State of Kansas
Amber Kristine Wilson
My Appt Exp 3/10/23

Purchasing Affidavit (Revised 01/19/2018)

EXHIBIT A

PRICING PAGE

Item No.	Description	Quantity	Unit Price	Extended Price
4.1.1	Phase One (1)	1	\$12,150.00	\$12,150.00
4.1.2	Phase Two (2)	1	\$9,150.00	\$9,150.00
4.1.3	Phase Three (3)	1	\$18,000.00	\$18,000.00
4.1.4	Phase Four (4)	1	\$11,000.00	\$11,000.00
	Travel Costs for all Phases	1	\$6,919.00	\$6,919.00
			GRAND TOTAL	\$57,219.00
Bidder / Vendor Information				
Name:	SES, Incorporated			
Address:	10901 West 84th Terrace			
	Suite 175			
	Lenexa, KS 66214			
Phone:	913-307-0046 ext 10015			
Email Address:	ehess@ses-corp.com			
Authorized Signature:				

Vendor should not alter pricing page and should fill out pricing page as is. The addition of alterations to the pricing page and/or addition of commodities other than those listed on the pricing page online or as an attachment will result in disqualification of bid submittal.



SES, INC.

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

July 9, 2020

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

RE: Solicitation No.: CRFQ AGR2000000031, Emergency Plan Development Contractor

Dear Ms. Chambers,

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

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

In Addendum #2, you indicated that the only proposal document required from the bidder, other than a completed cost sheet, was a list of three references and a short description of the projects they were involved with. This information is provided, starting on page 10. Mr. Mike Starkey was our primary contact for work in Minnesota; however, he retired on July 7, 2020. Dr. Greg Suskovic, MN BOAH, is listed as the Minnesota reference. Dr. Suskovic was involved with our Minnesota work, to a lesser extent; however, he is familiar with all the projects listed.

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

Sincerely,

President

attachment

TECHNICAL AND COST PROPOSAL
For
Emergency Plan Development Contractor
Solicitation No. CRFQ 1400 AGR2000000031

Prepared for:
West Virginia Department of Agriculture



Prepared by:

SES, Inc.
10901 West 84th Terrace
Suite 175
Lenexa, Kansas 66214



July 9, 2020



Why is SES the best choice for this contract?

Experience

- ☉ Since 2015, SES has managed and provided technical support to the Veterinary Service's (VS) National Training and Exercise Program (NTEP), developing and implementing planning workshops, and both discussion- and operations-based exercises for many critical aspects of a foreign animal disease (FAD) response.
- ☉ SES has developed agriculture emergency response plans for most of the states in the Multi-State Partnership for Security in Agriculture (MSPSA).
- ☉ SES understands FAD response issues related to state and local jurisdictions; it has conducted all-day local agriculture emergency plan development workshops for every county in Nebraska, Missouri, and Alabama, and most of the top livestock producing counties in Illinois and Minnesota.
- ☉ In 2019, SES developed, conducted, analyzed, and reported on a four-day multi-state Swine Fever Exercise for Agriculture Response (SFEAR) functional exercise (FE) for the VS NTEP and 14 participating states and more than 1,500 players.
- ☉ SES developed, conducted, and created the After-Action Report (AAR) and Improvement Plan (IP) for the 2018 national four-day Agriculture Response Management and Resources (ARMAR) functional and tabletop exercises that involved 13 states, federal and industry leads and stakeholders, and more than 2,000 players over the four days.
- ☉ SES has developed, conducted, and developed AARs and IPs for dozens of discussions- and operations-based exercises for agriculture, addressing FAD response and agriculture movement control for the MSPSA, and non-member states.
- ☉ SES has developed the following standard operating procedures (SOP) for states: *Livestock Movement Control, Catastrophic Mortality Disposal, Cleaning and Disinfection, Continuity of Services, and Temporary Housing and Care for Animals.*

Knowledge

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

Dedication

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

Proactive

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

Interest

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

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Nature of Firm's Services and Activities

Introduction to SES

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

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

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

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

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

Value Added

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

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

Bidder Information

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

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

Qualifications and Experience

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

Table 1: Key Staffing

SES Staff	Years of Experience (Company Tenure)	Percent Time Available to This Project ¹
Bryan Deimeke	13 (11)	50
Eric Hess	32 (23)	10
Amber Wilson	21 (21)	
Sandy Johnson	33 ² (3)	
Steve Van Wie, DVM	46 (14)	25

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

² Four years of this experience was active duty Army.

Table 2: Summary of Relevant Experience for Proposed Staff

Proposed Staff Involvement	Project	Client	PLN ³	EX ⁴	VA ⁵
Eric Hess, Amber Wilson, Bryan Deimeke, Dr. Steve Van Wie, and Sandy Johnson	Technical Support for the VS NTEP	VS	X	X	
Eric Hess, Amber Wilson, Dr. Steve Van Wie, Bryan Deimeke	Multiple Foreign Animal Disease Response Exercises (Tabletop Exercises (TTX), FEs, and Full-scale Exercises [FSE])	KDA RIP STOP 2009 and 2013, Invisible Fire 2014 and 2015 Functional Exercise Series, and After Burn 2016, Phoenix 2017, RAMPART 2018		X	
Eric Hess, Amber Wilson, Dr. Steve Van Wie		Minnesota Department of Agriculture (MnDA) (Regions 1 and 5)		X	
Eric Hess, Amber Wilson	Cross-border Checkpoint SOP Development	Kansas Department of Agriculture (KDA)	X		
Eric Hess, Amber Wilson		Missouri Department of Agriculture (MDA)	X		
Eric Hess, Amber Wilson		Oklahoma Department of Agriculture, Food and Forestry (ODAFF)	X		
Eric Hess, Amber Wilson		Nebraska Department of Agriculture (NDA)	X		
Eric Hess, Amber Wilson, Bryan Deimeke, Sandy Johnson, Dr. Steve Van Wie	Design, conduct (including operation and management of a Master SimCell), and evaluation and reporting on the VS-State-Industry exercise series for African Swine fever (ASF) response	VS, IA, IL, IN, KS, MI, MN, MO, NE, NC, OH, OK, PA, SD, and TX			

³ Planning

⁴ Exercises

⁵ Vulnerability Assessments

Proposed Staff Involvement	Project	Client	PLN ³	EX ⁴	VA ⁵
Eric Hess, Amber Wilson, Bryan Deimeke, Dr. Steve Van Wie	Design, conduct (including operation and management of a Master SimCell), and evaluation and reporting on the VS-State ARMAR FE and TTX	VS, MSPSA, CA, CO, MN, MT, SD, WI	X	X	
Eric Hess, Amber Wilson, Bryan Deimeke, and Dr. Steve Van Wie	Design, conduct, and evaluation of a VS-State TTX regarding the requesting of a VS National Incident Management Team (NIMT)	VS, Colorado Department of Agriculture	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Design and conduct of a VS-State TTX regarding the development and operation of a Unified Incident Command	VS, MSPSA, MnDA	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Design, conduct, and evaluate a VS-MSPSA multi-state TTX on Area Command and Resources during a regional foot-and-mouth disease (FMD) outbreak	VS, and MSPSA	X	X	
Eric Hess, Amber Wilson, and Bryan Deimeke	Food, Agriculture and Veterinary Response Planning and TTX	Federal Emergency Management Agency (FEMA) Region 7	X	X	
Eric Hess, Amber Wilson	Cross-border Movement Control Memorandum of Understanding (MOU) Development Workshops	WY, CO, NM, TX, OK, KS, NE, SD, IA, MO, AR, IL, IN, MI, TN, KY, VA, WV, MN, OH	X		

Proposed Staff Involvement	Project	Client	PLN ³	EX ⁴	VA ⁵
Eric Hess, Amber Wilson, Bryan Deimeke	Tribal Nation Agriculture Emergency Planning and MOU Development Workshops	ODAFF	X		
Eric Hess, Amber Wilson, Bryan Deimeke	County Emergency Planning Workshops	MnDA	X	X	
		Illinois Department of Agriculture (IDOA)	X	X	
		Alabama Department of Agriculture and Industry (ADAI)	X	X	
		MDA	X	X	
		NDA	X	X	
Eric Hess, Amber Wilson	County Plan Development Assistance	MDA	X		
		NDA	X		
		IDOA	X		
Eric Hess, Amber Wilson	Revised State Food, Plant, Dairy and Livestock Response Plans	NDA	X		
Eric Hess, Amber Wilson, Bryan Deimeke	Criticality Assessment and FAS- CAT Scoring	ADAI			X
		Mississippi State University Extension			X
Eric Hess, Amber Wilson, and Dr. Steve Van Wie	SOP Development for an Agriculture Response	IDOA	X		
		MDA	X		
		NDA	X		
		Louisiana Department Agriculture and Forestry (LDAF)	X		

Proposed Staff Involvement	Project	Client	PLN ³	EX ⁴	VA ⁵
Eric Hess, Amber Wilson, Bryan Deimeke	County Producer Workshops	MDA	X	X	
Eric Hess, Amber Wilson	State Ag Response Plan (FAD, Food and Plant) Development (11 states)	MSPSA	X		
Eric Hess, Amber Wilson	Developed Base, Food, Plant and Livestock State Planning Workshops and Templates for the FEMA Technical Assistance Program	Innovative Emergency Management (IEM) and the Federal Emergency Management Agency	X		
Eric Hess, Amber Wilson, Bryan Deimeke	National Bio and Agro-Defense Laboratory Revised Risk Assessment	Signature Science and Department of Homeland Security	X		X
Eric Hess, Amber Wilson	State Plan Template Development (Livestock, Food, and Plants)	NASDA and MSPSA	X		
Eric Hess	Plant Health Response Plan	Oregon Department of Agriculture	X		
Eric Hess, Amber Wilson	Biosecurity Plan Generator	Dairy Farmers of America	X		
Eric Hess, Amber Wilson	Base Plan, Natural Disasters Plan, Man-made Disasters Plan, Livestock Plan, Food Plan, Plant Plan	LDAF	X		
Bryan Deimeke	Pseudo-rabies Response Plan	NDA	X		
Eric Hess, Amber Wilson	Critical Infrastructure Security Assessments	NDA	X		X

Proposed Staff Involvement	Project	Client	PLN ³	EX ⁴	VA ⁵
Eric Hess, Amber Wilson, and Dr. Steve Van Wie	Movement Control Full-Scale Exercise	MSPSA		X	
Eric Hess, Amber Wilson	Movement Control Tabletop - Three Exercises	MSPSA		X	
Amber Wilson	County Movement Control Drill	NDA		X	
Eric Hess, Amber Wilson, and Dr. Steve Van Wie	24 Low-Pathogenic Avian Influenza TTXs	MSPSA		X	
Eric Hess	Terrex 2006	NDA		X	
Eric Hess	13-County High Pathogenic Avian Influenza FE	Iowa Emergency Management Region VI		X	

References and Project Summaries

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

VS NTEP Support

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

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

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

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

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

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

Minnesota Board of Animal Health and Department of Agriculture

Dr. Greg Suskovic, FADD Coordinator
Minnesota Board of Animal Health
2005 Roe Crest Drive
No Mankato, MN 56003
(651) 238-2503
Greg.Suskovic@state.mn.us

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

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

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

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

Kansas Department of Agriculture

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

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

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

SES has worked with KDA on the following exercises:

- From 2016 to 2019, SES has supported KDA FEs by managing the simulation cell and supplying simulators.
- From 2009 to 2015, SES designed, conducted, and reported on four multi-day FEs between KDA and various Emergency Management Regions throughout the state.
- Worked with key border counties in Kansas to develop animal movement control and temporary housing plans.
- Worked with KDA and all its bordering states to develop animal movement control MOUs.
- Designed, implemented, controlled, evaluated, and reported on an animal stop movement full-scale exercise for KDA and the ODAFF.

Cost Proposal

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

Table 3: SES Cost Proposal

CRFQ Item No.	Description	Quantity	Unit Price	Extended Price
4.1.1	Phase One (1)	1	\$12,150.00	\$12,150.00
4.1.2	Phase Two (2)	1	\$9,150.00	\$9,150.00
4.1.3	Phase Three (3)	1	\$18,000.00	\$18,000.00
4.1.4	Phase Four (4)	1	\$11,000.00	\$11,000.00
Travel Costs for all Phases		1	\$6,919.00	\$6,919.00
			GRAND TOTAL	\$57,219.00

Assumptions

The following assumptions were made to develop this cost estimate.

1. The base plan revision will deal with updating ESF 11, as it exists in the current West Virginia State Emergency Operations Plan (SEOP).
2. The FMD-specific plan will follow the format and scope of existing incident-specific annexes found in the SEOP.
3. West Virginia Department of Agriculture will supply at least one Evaluator and one Facilitator for each functional group playing in the TTX.
4. SES will not be responsible for providing the meeting space or food associated with the planning workshop or the TTX.
5. SES will be responsible for addressing comments and revisions for only one round of review on all draft documents.
6. SES will supply a Facilitator and Notetaker for the planning workshop.
7. SES will supply the Lead Facilitator, the Lead Evaluator, and a Notetaker for the TTX.
8. SES will have access to the workshop location and the TTX location on the date prior to exercise conduct for room setup.
9. SES will provide participant materials for the workshop, as appropriate; and a Situation Manual, feedback form, and Exercise Evaluation Guides for the TTX.



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 27 – Miscellaneous

Proc Folder: 729430

Doc Description: Addendum 1-Emergency Plan Development Contractor

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2020-07-06	2020-07-14 13:30:00	CRFQ 1400 AGR2000000031	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X

FEIN #

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No. 01

Addendum No. 01 is being issued to extend the bid opening date and time one week to give the agency time to address all technical questions received.

No other changes.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER 304-558-2221		AUTHORIZED RECEIVER 304-558-2214	
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES		AGRICULTURE DEPARTMENT OF ANIMAL HEALTH DIVISION	
1900 KANAWHA BLVD E		331 GUS R DOUGLAS LN, BLDG12	
CHARLESTON	WV25305-0173	CHARLESTON	WV 25312
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Phases I through IV per the attached Exhibit A Pricing Page	0.00000			

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description :

Cost must be broken out by phases per the attached Exhibit A Pricing Page.

SOLICITATION NUMBER: CRFQ AGR2000000031

Addendum Number: No.01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. The purpose of this addendum is to extend the bid opening date to 7/14/2020 at 1:30 PM (ET).

No other Changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

SES, Incorporated



Company

Authorized Signature

July 8, 2020

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 27 – Miscellaneous

Proc Folder: 729430

Doc Description: Addendum 2-Emergency Plan Development Contractor

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2020-07-07	2020-07-14 13:30:00	CRFQ 1400 AGR2000000031	3

BID RECEIVING LOCATION
 BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR
 Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER
 Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X FEIN # DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No. 02

Addendum No. 02 is being issued to address all technical questions received.

No other changes.

INVOICE TO		SHIP TO	
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV25305-0173 US		AUTHORIZED RECEIVER 304-558-2214 AGRICULTURE DEPARTMENT OF ANIMAL HEALTH DIVISION 331 GUS R DOUGLAS LN, BLDG12 CHARLESTON WV 25312 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Phases I through IV per the attached Exhibit A Pricing Page				

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description :

Cost must be broken out by phases per the attached Exhibit A Pricing Page.

SOLICITATION NUMBER: CRFQ AGR2000000031

Addendum Number: No.02

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. The purpose of this addendum is to address all technical questions received.

No other Changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Questions on RFQ: AGR2000000031
Emergency Plan Development Contractor

1. It was not clear in the RFP if a technical proposal or statement of qualifications was needed to accompany the cost proposal. How does West Virginia want proposers to show their proposed staff meet the qualifications stipulated in Section 3.1, *Qualifications*, of the RFP?

Vendor must provide the following information for 3 customers for whom they have completed similar plans for. Name of agency, point of contact for agency with whom the vendor worked with, e-mail address and phone number and a one-page summary of the work completed

2. In the *Instructions to Vendors Submitting Bids*, Section 6, *Bid Submission*, the number of “convenience copies” was not indicated. How many “convenience copies” are required for a valid submission?

This is an RFQ. No convenience copies are required.

3. In the *Instructions to Vendors Submitting Bids*, Section 41, *Background Check*, it is specified that the successful contractor will incur the costs of all staff background checks. Will the Division of Protective Services require the successful contractor’s staff to undergo these background checks?

This may be a requirement as defined in the terms and conditions.

4. Under the *Instructions to Vendors Submitting Bids*, Section 45, *Prohibition Against Used or Refurbished*, is recycled photocopier paper included in the used or refurbished prohibition?

No.

5. Under Section 1 of the *Specifications* Section, the FAD Plan and FMD Annex resulting from this contract are required to meet or exceed the requirements of United States Department of Agriculture’s FMD plans. In some cases, it is possible that West Virginia may choose to deviate from recommendations to account for state-specific policies or capacities. Will this level of variance be allowed?

Yes, WV could deviate from USDA’s plans. Depending on the severity of the deviation and how that deviation will affect WV’s ability to implement will be discussed and decided as the plans are developed. Vendor needs to consider the USDA plans as a minimum for the initial phase of development.

6. Under Section 3.2, of the *Specifications* Section, is Microsoft Word considered an acceptable electronic format for documents?

Yes.

7. Under Section 4.1.1.1, *Mandatory Requirements*, of the *Specifications* Section, a staffing model is indicated. We have found that a Facilitator is very limited in their capacity to take effective notes during active facilitation. For similar projects we would propose providing a Note Taker, in addition to the Facilitator. Both staff would collaborate in any document creation or revisions. Is it acceptable to propose staffing and associated travel outside what is listed for this item?

Yes, both would be considered acceptable.

8. Under Section 4.1.1.2, *Mandatory Requirements*, of the *Specifications* Section, what is the starting point for the 70 calendar days deadline (e.g., relative to contract award)?

Notice to Proceed will be issued to start project.

9. Under Section 4.1.2.1, *Mandatory Requirements*, of the *Specifications* Section, can this staff member accompany the Facilitator described under Section 4.1.1.1? This person could act as a Note Taker. Since the plan revision and drafting would likely occur at a contractor's office, no travel would be needed for this task.

Yes, is acceptable.

10. Under Section 4.1.2.2, *Mandatory Requirements*, of the *Specifications* Section, what is the starting point for the 160 calendar days deadline (e.g., relative to contract award)?

Yes, same as answer as question # 8.

11. Under Section 4.1.3.1, *Mandatory Requirements*, of the *Specifications* Section, the only contractor staff that is identified is a Facilitator. In the conduct of a TTX, it is difficult for a Facilitator to take effective notes for plan revisions and the development of an AAR/Improvement Plan. We would propose having an additional staff member travel to fill this role, is this acceptable?

Yes, is acceptable.

12. Under Section 4.1.3.1, *Mandatory Requirements*, of the *Specifications* Section, the design and conduct of a TTX to validate the state's base FAD plan and its associated FMD plan, 1) will the state provide evaluators for the exercise, and 2) exercise design may require play from separate functional groups during some or all parts of exercise conduct; each functional group would need its own Facilitator and Evaluator, would the state provide these personnel? In this case, the contractor would provide the lead facilitator.

1) Yes. The vendor will advise WVDA the number of evaluators that will be needed. This number will be agreed to by the vendor and WVDA. WVDA will provide to the vendor the names and contact information for the evaluators. The vendor will be responsible for establishing and conducting a pre-TTX conference call/video training for the evaluators so they evaluators will know, prior to the TTX, specific details they are to be evaluating including the appropriate evaluations form(s). Vendor will also be responsible for conducting any post-evaluations summary discussion.

2) Yes. WVDA will provide the number of facilitators and evaluators as agreed to by the vendor and WVDA. Vendor will be responsible for establishing and conducting a pre-TTX conference call/video training for the facilitators for the facilitators so the facilitators will know specific details how they are to function as facilitators and evaluators

13. Under Section 4.1.3.2, *Mandatory Requirements*, of the *Specifications* Section, what is the starting point for the 250 calendar days deadline (e.g., relative to contract award)?

Yes, same answer as question # 8.

14. Under Section 4.1.4.1, *Mandatory Requirements*, of the *Specifications* Section, requires plan updates based on corrective actions identified in the TTX and AAR. It is possible that some of the identified corrective actions may not be addressed before the end of the contract period. How does the state want the contractor to address these corrective actions?

The implementation and the physical completing of certain items may not be possible before the end of the contract however the written plan(blueprint) plan what to do, must be completed and provided to WVDA prior to the end of the contract. WVDA will then implement those plans as resources permit.

15. Under Section 4.1.4.2, *Mandatory Requirements*, of the *Specifications* Section, what is the starting point for the 340 calendar days deadline (e.g., relative to contract award)?

Yes, same as question # 8

16. Under Section 4.2.1, *Mandatory Requirements*, of the *Specifications* Section, can the final completion date be extended if the contract award does not occur as scheduled?

If the project is not completed by the timeline, the Vendor will have the ability to request an extension. The vendor will need to provide justification as to why the extension is needed.

17. *Under Section 7, Payment, of the Specifications Section*; since some project phases may span several months, is it acceptable to submit monthly invoices based on the percent completion of applicable project phases?

Payments will only be made upon completion of each of the four phases, vendor must provide tangible product to justify the payment.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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SES, Incorporated



Company

Authorized Signature

July 8, 2020

Date

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

Revised 6/8/2012

REQUEST FOR QUOTATION
Emergency Plan Development Contractor

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

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

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

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

Contract Manager: Eric Hess
Telephone Number: 913-307-0046 ext. 10015
Fax Number: 913-307-0059
Email Address: ehess@ses-corp.com

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

 , President

(Name, Title)
Eric Hess, President

(Printed Name and Title)
10901 West 84th Terrace, Suite 175, Lenexa, Kansas 66214

(Address)
913-307-0046 ext. 10015 / 913-307-0059

(Phone Number) / (Fax Number)
ehess@ses-corp.com

(email address)

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

SES, Incorporated
(Company)

 Eric Hess, President

(Authorized Signature) (Representative Name, Title)

Eric Hess, President
(Printed Name and Title of Authorized Representative)

07/09/2020
(Date)

913-307-0046 ext. 10015 / 913-307-0059
(Phone Number) (Fax Number)