

## SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division at [team@wvadmin.gov](mailto:team@wvadmin.gov) to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than **August 28, 2006**

Requisition Number: ADJ07003

Department/Agency: Adjutant General  
1703 Coonskin Drive  
Charleston, WV 25311

### Detailed Description of Project:

To provide Anti-Terrorism Support Service to The Adjutant General, State of West Virginia. Service to be provided for one year. The period of service is to begin on 1 September 2006 through 31 August 2007. The price of the service is to be based on 1,880 hours of work. Work is not to exceed 40 hours per week. The price of the project includes all travel, supplies, fees, and any other costs known or unknown to the project. No benefits provided.

### Performance Specifications:

1. Provide Anti-Terrorism (AT) plans, guidance, and mandatory standards for protecting state/installation personnel, information, critical resources, key assets, and critical infrastructure from acts of terrorism.
2. Coordinate with local and state authorities to develop, update, and support the state/installation Anti-Terrorism plan and share critical resources.
3. Implement Random Antiterrorism Measures Program (RAMP) and prepare or direct the preparation and maintenance of contingency plans for mitigation, alert, response, recovery, and reporting of terrorist events or actions.
4. Test RAMP annually and maintain a written record.
5. Coordinate with Federal, State, and Military law enforcement, conduct, publish, and disseminate threat assessments, and assist subordinate elements in conducting threat assessments.
6. Ensure Levels I-IV AT Training is conducted and AT training is incorporated into unit training plans and pre-mobilization training.
7. Plan and develop annual AT exercises.

8. Conduct annual vulnerability assessments and pre-deployment vulnerability assessments for deploying units.0
9. Conduct annual program reviews and evaluate subordinate programs.
10. Organize command and staff relationships, establish a functional AT Committee, and Treat Working Group.
11. Provide AT resource management to AT Committee and Threat Working Group.
12. Conduct AT review on installation military construction (MELCON) projects.
13. Maintain state/installation AT program products on the ARNG ATPM GKO database.
14. Formally identify High Risk Personnel (HRP) and ensure individuals receive appropriate resources and additional terrorist attack training per AR 190-58.
15. Develop and exercise an attack warning system and conduct drills on emergency evacuations.

**Proposed Sole Source Vendor: Ronald L. Scarbro**  
**PO Box 682**  
**Athens, WV 24712**

**Specific Eligibility Criteria:**

- Must have DOD Level II Force Protection Training**
- Must have 10 or more years of Budget Experience managing government accounts.**
- Must have 10 or more years experience at writing plans and policies in the operations or intelligence fields.**
- Must have Army National Guard experience in force protection activities.**
- Must have 2 years of more experience dealing with local and state authorities to develop and update support plans.**
- Must have had primary staff assignments on a general officer's staff.**
- Must have civilian law enforcement experience.**
- Must have served in the military with a rank of O-6 or higher.**
- Must have a military Top Secret clearance.**