



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
 SBA10033

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 KRISTA FERRELL
 304-558-2596

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

SCHOOL BUILDING AUTHORITY
 2300 KANAWHA BOULEVARD EAST
 CHARLESTON, WV
 25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/16/2010				

BID OPENING DATE: 07/07/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) EXTEND THE OPENING DATE OF THE TECHNICAL PROPOSAL,						
PROPOSAL OPENING DATE IS EXTENDED TO: 07/06/2010						
PROPOSAL OPENING TIME REMAINS: 1:30 PM						
2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,						
3.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS PRE AND POST MANDATORY PRE-BID MEETING IN ACCORDANCE WITH THE PROVISIONS OF RFP SBA10033,						
4.) PROVIDE CHANGES TO THE SPECIFICATIONS,						
5.) PROVIDE A COPY OF THE US DEPARTMENT OF HOMELAND SECURITY INITIAL ASSET VISIT FOR REFERENCE,						
6.) PROVIDE A COPY OF REVISED MASTER LIST OF SCHOOLS 2009-2010 (ATTACHEMENT A), AND						
7.) PROVIDE A COPY OF THE STATE'S STANDARD PERFORMANCE BOND FORM REFERENCED IN THE ANSWERS TO THE TECHNICAL QUESTIONS.						
***** END ADDENDUM NO. 1 *****						

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'

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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.
5. Payment may only be made after the delivery and acceptance of goods or services
6. Interest may be paid for late payment in accordance with the *West Virginia Code*
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
14. **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>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

SBA10033

Request for Quotation Number:

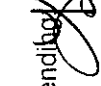
Date:

06/02/2010 10:30

School Safety & Vulnerability Assessments

Project Description:

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WV State Purchasing Division
Firm Address:	2019 Washington Street, East Charleston, WV 25305
Representative Attending:	 Krista S. Ferrell, Buyer Supervisor-File 21
Phone Number:	304-558-2596
Fax Number:	304-558-4115
Email Address:	krista.s.ferrell@wv.gov

Firm Name:	HGO TECHNOLOGY, INC.
Firm Address:	2110 LUMBER AVE WHEELING WV 26003
Representative Attending:	JAMES P. O'MALLEY
Phone Number:	(304) 242-7600
Fax Number:	(304) 242-7100
Email Address:	JOMALLEY@HGSTECH.COM

Firm Name:	THE UNIVERSITY OF FINDLAY
Firm Address:	1000 N. MAIN ST. FINDLAY OH 45840
Representative Attending:	MATT BRUSKOTTER & PAULYAN DAVE
Phone Number:	419-434-5599
Fax Number:	419-434-5303
Email Address:	bruskotter@findlay.edu

Firm Name:	HGO TECHNOLOGY, INC.
Firm Address:	2110 LUMBER AVE WHEELING, WV 26003
Representative Attending:	ARTH E. MEYERS
Phone Number:	(304) 242-7600
Fax Number:	304-242-7100
Email Address:	JOMALLEY@HGSTECH.COM

Firm Name:	Battelle Memorial Institute
Firm Address:	985 Spence Center Drive Colorado Springs, CO 80915
Representative Attending:	MIKE SPENCER
Phone Number:	719-597-6397
Fax Number:	614-294-6117 614-458-3482
Email Address:	SPENCERM@Battelle.ORG

Firm Name:	PATRIOT SERVICES CORPORATION
Firm Address:	341 N. PONTIAC TRAIL WALLED LAKE, MI 48390
Representative Attending:	SHELLA DIAZ
Phone Number:	248-313-3200
Fax Number:	248-313-3201
Email Address:	sdiaz@patriot-services.com

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Firm Name: SECURITY AMERICA INC
 Firm Address: 5407 MACCORKLE AV SE
CANALESTAR WV 25304
 Representative Attending: BILL SIGMORRELLI
 Phone Number: 304-925-4747 X102
 Fax Number: 304-925-4700
 Email Address: BILL.SIGMORRELLI@SECURITYAMERICA.COM

Firm Name: Prepared Response, Inc
 Firm Address: 1192 Broadway
Suite 400
Tacomay WA 98402
 Representative Attending: Jeff Bronson
 Phone Number: 206-715-9317
 Fax Number: 206-260-8988
 Email Address: jbronson@preparedresponse.com

Firm Name: William H. Gordon Associates, Inc.
 Firm Address: 301 North Mildred Street
Suite 1
Charles Town, WV 25419-1529
 Representative Attending: David Chad Wallen
 Phone Number: (304) 725-8456
 Fax Number: (304) 728-0117
 Email Address: dwallen@whga.com

Firm Name: MUMFORD BAKER, JR. INC.
 Firm Address: 5088 WASHINGTON ST. W.
CHARLESTON WV 25313
 Representative Attending: Ron Bowen
 Phone Number: 304-769-0821
 Fax Number: 304-769-0822
 Email Address: rbolen@mbakercorp.com

Firm Name: TACTICAL SOLUTION GROUP
 Firm Address: 301 B. VANDERBILT WAY
SUITE 100
SAN BERNARDINO, CA 92408
 Representative Attending: Bill Grewn
 Phone Number: 909-475-4080
 Fax Number: 909-475-4081
 Email Address: B.GREWN@TACTICALSOLUTION.COM

Firm Name: Ken Zaklukiewicz
 Firm Address: 3601 Eisenhower Ave
Alexandria, VA 22304
 Representative Attending: Ken Zaklukiewicz
 Phone Number: 703-282-7906
 Fax Number: 703-960-0345
 Email Address: KZaklukiewicz@mbakercorp.com

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Firm Name:	Electronic Specialty Company
Firm Address:	1325 Dunbar Avenue Dunbar, WV 25064
Representative Attending:	TOM JORZUK
Phone Number:	304-766-6277
Fax Number:	304-766-6270
Email Address:	Tom@electronic-specialty.com

Firm Name:	DIGITAL SANDBOX
Firm Address:	8260 GREENSBORO DRIVE SUITE 450 MCLEAN, VA 22102
Representative Attending:	SAHYDI GARCIA
Phone Number:	571-297-3793 / 201-388-9033
Fax Number:	571 703-442-4753
Email Address:	sgarcia@dsbox.com

Firm Name:	DIGITAL MANAGEMENT
Firm Address:	3412 CHESTERFIELD AVE CHARLESTON WV 25304
Representative Attending:	JOHN SKAFF
Phone Number:	304-925-6372 x4207
Fax Number:	304-925-6572
Email Address:	JSKAFF@DIGITALMANAGEMENT.COM

Firm Name:	MCKINLEY & ASSOCIATES
Firm Address:	1116 SMITH ST. SUITE 406 CHARLESTON, WV 25301
Representative Attending:	TAMMY YEUNG
Phone Number:	304.340.4267
Fax Number:	304.340.4269
Email Address:	tyeung@mckinleyassoc.com

Firm Name:	Digital Management
Firm Address:	3412 Chesterfield Ave Charleston WV 25304
Representative Attending:	Debra Rehner
Phone Number:	304-610-7107
Fax Number:	304-925-6572
Email Address:	drehner@digitalmanagement.com

Firm Name:	ISES Corporation
Firm Address:	2165 West park Court Suite N Stone Mountain, GA 30087
Representative Attending:	CARL MASON
Phone Number:	770-879-7376
Fax Number:	770-879-7825
Email Address:	carlm@isescorp.com

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Firm Name:	<u>Vigilant Security</u>
Firm Address:	<u>P.O. Box 9</u> <u>PHILADELPHIA WV</u>
Representative Attending:	<u>ARCH NISSEL</u>
Phone Number:	<u>877-244-8166</u>
Fax Number:	<u>304-457-1281</u>
Email Address:	<u>arch.nissel@leg.army.mil</u>

Firm Name:	<u>VERIZON</u>
Firm Address:	<u>ROOM 100</u> <u>1500 WARECORKLE AVE, SE</u> <u>CHARLESTON, WV 25314</u>
Representative Attending:	<u>JERRI NIBERT</u>
Phone Number:	<u>304 590-4185</u>
Fax Number:	<u>304 341-1464</u>
Email Address:	<u>jerrinibert@verizonbusiness.com</u>

Firm Name:	<u>VIRTUAL EMERGENCY SERVICES</u>
Firm Address:	<u>2011 OAK STREET</u> <u>SUITE 203</u> <u>WYANDOTTE, MI 48192</u>
Representative Attending:	<u>KEITH MURRAY</u>
Phone Number:	<u>734-324-2299</u>
Fax Number:	<u>248-281-0652</u>
Email Address:	<u>KMURRAY@VEMERGENCY.COM</u>

Firm Name:	<u>ACTION FACILITIES MANAGEMENT</u>
Firm Address:	<u>115 MALONE DR</u> <u>MORLANTON, WV 26501</u>
Representative Attending:	<u>KEVIN LAPP</u>
Phone Number:	<u>304-599-6850</u>
Fax Number:	<u>304-599-6853</u>
Email Address:	<u>KSLAPP@ACTIONFACILITIES.COM</u>

Firm Name:	<u>ECS Mid-Atlantic, LLC</u>
Firm Address:	<u>166 Windy Hill LN</u> <u>Winchester, VA 22602</u>
Representative Attending:	<u>John Tervalit</u>
Phone Number:	<u>540-667-3750</u>
Fax Number:	<u>540-667-3730</u>
Email Address:	<u>jtervalit@ecslimited.com</u>

Firm Name:	<u>URS Corporation</u>
Firm Address:	<u>501 Holiday Drive</u> <u>Pittsburgh PA 15220</u>
Representative Attending:	<u>Peter Kroll</u>
Phone Number:	<u>412-503-4596</u>
Fax Number:	<u>412-503-4701</u>
Email Address:	<u>peter.kroll@urscorp.com</u>

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

SBA10033

Date:

06/02/2010 10:30

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School Safety & Vulnerability Assessments

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Firm Name:	O'GARA TRAINING & SERVICES, LLC
Firm Address:	700 W. Pete Rose Way Suite 4N Cincinnati, OH 45203
Representative Attending:	Robert Carter
Phone Number:	786-314-6877
Fax Number:	352-394-3394
Email Address:	Robert.Carter@ogara.com

Firm Name:	Iron Systems Corporation
Firm Address:	327 Townpark Circle Louisville, KY 40243
Representative Attending:	Brandon Reich
Phone Number:	502-379-8556
Fax Number:	502-244-7308
Email Address:	bfreich@ironystems.com

Firm Name:	Dewberry
Firm Address:	8401 Arlington Blvd Fairfax, VA 22031
Representative Attending:	Jennifer Holcomb
Phone Number:	703-849-0556
Fax Number:	703-206-0803
Email Address:	jholcomb@dewberry.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Standing Stone Consulting Inc
Firm Address:	Po Box 389 702 Mifflin St Huntingdon, PA 16852
Representative Attending:	James E Hyslop
Phone Number:	814-641-7600
Fax Number:	814-641-7676
Email Address:	jehyslop@sscsecurity.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

PRE-BID CONFERENCE
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Firm Name:	BLACKHEART INST
Firm Address:	RR 3 BOX 115 PHILIPPI, WV 26416
Representative Attending:	ERIK LAWRENCE
Phone Number:	304-457-1280
Fax Number:	304-457-1281
Email Address:	ERIK@BHIGEAR.COM

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	CSI
Firm Address:	301 Eagle Mtn. Road Room 218 Charleston WV 25311-1061
Representative Attending:	R.M. Hatheisen
Phone Number:	304 347 4120
Fax Number:	304 347 4129
Email Address:	Hatheisen@wvcsi.gov

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Altearity Security Consulting
Firm Address:	125 Lincoln Ave Grove City PA 16127
Representative Attending:	Stacy Glenn
Phone Number:	800-888-1735
Fax Number:	724-458-5780
Email Address:	Stacy.glen@usis.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

PRE-BID CONFERENCE
SIGN IN SHEET

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Firm Name:	Raytheon Telemus
Firm Address:	7600 Leesburg Pike West Building, Suite 400 Falls Church, VA 22043
Representative Attending:	Aimee David
Phone Number:	703-564-8132
Fax Number:	703-893-3696
Email Address:	adavid@telemussolutions.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Raytheon Telemus
Firm Address:	7600 Leesburg Pike Suite 400 W. Falls Church, VA 22043
Representative Attending:	Leo LARA
Phone Number:	865-567-2938
Fax Number:	703-893-3696
Email Address:	LLARA@telemussolutions.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Raytheon - Telemus
Firm Address:	7600 Leesburg Pike Suite 400 W. Falls Church, VA 22043
Representative Attending:	Pablo Gonzalez
Phone Number:	305-632-7338
Fax Number:	703-893-3696
Email Address:	pgonzale@telemussolutions.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

RFP# SBA10033**QUESTIONS SUBMITTED PRIOR TO THE PRE-BID MEETING**

1. Section 1.19.15, Liquidated Damages does not make sense for this type of consulting contract. Are these terms negotiable?

Answer: Liquidated Damages will be assessed against milestones that will be mutually agreed upon by the the State and the Vendor. The State needs assurances that this project will continue as agreed to in the contract. If problems occur, Liquidated Damages will protect the State's interest. The State is not negotiable on this point.

2. What is the funding source of this project (the RFP only says it is a "multi-year contract subject to continued funding")?

Answer: The funding source for this project comes from the State of WV via appropriations granted by the WV Legislature.

3. Do we have to use the bid bond form in the RFP? We have our own standard form issued by our issuer.

Answer: It is strongly preferred that the vendor use the form provided. Vendors may use alternate bid bond forms; however, this does not alleviate the vendor's responsibility to provide a bond that complies with all WV State requirements. Vendors failing to provide a bond which complies with all requirements will be disqualified.

4. The vendor must be certified in the use of ACAMS and employ personnel that can meet the guidelines for access to Protected Critical Infrastructure Information (PCII) as referenced in 3.9.0. Can only Federal, State and local government employees be certified to enter data into the ACAMS system? Can non-government employees be certified? If so, how?

Answer: Once a contractor is identified as the successful vendor, a request will be made to the Federal Department of Homeland Security to allow the winning vendor's personnel access to ACAMS. The State will provide classroom training to the involved personnel.

5. After June 9, all questions for the SBA and Safe Schools Task Force will be covered by formal addendum. How will contractors get access to this information? Dedicated Website? E-mail notice? Fax?

Answer: Vendor's in attendance at this meeting will receive the addendum by fax. Please make sure to provide your fax number on the mandatory pre-bid

attendee list when you sign in for your company. All addendums are also published online in our WV Purchasing Bulletin for all vendors who are properly registered with the WV Purchasing Division and have paid the \$125.00 annual registration fee.

PROPOSAL SCORING PROCEDURE

6. A Certificate of Application is used to request a WV Preference for a bidding contractor. A WV vendor may be eligible for two 2.5% preferences in the evaluation process. How is the 2.5% applied to the technical and cost calculations?

Answer: The Resident Vendor Preference is applied only to the cost portion of the scoring and does not apply to the technical evaluation.

7. For the Minimum Acceptable Technical Score (MAS), vendors must score a minimum of 70% of the total technical points possible. The minimum qualifying score on the technical portion is 49 points. Please explain in more detail. 70% of 100 total points equals a minimum of 70 points, not 49.

Answer: RFP's are scored in two distinct parts: technical and cost. The bid opening date listed in the RFP is only for the technical portion of the submitted proposal. Technical proposals are publicly opened and the names of the vendors who have submitted proposals are read aloud. If the response is under 100 pages, it will be uploaded to the Purchasing Bid Receipt page of the Purchasing website for viewing. If a proposal is larger than 100 pages, vendors may request copies at a nominal fee or view the submitted proposals by appointment.

Per page 7 of the RFP document, the cost is opened at a later time after the technical evaluation is complete. Vendors will be notified of the date and time. Cost openings are also publicly opened and scanned to the Purchasing Bid Receipt page listed on our website under the same conditions listed above. For reference, the Purchasing website address is:
www.state.wv.us/purchase/admin/bids.

After the technical opening, the Evaluation Committee reviews and scores the technical portions of the proposal deducting points for any deficiencies. The technical score is worth a total of 70 points. 70% of the 70 points allotted for the technical portion of the RFP is 49 points. A vendor must score a minimum of 40 points during the technical evaluation in order to qualify to have their cost score opened. The 49 points referenced in this section is the MAS.

All vendors meeting the MAS will then have their cost proposal opened. The lowest cost will be given the full 30 points for this section. All other costs will be calculated based on the formula contained in the RFP. The cost score is then

added to the technical score for a total vendor score. The vendor with the highest score is awarded the contract.

8. All vendors not attaining the MAS shall be disqualified and removed from further consideration. Is it the minimum QUALIFYING score as noted in the RFP? Or are the QUALIFYING score and the MAS the same?

Answer: See Question 7.

9. Each cost proposal will be scored by use of the following formula for all vendors who attained the MAS:

$$\frac{\text{Lowest price of all proposals}}{\text{Price of proposal being evaluated}} \times 30 = \text{Price Score}$$

Is this calculated "Price Score" the one that goes into the line "G Cost" of the 100 point technical score? If yes, how can this be done since the cost proposal is not scheduled to be opened until after the technical evaluation has been completed?

Answer: see Question 7.

10. Bidders must identify all subcontractors working on the project and outline the contractual relationship between the vendor and all subs. All subs must meet the same security requirements of the prime contractor. What are these security requirements? Is there more detail available?

Answer: The security requirements are that the individuals working on this contract must be trained on the use of ACAMS and must be certified as PCII eligible. In addition, any field personnel who will be working in the schools must also have a Criminal Background Check as performed by the WV State Police.

11. All 55 WV counties are in the process of creating a 10 year facility plan. Part of this plan includes the creation of a diagrammatic floor plan with certain school access safety data identified. Is there more detail available on the specific safety data that will be identified?

Answer: The 10 year Comprehensive Educational Facility Plans (CEFP) are not designed as safety plans and do not require safety detail as requested in this RFP. The sample was provided as a document from which the vendor could glean basic floor plan information only.

12. What is the format for the floor plans that will be used for the surveys?

Answer: The appropriate format is .pdf.

13. What is the format for the floor plans to be delivered?

Answer: The appropriate format is .pdf.

14. What is the format and resolution for the images that will be collected as part of the survey?

Answer: Acceptable formats for pictures would be jpeg or gif with a minimum resolution of 400 dpi.

15. Do the point features depicted in the floor plans need to be hyperlinked to the images collected?

Answer: No, this is not a requirement.

16. Who will provide the information for the local EMS authorities? Or will it be the responsibility of the survey teams to go and contact the local authorities to determine the contact information for the responsible EMS authorities?

Answer: The school facility being surveyed will be able to provide that information.

17. The RFP requires that a timeline be included for the project. However, it also says that this may be a multi-year project dependent upon funding. How should this uncertainty in the schedule and funding be captured in the proposal?

Answer: It is the State's intention to have the work requested in the RFP completed with adequate funding. However, any contract forthcoming with the vendor and the State must contain a funding clause that allows the State to cancel the contract if funding is not provided.

18. Please identify the skills/experiences of the evaluating team so that we can tailor our bid response to the reviewing audience (for readability).

Answer: Per Section 1.7 Economy of Preparation: "Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content."

19. Was the floor plan template that the schools are using a standardized template/legend so as to get a consistent end product from each school/county?

Answer: Yes, the SBA desires standardized information from which to evaluate County CEFPs.

20. Will the schools be accessible after hours for any work that needs to be performed without people traffic?

Answer: Yes, a reasonable schedule will be worked out at each location.

21. What does “NT” stand for that is associated with the school style?

Answer: The “NT” designation should have been changed to ELEM. An updated list of schools will be provided with the Addendum issued as a result of this Vendor Conference.

22. Elaborate on the end use of the video capture that is required.

Answer: All digital imagery created as a result of this RFP will be uploaded into ACAMS. Due to storage requirements, we are not accepting video capture – only digital images.

23 How many counties have certified ACAMS and how many in each county?

Answer: The State has adopted ACAMS as the official database for all safety and response information. All counties must utilize ACAMS

24 Is there a designated data model for GIS data collection to facilitate continuity?

Answer: ACAMS is the designated data model for the collection of all data. A sample Assessment Form is attached for your reference

25 Will the data base “go live” county by county or when the entire project (all 55 counties) is complete?

Answer: ACAMS has been designated for use and as such is already being utilized. As data is gathered, the database will be available for data entry.

26 Clarify 3.5.11 Closed Circuit TV System relative to the digital mapping and imagery

Answer: Digital images of where the cameras are located are required as well as images of the controls and their location.

27 What is the estimated project funding and does the successful vendor/contractor have to find matching funds?

Answer: No firm estimate has been established at this point. The vendor is not required to find matching funds.

28 Regarding Paragraph 3.10.0, does the bidding vendor have to have all employees ACAMS certified by June 30, 2010 or prior to project award?

Answer: See question 4.

- 29 Performance Bond – is this boilerplate line item that should be waived or is it required? If required, is it required by just the prime responder and not their sub-contract partners?

Answer: A Performance Bond is required as defined in Section 3.12.1 of this RFP. It is required of the Prime Contractor only.

30. Is this project funded?

Answer: See Questions 2 and 17.

- 31 Will monthly progress payments be permitted?

Answer: While we do not anticipate monthly progress payments, progress payments based upon agreed to criteria as established in the final contract will be allowed.

32. Section 3.2.9 – please explain what the ‘staging areas on floor’ are.

Answer: The staging areas on the floor refer to actual stages as existing auditoriums, etc.

33. What is the Contract Type for this RFP?

Answer: This will be an Open End Contract based on the unit cost provided by the vendor in response to this RFP. It will be a three (3) year initial contract with two (2) one year renewals available upon the mutual written agreement of the vendor and the State. Please see Section 1.19.10 for more information.

- 34 What is the anticipated Period of Performance and start date for this project?

Answer: The State intends to start this project after the RFP evaluation is complete. It is not known at this time how long the evaluation process will take. An anticipated Period of Performance has not been finalized at this point though it is the hope of the State that the project can be completed in three (3) years.

- 35 What is the number of addendums to this RFP?

Answer: There have been no addendums to date.

36. Can Resident Vendor Preference be applied to the Prime for WV Subs?

Answer: No.

37. In reference to “The work schedule and priority list of facilities will be determined by the Safe Schools Task Force in conjunction with the SBA”; for pricing purposes, will the SBA consider releasing the priority list prior to June 30, 2010 to interested bidders?

Answer: No. The Safe Schools Task Force has not yet made a final determination as to the priority of schools

38. “It is the intention of the RFP to provide for the completion of all schools in the State of WV over a multi-year contract subject to continued funding.” Please provide clarification on the funding and payment plan/schedule the SBA is planning to follow for this contract.

Answer: See Questions 2 and 31 regarding the funding and payment plan. A payment plan/schedule will be mutually determined by the vendor and the State at the time of contract award.

39. If a monthly invoice requirement is identified in the Work Plan, can payment be made following the submission of Monthly Progress Reports?

Answer: See Questions 2 and 31.

40. Will WV authorize the contractor to use their state/local ACAMS authorization to input data and submit material for PCII classification?

Answer: See Question 4.

41. Item #5 of the “General Terms and Conditions” states that payment may only be made after the delivery and acceptance of goods or services. Is it up to the vendor to define the number and timing of these deliveries? (i.e., does the vendor proposal need to include billing milestones?)

Answer: See questions 31 and 38.

42. Other than the completion of the RFP form and the sample RFP#SBA 10033 Attachment C: Cost Sheet” are there any other templates/forms that MUST be included in the Cost Volume?

Answer: The information required in the Cost Sheet (Attachment C) is the required cost information. The vendor may also include optional pricing. The Cost portion of the RFP will be evaluated using the information required by the Cost Sheet.

43. In addition to the School Safety & Vulnerability Assessments, the scope of work described in Section 3.7.0 Emergency Management Plan, describes review, update and/or creation of plans, policies, procedures, etc. (mandatory

deliverables) For the purposes of pricing, may we use an hourly rate, unit cost rather than a unit cost based upon square foot or cubic foot?

Answer: No.

44. Will the State arrange for the selected vendor to receive DHS authorized ACAMS training since private contractors are not normally the authorized user of the system?

Answer: See Question 4.

45. In what format will the “diagrammatic floor plans” be provided to the successful vendor as stated in Section 3.2.12?

Answer: In .pdf format

46. Can the government provide a more detailed explanation as to the intent of “both fire and police tactical floor/side definitions” as stated in Section 3.5.17?

Answer: The intent is for Emergency responder personnel to be able to utilize the floor plans when preparing a detailed tactical response in the event of an emergency.

47. Are there any School Crisis Response Team roles that have already been previously identified for any schools as stated in Section 3.6.1 and if so, is this information available?

Answer: No, it is the vendor’s responsibility to obtain this information for each school.

48. Can the government provide the number of schools/counties that possess existing Emergency Management Plans requiring review and/or preparation in accordance with Section 3.7.0?

Answer: All WV schools in each of the 55 counties will need to have assessments performed. It should be assumed that no County Management Plan exists.

49. Can bidders be provided a sample of an existing School Emergency Management Plan related to Section 3.7.0?

Answer: No. This information may be available at the school level but it is not available for public distribution.

50. For clarification, does Section 1.9.3 require 10 copies of both the Technical and Cost Volumes?

Answer: Yes.

- 51 Part 2 Operating Environment, Section 2.2, Paragraph 5 states it is the intention of the RFP to complete all schools in the state “over a multi-year contract subject to continued funding.” Is it implied that completing all 704 schools over a three-year period is not a mandatory task, is this correct:

Answer: See Questions 2 and 34.

52. Digital maps could have multiple definitions. Can the State provide an amplifying definition of “digitally map” all public schools referenced in part 1 General Information, Section 1.2?

Answer: Part 3 is considered to be the amplification of Part 1. As such, all requirements and desirables have been included in Part 3.

QUESTIONS SUBMITTED AFTER THE PRE-BID MEETING

53. The bid bond form was included. Is there a specific performance bond form that we are required to use or that is recommended to use?

Answer: Vendor’s must submit Performance Bonds on the State of WV’s standard Performance Bond Form. WV’s standard Performance form has been included in this Addendum.

54. The duration of the contract is 3 years with 2 one year options to renew (potentially 5 years). Is it the intent of the State for the \$1M Performance bond to be an annual renewable bond given that the contract is dependent on annual Legislative funding?

Answer: Yes.

55. Section 4.3.F – Oral Presentation. At what stage of the evaluation process for both technical and cost would this take place?

Answer: Oral Interviews are conducted during the technical evaluation phase after the technical proposals are evaluated and prior to the cost opening. **No vendor may discuss cost during the oral interview.**

56. The RFP lists data elements for collection. Are there any additional data elements that will be required outside those listed in the RFP? If so, please specify.

Answer: All mandatory data elements have been included in the RFP.

57. Section 1.9.4.3 – Technical Bid Opening Will all vendors who attended the mandatory on-site vendor meeting on June 2nd receive a list of the vendors that responded with proposals?

Answer: No. See Question 61.

58. The vendor preference certificate provides for 2.5% preference for cases where on average at least 75% of the employees working on the project are residents of WV. For the avoidance of confusion, please describe how the 75% is determined (e.g., number on in-state/out-of-state employees, number of full time employees, weighted based on hours worked, at any point in time or over the length of the contract, etc.)

Answer: The Resident Vendor Preference applies to the Prime Contractor.

59. In regard to the facility floor plan (Section 3.2.0) certain information required in the RFP already appears in the sample floor plan (e.g., location of windows and stairwells). Can you confirm that this is the case and we will not need to re-annotate?

Answer: The vendor is responsible for creating a floor plan as a result of the information gathered. Sample floor plans are for informational use only.

60. In regard to Section 3.7.4 – Emergency Classifications, please indicate a complete listing of all terms desired to be researched

Answer: Emergency Classifications can vary by school. It is the responsibility of the successful vendor to identify all classifications utilized by schools in WV.

61. Will the proposals be posted for viewing immediately after opening or after an award is made?

Answer: All proposals received are available for viewing after the technical opening. Any proposal less than 100 pages in length will be scanned to the WV Purchasing Division's website (at the link below) shortly following bid opening (usually by the end of the business day). The link for viewing received bids is: www.state.wv.us/admin/purchase/bids. Proposals over 100 pages in length cannot be scanned due to system capabilities. A memorandum for each proposal over this capacity will be scanned for clarity of the proposals received. Vendors may view received proposals in person, by contacting the Purchasing Division Buyer and scheduling an appointment to do so. Copies of the proposal must be similarly requested. There is a nominal fee for copies of any proposal.

62. Will access to facilities and appropriate school administration, safety/security and maintenance personnel be available after school operating hours, including weekends, evenings and seasonal breaks?

Answer: See Question 20.

63. Will access and picture taking in schools be available during regular school operating hours?

Answer: Pictures are permitted to be taken during normal school operational hours, however, no pictures will be taken of students/children or faculty/staff.

64. For a WV company to be the Prime Contractor with a team of two non-state subcontractors, how much of the work must the WV company be performing itself? How is this measured? (For instance: Number of personnel, total hours spent on project per year, totals dollars bill per year, etc)

Answer: There is no requirement for the percentage of work to be completed by the primary vendor. For Resident Vendor Preference application, see Questions 6, 36, 58 and 116.

65. The RFP requests a “sample format of a vulnerability assessment report” be provided with our proposal. The content and format of a vulnerability assessment report is both confidential and proprietary in nature. Is an actual report that we have previously completed being requested or only a sample of the format/outline that we will use? Will this sample be excluded from public record due to its confidential nature?

Answer: A sample report would be acceptable. Regarding the proprietary nature of the information, reference Section 1.15.3

66. You stated in the pre-proposal meeting that a performance bond will be required and liquidated damages may be incurred if the project runs past scheduled milestone dates. The schedule will be negotiated and agreed upon up front. We're concerned that some facets of meeting the schedule over a 3+ year period will be out of our hands and may unintentionally result in liquidated damages being imposed. Will the contract contain stipulations against these potential delays such as unavailability of school personnel to conduct the walk-through, extended weather delays, etc?

Answer: The State does not penalize vendors for anything that is beyond their control. Documentation of any such delays must be presented to the State by the vendor in a timely manner.

67. Can the proposal deadline be delayed one week to ensure adequate time to review the first addendum and ensure all relevant information is included?

Answer: The State is extending the deadline for receipt of proposals from June 30, 2010 to July 7, 2010. All other information such as times, bid receipt requirements, location, etc. remain the same.

68. Page 8, Section 1.2 states digitally “map” and if you refer to page 20, Section 3.5.0, the language reads images and text explanation. Is a digital picture with an explanation going to be enough to meet the RFP requirements or are you looking for more?

Answer: A digital image with associated data will be acceptable. See Questions 14 and 15

69. Will there be access to the schools and personnel all year or can you only work during the school year and school hours?

Answer: The State will work with the County Boards of Education to ensure access to facilities through the summer months and times outside school hours.

70. Is the State going to prioritize the schools? Is the State interested in a regional approach? Is the State more interested in immediate need? Is there a specific way to prioritize?

Answer: The State will prioritize the schools. A specific prioritization strategy has not yet been determined.

71. Can there be a plan to have people certified upon award for ACAMS or must all be certified at the time of the proposal?

Answer: See Question 4

72. What, if any, information can the State provide on the school’s current state of emergency plans and infrastructure?

Answer: See Questions 48 and 49.

73. The proposal evaluation criterion in Section 4.3, Item C is “Desirable” Requirements (Sections 3.6, 3.7 and 3.8). Some items are delineated in those sections as mandatory, while others are noted as “desirable” (i.e., not mandatory). The latter may involve a significant amount of additional work. However, you apparently are basing 15% of the evaluation points on how many of these desirable items are addressed in our proposal. Is this your intent or is this a typographical error?

Answer: The intent of the RFP is to score any item which is not mandatory. Failure to adhere to any mandatory requirements as listed in the RFP will result in

the disqualification of the vendor's proposal. For more information about mandatory requirements, see Section 1.8.1 of the RFP.

74. In Section 3.6 it states "School Site Information relating to First Responders and other community related agencies must be identified as detailed below.", and then it refers to both mandatory and desirable (i.e. not mandatory) items. However, per Section 1.8.1., "Any specification or statement containing the word "must", "shall", or "will" are mandatory. Therefore this implies that all of Section 3.6 is mandatory, correct?

Answer: Any mandatory requirement defined by the words must, will, shall, minimum, maximum, etc. are mandatory. Any vendor failing to meet any requirement defined as mandatory will be disqualified. Desirables are defined and are used to score the vendor's proposal. Any requirements clearly defined as desirable is not mandatory.

75. Regarding survey representation, what means of official sponsorship (letter and SBA ID) will be afforded to the successful vendor, to assist with access to school officials and county/local first responders?

Answer: ID Cards will be issued as per SBA Operating Procedures to those actually doing field work.

76. What is the purpose of the two potential one-year extensions given a firm fixed price contract and negotiated timetable necessary to complete all schools within the contract's three years?

Answer: The State is providing for what it considers the maximum timetable for project completion.

77. Section 3.2.0 – has the SBA estimated the extent of existing floor plans currently available to assist with much of the data, i.e., 3.2.3 Underground Access points, given that many of the requirements will require extensive vendor on-scene survey work, detracting from concentrating for the vulnerability assessment?

Answer: No, the State has not estimated or evaluated the existing floor plans. The vendor is expected to perform all services as described in the RFP.

78. Section 4.5 G states that total cost will be evaluated. Will the mix of the two estimated costs stated for mandatory vs. desired items be considered in determining the "best value solution" in Section 1.10?

Answer: The State will evaluate the cost scores as described in Section 4.3 of the RFP. See Question 9.

79. Per Section 2.2, have key counties or high schools (perhaps in larger cities) been identified or prioritized for inclusion in Vendor's proposed timetable, especially for the first year?

Answer: See Question 37.

80. Has this School Safety and Vulnerability Assessment RFP been patterned after another State's initiative or work and if so, what State?

Answer: No

81. During the Pre-Bid meeting, it was indicated that the State will facilitate having the selected vendor trained and certified in the use of ACAMS. Will there be any costs associated with this training that the vendor will be responsible for?

Answer: The State will not charge the vendor for the ACAMS training.

82. During the Pre-Bid meeting it was indicated that ALL vendor personnel will have to be certified in the use of ACAMS. If the vendor's field personnel are not involved in the uploading of data to ACAMS, is it acceptable that only key staff are certified?

Answer: If field personnel are not involved in the uploading of data into ACAMS then they must complete the PCII training and have a Criminal Background Check performed prior to entering the schools

83. The bid is based on an estimated 40 million square feet. Obviously the bidders are at risk if the actual square footage proves to be much less than 40 million square feet. Will the State guarantee a minimum square footage on the contract?

Answer: No, the State will not guarantee a minimum square footage; however, the State has provided the best estimate available at this time.

84. Can on-site assessments be done during the summer, Christmas and Easter breaks? Will someone be available during these times?

Answer: See Question 20

85. Classroom and administrative area images should be taken without students present. Will someone be available after hours while pictures are taken?

Answer: See Question 20

86. In the section "Instruction to bidders", item #1 states "use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form." And in Section 4.5, page 26 there is a reference to bid sheets. Are the bid

sheet and the quotation form the same item? If not, please provide bid sheets (as the quotation form is included).

Answer: Cost and Bid sheets refer to the same item (Attachment C) and must be utilized by the vendor for cost information. Overall Proposal Format is discussed in part 4 – Proposal Format and Response Requirements.

87. What is the Contract Type for this effort?

Answer: See Question 33.

88. Will a reasonable number of schools completed be considered an appropriate performance milestone for invoicing purposes?

Answer: See question 31.

89. Will contractors be given extra evaluation credit for having previous ACAMS experience or certification?

Answer: Points are deducted for deficiencies based on the criteria set forth in the RFP.

90. Will the contractor have the flexibility to group schools during execution of the project in the interest of cost-effectiveness or will the contractor be held to a mandatory priority list?

Answer: The State will work with the successful contractor to group schools in such a manner to be as cost-effective as possible.

91. In Section 3 10 2 the RFP states “The vendor must be certified in the use of ACAMS and employ personnel that can meet the guidelines for access to PCII.” We understand that all personnel working under this contract must be able to become certified in ACAMS and meet PCII access requirements. Will ACAMS certification be required at the time of the proposal?

Answer: See Question 4.

92. Will every person working on the project be required to become ACAMS certified or just those who will be entering information?

Answer: See Question 82.

93. Must every person working on the project be able to obtain both ACAMS certification and meet PCII requirements?

Answer: See Question 82.

- 94 Part 4, Section II – for the project timeline required in the proposal, is it acceptable to submit two schedules: An overall project timeline that presents a completion date within the base contract time period of three years and a separate timeframe for the completion of work at a single school? Would that meet the needs of the request for a timeline?

Answer: The Vendor is requested to submit a timeframe for the project. How this information is formatted is the Vendor's decision

- 95 As per Section 3.7 of the RFP, is it the responsibility of the bidder to develop the standard emergency operations plan outline(s) that all of the schools are to use?

Answer: It is the intention of the State to standardize emergency operational plans. The State will work with the Vendor to create the final outline to be utilized.

- 96 Section 3.7 – for scoping purposes, shall the bidder include full writing responsibility of the plans and information required for emergency operations or only facilitation and review of information developed by the schools?

Answer: The vendor will be solely responsible for the creation of all information.

- 97 Section 3.7 – Will each school require a field visit (to review the floor plans, conduct the assessment and capture digital images), for review and assistance in the development of all the emergency operations plans listed under Section 3.4, coordination with local emergency personnel and data entry for ACAMS?

Answer: Yes, a field visit will be required for every school.

- 98 Section 3.8.2.1 – What level of cost estimating is required when developing the costs for countermeasures recommended in the vulnerability analysis?

Answer: The State desires that the Vendor identify countermeasures. No cost estimation is required.

- 99 Attachment A – with the information provided in the RFP of approximately 700 Schools, the contractor will need to complete approximately 233 schools per year (20 schools per month) to finish all the schools in the base contract period of three years. Is this the pace that the SBA expects to see proposed in the timeline/schedule provided in the proposal?

Answer: The State has identified the term of contract in Section 1.9.10.

100. Are there established standards and/or rates for the reimbursement of other direct costs (ODCs) for this work? Is a mark-up allowed on ODCs to cover administrative costs?

Answer: No, the vendor's bid price is to be inclusive of all costs.

101. The RFP describes progress invoices that will not be based on a monthly cycle, but will use milestone activities instead. Is this intended to be the completion of each school, a school district or other jurisdictional boundary?

Answer: See Question 31.

102. Since travel expenses are typically repaid to the workers weekly, is the reimbursement of ODCs separate from the milestone payments for progress invoices? Can ODCs be billed on a monthly cycle?

Answer: See Question 100.

103. Multiple teams will be needed in the field to complete the work within the required timeframe. What is the limit to the number of personnel that can be cleared for access to the schools (number of state police background checks)?

Answer: The State is not setting a limit on the number of personnel

104. How much time should be allocated in the schedule for background checks to be performed before clearance is to be given to field staff to access the schools?

Answer: The background check is initiated at the WV State Police Headquarters located at 725 Jefferson Road, South Charleston, WV 25309. Once the applicant is fingerprinted and pays the \$20.00 fee, it takes approximately 3 weeks to complete the background check.

105. Will school facilities personnel be available to ensure that access to all areas of the school is granted during field inspections?

Answer: See Question 20

106. Since ACAMS and PCII certification require sponsorship from a government entity, can the certification for some proposed team members occur after the proposal due date? (i.e., if a proposal is submitted where at least one team member is ACAMS and PCII certified and the vendor is selected, may additional proposed team members receive their ACAMS and PCII certification under sponsorship from the State of WV so long as their certification is received during the negotiation process and prior to the stated date of the project?)

See Question 4.

107. What is the digital format for the floor plans that will be provided by the SBA and used for the surveys?

Answer: The SBA will provide the information in a .pdf format.

108. The vendor is required to annotate the floor plans with the data that is depicted in Attachment B. What format will the floor plans need to be annotated and delivered in to the SBA? If it is CAD, then are there any drafting standards that need to be adhered to?

Answer: Attachment B is not a required or suggested format. It is to illustrate to the bidders the type of information being captured by the SBA for facility planning. Floor plans are to be submitted in a .pdf format.

109. What is the digital format and resolution for the images that will be collected as part of the survey?

Answer: See Question 14.

110. Do the point features depicted in the floor plans need to be hyperlinked to the images collected?

Answer: No.

111. Will the SBA provide the information for the local EMS authorities? Will it be the responsibility of the survey teams to contact the local authorities to determine the contact information for the responsible EMS authorities?

Answer: The SBA will not provide the information for the local EMS authorities. See Question 16.

112. Do the administrators in each of the schools have a detailed list of the first responders for their facility? Will these be provided by the SBA to the vendor in an electronic format?

Answer: No.

113. Are there any State policies for handling data pertaining to student and parent information? What are these policies and how can the vendor access them?

Answer: The Vendor should not be capturing student and/or parent data, just numbers (quantity) of students and faculty.

114. Will the data collected as part of this effort be made available to the schools and local first responders?

Answer: Yes.

115. Does the SBA plan to distribute hard copies of the information developed from this program to each school administration and the local first responders? If yes, is that a deliverable? If it is a deliverable, please describe the format, number of copies and the estimated size of the document

Answer: The vendor is to complete a School Safety Assessment for each public school facility in the State of WV. See section 3.1 General Requirements for additional information.

116. According to proceedings from the pre-bid session, only vendors who can demonstrate a 'WV based presence' will be approved by the SBA as prime contractor for this project. Please provide more detail on how "WV based" is defined by the SBA. How is this definition related to the criteria listed on the Resident Vendor Preference form?

Answer: The State is not restricting this bid to vendors with a "WV based preference". All bidders, in-state and out-of-state, are eligible to bid on this RFP

117. The submittal address/envelope markings on Page 6 of the RFP differ from the information on Page 10. Which is the correct address?

Answer: Both addresses are correct.

Change From:

1 19 15 *Liquidated Damages*

According WV State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of \$2,000 per day, for failure to meet milestones identified and to keep the project on target. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages against the Vendor.

Change To:

1 19 15 *Liquidated Damages*

According WV State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of \$2,000 per day, for failure to meet milestones identified and to keep the project on target. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages against the Vendor

The State does not penalize vendors for anything that is beyond their control.
Documentation of any delay out of the Vendor's control must be submitted to the State.

Change From:

3.10.2 The vendor must be certified in the use of ACAMS and employ personnel that can meet the guidelines for access to Protected Critical Infrastructure Information (PCII) as referenced in 3 9 0

Change To:

3 10.2 The vendor must be able to be certified in the use of ACAMS and employ personnel that can meet the guidelines for access to Protected Critical Infrastructure Information (PCII) including the Homeland Security's Non-Disclosure Agreement. In addition, Vendor personnel who will be working in the schools must have a Background Check as performed by the WV State Police

For ACAMS training, it is anticipated that all Vendor personnel who are not currently trained will be trained by the State of WV during contract negotiations. There is no cost for the training.



Initial Asset Visit

This form, when filled out, (even partially) is considered Protected Critical Infrastructure Information (PCII). In accordance with the provisions of the Critical Infrastructure Information Act, 6 U.S.C. §§ 131 et seq., it is exempt from release under the Freedom of Information Act (5 U.S.C. § 552) and similar State and local disclosure laws. Unauthorized release may result in criminal and administrative penalties. It is to be safeguarded and disseminated in accordance with the Critical Infrastructure Information Act, 6 U.S.C. §§ 131 et seq., the implementing Regulation, 6 C.F.R. Part 29 and PCII Program requirements.

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Section I.I
Asset Information

Asset Name: _____

Owner Name: _____

Parent Company: _____

Doing Business As: _____

Address 1: _____

Address 2: _____

City: _____

County: _____

Zip: _____

Mailing Address: _____

Main Phone: _____

Alternate Phone: _____

Fax: _____

Email: _____

Web Address: _____

GPS Latitude: _____

GPS Longitude: _____

Police Department: _____

Fire Department: _____

Section 1.2
Response Agencies

Agency Name: _____ Type: _____ POC Name: _____ Title: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ 24/7 Phone: _____ Level Of Response Capability: _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Law Enforcement</td> <td style="width: 50%; border: none;"><input type="checkbox"/> FBI/JTTF</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Local Emergency Response</td> <td style="border: none;"><input type="checkbox"/> State HSA Office</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> HAZMAT</td> <td style="border: none;"><input type="checkbox"/> Local State & Federal Government</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Bomb Disposal</td> <td style="border: none;"><input type="checkbox"/> National Guard</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Dive Team</td> <td style="border: none;"><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> FBI/JTTF	<input type="checkbox"/> Local Emergency Response	<input type="checkbox"/> State HSA Office	<input type="checkbox"/> HAZMAT	<input type="checkbox"/> Local State & Federal Government	<input type="checkbox"/> Bomb Disposal	<input type="checkbox"/> National Guard	<input type="checkbox"/> Dive Team	<input type="checkbox"/> Other: _____
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<input type="checkbox"/> HAZMAT	<input type="checkbox"/> Local State & Federal Government										
<input type="checkbox"/> Bomb Disposal	<input type="checkbox"/> National Guard										
<input type="checkbox"/> Dive Team	<input type="checkbox"/> Other: _____										

{FOR ADDITIONAL AGENCIES PRINT DUPLICATES OF THIS PAGE}

Section 1.3
Operation Hours

Monday - Friday

Monday - Saturday

7 Days

Business Hours From: ____ AM PM

Business Hours to: ____ AM PM

Remarks: _____

Check if the facility alters its schedule on **Saturdays**

Saturday Hours From: ____ AM PM

Saturday Hours to: ____ AM PM

Remarks: _____

Check if the facility alters its schedule on **Sundays**

Sunday Hours From: ____ AM PM

Sunday Hours to: ____ AM PM

Remarks: _____

Check if the facility alters its schedule on **federal holidays**

Federal Holiday Hours From: ____ AM PM

Federal Holiday Hours to: ____ AM PM

Remarks: _____

Check if the facility alters its schedule on **local holidays**

Federal Holiday Hours From: ____ AM PM

Federal Holiday Hours to: ____ AM PM

Remarks: _____

Check if the facility hosts **special events**

Special Events Hours From: ____ AM PM

Special Events Hours to: ____ AM PM

Remarks: _____

Section 1.4
Facility Description

Total Size: What is the total size (acreage or square feet) of the facility?	
Number of Buildings: How many buildings or structures make up the facility?	
Construction: Any New Construction recently completed or in the planning stage?	
Is there a helicopter pad?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Perimeter

Perimeter Remarks:	
Fence Remarks:	
Description of North Perimeter: (Entrances/Exits on this side of the asset)	
Description of South Perimeter: (Entrances/Exits on this side of the asset)	
Description of East Perimeter: (Entrances/Exits on this side of the asset)	
Description of West Perimeter: (Entrances/Exits on this side of the asset)	

Physical Security

Lighting Remarks:	
Barrier Remarks:	
Parking Remarks:	

Approaches

Primary Ingress Routes:	
Primary Egress Routes:	
High Speed Avenues of Approach:	
Main Streets:	
Rail Lines: (Rail Lines that Access the Facility)	
Water Ways: (Water ways that Access the Facility)	

Buffer Zone

Buffer Zone Description:	
Buffer Zone Boundaries:	
North Boundary:	
South Boundary:	
East Boundary:	
West Boundary:	
Countries:	
Local Governments:	
Populated Areas Around Facility:	
List all Major Cross Streets:	
Major Transportation Routes:	
Freeways:	
Railroad Lines:	
List Major Water Ways:	
Public Transportation Routes:	

Section 1.5
Building Information

(The number of buildings loaded into ACAMS should match the number of buildings entered into the IAV)

Building Name:	
Is it the Main Building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Address:	
Building Phone Number:	
Building Population (Average):	
Number of Floors Above Ground:	
Number of Floors Below Ground:	
Building Construction:	
Exterior Wall Colors:	
Critical Structure:	
GPS Latitude:	
GPS Longitude:	

Building Name:	
Is it the Main Building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Address:	
Building Phone Number:	
Building Population (Average):	
Number of Floors Above Ground:	
Number of Floors Below Ground:	
Building Construction:	
Exterior Wall Colors:	
Critical Structure:	
GPS Latitude:	
GPS Longitude:	

{FOR MULTIPLE BUILDINGS PRINT DUPLICATES OF THIS PAGE}

Section 1.6
Points of Contact

PDC Type: Owner/Operator Security Manager Asset Manager Building Manager
 Asset Engineer Personnel Manager President/CEO Other

PDC Title:
i.e. Senior Security Manager _____

Is this the primary contact? Yes No

Last Name: _____

First Name: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip: _____

Office Phone: _____

Cell Phone: _____

Home Phone: _____

24/7 Phone: _____

E-Mail: _____

Fax: _____

Have Keys: Yes No
Does PDC have keys to the facility?

Remarks:

**Section 1.7
Hazardous Materials**

Hazardous Material Type:	<input type="checkbox"/> Biological <input type="checkbox"/> Chemical <input type="checkbox"/> Corrosive Substances <input type="checkbox"/> Explosive <input type="checkbox"/> Flammable Liquids	<input type="checkbox"/> Flammable Solids <input type="checkbox"/> Gases <input type="checkbox"/> Miscellaneous Materials <input type="checkbox"/> Nuclear <input type="checkbox"/> Oxidizing Substances	<input type="checkbox"/> Radioactive Materials <input type="checkbox"/> Radiological <input type="checkbox"/> Toxic/Infectious Sub <input type="checkbox"/> Other
Hazardous Material Name:			
DOT Number:			
CAS Number:			
State of Material:	<input type="checkbox"/> Gas	<input type="checkbox"/> Liquid	<input type="checkbox"/> Solid
Average Quantity: What is the average quantity housed at the Asset?			
Storage Location: What building, floor or area is the material stored?			
Storage Method: This describes the method the material is stored (i.e. 90,000 gal tank, 5 gal cans, 10 pound bags)			
Containment Method: How is this material contained if spilled or released?			
Remarks: This section is provided for the purpose of additional remarks that were not able to be captured above.			

{For multiple hazardous materials print more copies of this page}

**Section 2.1
Emergency Plans**

Is there an emergency plan in place for this type of incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date last updated:		
Title of manual or emergency plan:		
Plan creation date:		
Plan author:		
Has the plan been disseminated to key personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the plan been tested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last plan test date:		
Other remarks:		

Is there an emergency plan in place for this type of incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date last updated:		
Title of manual or emergency plan:		
Plan creation date:		
Plan author:		
Has the plan been disseminated to key personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the plan been tested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last plan test date:		
Other remarks:		

Is there an emergency plan in place for this type of incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date last updated:		
Title of manual or emergency plan:		
Plan creation date:		
Plan author:		
Has the plan been disseminated to key personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the plan been tested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last plan test date:		
Other remarks:		

Is there an emergency plan in place for this type of incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date last updated:		
Title of manual or emergency plan:		
Plan creation date:		
Plan author:		
Has the plan been disseminated to key personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the plan been tested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last plan test date:		
Other remarks:		

Is there an emergency plan in place for this type of incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date last updated:	
Title of manual or emergency plan:	
Plan creation date:	
Plan author:	
Has the plan been disseminated to key personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the plan been tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last plan test date:	
Other remarks:	

Is there an emergency plan in place for this type of incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date last updated:	
Title of manual or emergency plan:	
Plan creation date:	
Plan author:	
Has the plan been disseminated to key personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the plan been tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last plan test date:	
Other remarks:	

Is there an emergency plan in place for this type of incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date last updated:	
Title of manual or emergency plan:	
Plan creation date:	
Plan author:	
Has the plan been disseminated to key personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the plan been tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last plan test date:	
Other remarks:	

Section 2.2
Security Checklists

BZP Facility Management

Question:	Answer:	Notes:
Does the security company have a formal security plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If so, is the plan available to all employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the company have a formal threat definition and assessment statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If so, is this statement available to all employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is security awareness training provided to all employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
How many employees comprise the facility security workforce? (Specify whether these are company or contractor employees.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are additional security personnel added when the threat level increases?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do any members of the security force have arrest authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do security personnel utilize SOPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are background checks made on all new employees, and is security personnel re-investigated yearly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<p>Are background checks made on temporary employees and contractors?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Is there an executive protection program for senior executives/managers?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are there security memoranda of understanding (MOUs) or memoranda of agreement (MOAs) in place with adjacent facilities?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

BZP Surveillance Security

<p>Are there locations outside of the facility that allow viewing of sensitive operations?</p> <p>Remarks:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <hr/>
<p>Are there higher elevation areas around the facility that enhance surveillance or attack scenarios?</p> <p>Remarks:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <hr/>
<p>Are there commercial, public, or private buildings that allow long-term undetected surveillance?</p> <p>Remarks:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <hr/>
<p>Are there bus stops, taxi stands/drops, or other areas used for public transportation that can be used as staging areas with a line of sight to the facility?</p> <p>Remarks:</p>	<hr/> <hr/>

Are trained counter-surveillance teams available?
Remarks:

Are there normal activities occurring outside the facility that allow close approach to restricted areas or the facility perimeter by unauthorized personnel?
 Yes No
Remarks:

Are counter-surveillance teams utilized during elevated threat levels? Who?
 Yes No
Remarks:

Is there pedestrian or auto access available for surveillance?
 Yes No
Remarks:

Are there known deficiencies in the security perimeter? Are they being corrected? What is the status?
 Yes No
Remarks:

If adjacent facilities share security boundaries with the facility, are there measures in place to prevent, limit, or monitor access to these boundaries?
 Yes No
Remarks:

Are there procedures in Yes No

place to identify and verify disabled vehicles, personnel, etc. in close proximity to the security perimeter or critical facility components?

Remarks:

Are there any measures to record vehicles or personnel who approach or cross the facility? If so, are "Warning" signs placed where clearly visible?

Yes No

Remarks:

Are there opportunities for contractors, vendors, or visitors to obtain unrestricted access to the facility or restricted areas?

Yes No

Remarks:

Are there procedures for reporting suspicious personnel or activities?

Yes No

Remarks:

Are there established terrorist activity indicators/criteria for what constitutes a suspicious person or activity?

Yes No

Remarks:

Are there local restaurants, pubs, etc. frequented by facility workers that would provide opportunities to gather sensitive information from casual conversations?

Yes No

Remarks: _____

Do local newspapers or web sites publicly advertise facility schedules, events, or other sensitive information? Yes No

Remarks: _____

Are sensitive facility plans, blueprints, operating procedures, etc. available to the public via the internet or public record? Are such documents secured under lock and key? Yes No

Remarks: _____

BZP Buffer Zone Security

Question:	Answer:	Notes:
Does an exclusive buffer zone already exist outside the external perimeter of the facility or critical component? By how many feet does the buffer zone exist beyond the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are critical components located away from the facility's perimeter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are there public roads that allow access to critical facility components?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are there additional avenues of approach for pedestrian or auto traffic that allow access to critical facility components?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<p>Are there any waterways that flow through the facility's grounds and/or within the buffer zone patrolled?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Is parking allowed within the established buffer zones?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Do loaded trucks or railcars ever stop or park at or near the facility or facility approaches, do they stay overnight and is this the normal operating system?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Can vehicle parking areas within the buffer zone be viewed from security checkpoints or other occupied dwellings?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are vehicle parking areas in the buffer zone illuminated?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Does the buffer zone itself have sufficient lighting?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are passive vehicle barriers employed to exclude vehicles from entering buffer zone areas? (Jerseys, Barriers, Buried Ties, Concrete planters, Cables Etc.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are there dumpster and trash receptacles within the buffer zone?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are active vehicle barriers employed to exclude vehicles from entering the buffer zone? (Bollards, Extendable wheel spikes Etc.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

Fences & Gates		
Is existing fencing surrounding the facility perimeter in good repair?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is fencing alarmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is the fencing reinforced or otherwise protected against vehicle access?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is the area surrounding fencing clear of vegetation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are warning signs placed at the perimeter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are there gates controlling vehicular and/or pedestrian access?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are gates manned 24/7?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are gates controlled by a card reader system or other automated access control system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are fence/gate areas adequately illuminated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Vehicle Barriers		
Are speed control obstacles employed to prevent vehicles from running checkpoints or search areas during elevated alert levels?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Are passive vehicle barriers employed to protect critical components from LVIEDs? (Jerseys, Buried Ties, Concrete Planters, Cables Etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Vehicle Searches		
Are delivery trucks routinely screened or inspected upon entry?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
During threat levels, are passenger vehicles searched prior to being permitted to cross the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are explosive detection canines available for these sweeps? Are they located on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Intrusion Detection/CCTV		
Does the facility have an exterior intrusion detection system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If so, does this IDS provide specific coverage for significant facility assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the facility have a CCTV system in place and how many cameras does it have?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are all significant facility assets under CCTV coverage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Security Patrols		
Are after hours checks made of facility access points?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is the perimeter checked routinely by security?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<p>Are security checks recorded?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
Access Control		
<p>Are badges used to identify employees and authorized personnel? When are they used?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are passes or decals used to identify authorized vehicles?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are access control devices used to gain entry to the facility?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are access control devices used to gain entry to critical areas?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are screening devices used to detect the presence of weapons, explosives or other unauthorized items?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
Visitor Control		
<p>Are visitors required to sign in with security?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are visitors issued visitor badges that identify them as visitors?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Are visitors required to be escorted into sensitive facility locations?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
Communications		
<p>Does the facility have a command center and if so describe it:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>Does the facility have direct communications channels with local law enforcement and if so, please describe & if not, describe how law enforcement would be contacted in the event of an emergency:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

<p>Have liaison visits been conducted by the local bomb disposal unit?</p>	
<p>Liaison Remarks:</p>	<hr/> <hr/>
<p>Visit Unit Remarks:</p>	<hr/> <hr/>
<p>Have they identified and inspected critical & vulnerable areas?</p>	
<p>Remarks:</p>	<hr/> <hr/>
<p>Is there an established response procedure? Has it been exercised at the site?</p>	
<p>Remarks:</p>	<hr/> <hr/>
<p>What is the method of contact if a suspicious device has been found on or near the critical asset?</p>	
<p>Method of Contact</p>	<hr/>
<p>Remarks:</p>	<hr/>
<p>Readiness Status</p>	<hr/>
<p>Remarks:</p>	<hr/> <hr/>

Protective Force Support

Response time remarks:

What is the size of the security force and police force on duty during elevated security levels?

What is the size of the security force and police force during normal conditions, 24 hours & holidays?

Are there provisions for a backup force?

Yes No

Remarks:

Does the protective force have arrest authority?

Yes No

Remarks:

Do security personnel utilize SOPs?

Yes No

SOP remarks:

State of readiness remarks:

Training remarks:

Responding to alarm remarks:

Interaction remarks:

Section 3.0
MSHARPP+V

Mission Information

Primary Sector Category	<input type="checkbox"/> Agriculture & Food <input type="checkbox"/> Chemical & Hazardous Materials <input type="checkbox"/> Energy <input type="checkbox"/> Information Technology <input type="checkbox"/> Postal & Shipping <input type="checkbox"/> Transportation <input type="checkbox"/> National Monuments & Icons <input type="checkbox"/> Government Facilities <input type="checkbox"/> Nuclear Facilities	<input type="checkbox"/> Banking & Finance <input type="checkbox"/> Defense Industrial Base <input type="checkbox"/> Emergency Services <input type="checkbox"/> Telecommunications <input type="checkbox"/> Healthcare & Public Health <input type="checkbox"/> Water <input type="checkbox"/> Commercial Assets <input type="checkbox"/> Dams <input type="checkbox"/> Other
Primary Segment Category	<input type="checkbox"/> Chemical Manufacturing Plants <input type="checkbox"/> Hazardous Chemical Transport <input type="checkbox"/> Regulatory, Oversight, & Industry Organizations	<input type="checkbox"/> Hazardous Chemical Storage/Stockpile/Utilization/Distribution <input type="checkbox"/> Other Hazardous Chemical Facilities

Primary Taxonomy Code

Secondary Sector Category	<input type="checkbox"/> Agriculture & Food <input type="checkbox"/> Chemical & Hazardous Materials <input type="checkbox"/> Energy <input type="checkbox"/> Information Technology <input type="checkbox"/> Postal & Shipping <input type="checkbox"/> Transportation <input type="checkbox"/> National Monuments & Icons <input type="checkbox"/> Government Facilities <input type="checkbox"/> Nuclear Facilities	<input type="checkbox"/> Banking & Finance <input type="checkbox"/> Defense Industrial Base <input type="checkbox"/> Emergency Services <input type="checkbox"/> Telecommunications <input type="checkbox"/> Healthcare & Public Health <input type="checkbox"/> Water <input type="checkbox"/> Commercial Assets <input type="checkbox"/> Dams <input type="checkbox"/> Other
Other Description		
Secondary Segment Category	<input type="checkbox"/> Chemical Manufacturing Plants <input type="checkbox"/> Hazardous Chemical Transport <input type="checkbox"/> Regulatory, Oversight, & Industry Organizations	<input type="checkbox"/> Hazardous Chemical Storage/Stockpile/Utilization/Distribution <input type="checkbox"/> Other Hazardous Chemical Facilities

Secondary Taxonomy Code

Code

Description:
 This is a description of the activity/operation of the facility/operation.

References:
 All included references are listed below.

Dependencies:
 This is a list of all the dependencies of the facility/operation.

Interdependencies:
 This is a list of all the interdependencies of the facility/operation.

City:
 This is the city of the facility/operation.

County
 The local government of the
 county is the county board.
 It is composed of the
 county clerk and the
 county board members.
State
 The state government is
 the state board of
 education and the
 state board of
 health.
Regional
 The regional government
 is the regional board
 of education and the
 regional board of
 health.
Water
 The water supply is
 provided by the
 water utility company.
International
 The international
 relations are handled
 by the international
 relations department.

#

Symbolism Information

Symbolism
 The symbolism is
 represented by the
 symbols of the
 state and the
 county.

#

Section 3.1
History Information

Threat Type:

Event Date/Time:

Descriptions:

Resolution:

Remarks:

- Aircraft Attack
- Assassination / Kidnapping
- Biological Attack
- Chemical Attack
- Cyber Attack
- Bomb/IEDs (Improvised Explosive Devices)
- Maritime Attack
- Nuclear / Radiological Attack
- Sabotage
- Small Arms Assault
- Other

{For multiple events print more copies of this page}

Section 3.2
Accessibility

Manned Guard Shack/Entrance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Entrance Protected by Barricades?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Perimeter Fence or wall over 6' ft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reinforced Wall (Solid)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chain-Linked Fence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Perimeter Fence Top by Barbed or Constantine Wire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Perimeter Well Lit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe other perimeter security measures:		
Remarks:		

Section 3.3:
Recognizability

<p>Recognizability: How recognizable is the Asset from outside the perimeter?</p>	
<p>Remarks:</p>	

Section 3.4:
Recoverability

<p>Recoverability What is the ability of this Asset to recover from an incident?</p>	
<p>Consequences: Describe the consequences of a worst-case terrorist attack on this asset.</p>	<p><input type="checkbox"/> Catastrophic Catastrophic consequences with massive loss of life. The facility is Critical Infrastructure and cannot be safely occupied and can no longer operate. National and international impact is likely.</p> <p><input type="checkbox"/> Critical Critical consequences with significant loss of life. The facility cannot be safely occupied and can no longer operate. There is national-level economic impact.</p> <p><input type="checkbox"/> Significant Significant consequences with some deaths and injuries. The facility can be safely occupied, but with a major curtailment in operations, service and capability. There is a noticeable regional or state economic impact.</p> <p><input type="checkbox"/> Moderately Moderate consequences with some injuries. The facility can be safely occupied but with a moderate curtailment in operational capabilities. There is a noticeable local economic impact.</p> <p><input type="checkbox"/> Negligible Negligible consequences. A successful attack against this facility would cause no noticeable impact to service or any curtailment in operational capability.</p>

Section 3.5:
Population

<p>Employees Present During Business Hours: Number of employees present during regular business hours</p>	<p>_____ to _____</p>										
<p>Visitors Present During Business Hours: Number of visitors present during regular visitor hours</p>	<p>_____ to _____</p>										
<p>Employees Present During Non-Business Hours: Number of employees present during non-business hours</p>	<p>_____ to _____</p>										
<p>Visitors Present During Non-Business Hours: Number of visitors present during non-business hours</p>	<p>_____ to _____</p>										
<p>Average Population for a Special Event: The average population for an event (including employees)</p>	<p>_____ to _____</p>										
<p>Max Capacity: Approximate number including employees</p>	<p>_____</p>										
<p>Approximate Total Annual Population:</p>	<p>_____ to _____</p>										
<p>Area Surround: How would you categorize the immediate area surrounding the facility?</p>	<table border="0"> <tr> <td><input type="checkbox"/> Agricultural Land</td> <td><input type="checkbox"/> Sparse Industrial</td> </tr> <tr> <td><input type="checkbox"/> Dense Commercial</td> <td><input type="checkbox"/> Dense Residential</td> </tr> <tr> <td><input type="checkbox"/> Sparse Commercial</td> <td><input type="checkbox"/> Sparse Residential</td> </tr> <tr> <td><input type="checkbox"/> Downtown High-Rise Buildings</td> <td><input type="checkbox"/> Rural / Isolated Area</td> </tr> <tr> <td><input type="checkbox"/> Dense Industrial</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Agricultural Land	<input type="checkbox"/> Sparse Industrial	<input type="checkbox"/> Dense Commercial	<input type="checkbox"/> Dense Residential	<input type="checkbox"/> Sparse Commercial	<input type="checkbox"/> Sparse Residential	<input type="checkbox"/> Downtown High-Rise Buildings	<input type="checkbox"/> Rural / Isolated Area	<input type="checkbox"/> Dense Industrial	<input type="checkbox"/> Other
<input type="checkbox"/> Agricultural Land	<input type="checkbox"/> Sparse Industrial										
<input type="checkbox"/> Dense Commercial	<input type="checkbox"/> Dense Residential										
<input type="checkbox"/> Sparse Commercial	<input type="checkbox"/> Sparse Residential										
<input type="checkbox"/> Downtown High-Rise Buildings	<input type="checkbox"/> Rural / Isolated Area										
<input type="checkbox"/> Dense Industrial	<input type="checkbox"/> Other										
<p>Area Surround Size: Size of the Populated Area around the facility</p>											
<p>Populated Areas Around the Critical Asset: Describe the populated areas around this Critical Asset</p>											
<p>Remarks: this section is provided to capture any information that needs further explanation from the sections above</p>											

Section 3.6:
Proximity Information

Nearby Asset's Name: _____

Address: _____

Category: Critical Infrastructure Mass population Symbolic/psychological impact

- Sector:
- | | |
|---|---|
| <input type="checkbox"/> Agriculture & Food | <input type="checkbox"/> Banking & Finance |
| <input type="checkbox"/> Chemical & Hazardous Materials | <input type="checkbox"/> Defense Industrial Base |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Emergency Services |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Postal & Shipping | <input type="checkbox"/> Healthcare & Public Health |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Water |
| <input type="checkbox"/> National Monuments & Icons | <input type="checkbox"/> Commercial Assets |
| <input type="checkbox"/> Government Facilities | <input type="checkbox"/> Dams |
| <input type="checkbox"/> Nuclear Facilities | <input type="checkbox"/> Other |

Distance in miles: _____

Remarks: _____

Proximity Information: Additional Critical Asset

Nearby Asset's Name: _____

Address: _____

Category: Critical Infrastructure Mass population Symbolic/psychological impact

- Sector:
- | | |
|---|---|
| <input type="checkbox"/> Agriculture & Food | <input type="checkbox"/> Banking & Finance |
| <input type="checkbox"/> Chemical & Hazardous Materials | <input type="checkbox"/> Defense Industrial Base |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Emergency Services |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Postal & Shipping | <input type="checkbox"/> Healthcare & Public Health |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Water |
| <input type="checkbox"/> National Monuments & Icons | <input type="checkbox"/> Commercial Assets |
| <input type="checkbox"/> Government Facilities | <input type="checkbox"/> Dams |
| <input type="checkbox"/> Nuclear Facilities | <input type="checkbox"/> Other |

Distance in miles: _____

Remarks: _____

**Section 3.7:
Vulnerability**

Unarmed On-Site Security Officers?
 No of Unarmed Security Officers
 Armed On-Site Security Officers?
 No of Armed Security Officers
 Are Security Officers Uniformed?
 No of Uniformed Security Officers
 (Are-Dulled Security Officers?
 No of (Are-Dulled Security Officers
 Is there a System Security Program?
 Employee Handbook System in Place?
 Is there a Fire Alarm System?
 Is there a Fire Drills System?
 Employee Handbooks and Directories?
 Employee Handbook in Place?
 All Government 3-Yes?
 Fire Alarm?
 Fire Exits marked?
 Are Exits marked prior to entry?
 State or Local Security?

Describe other perimeter security measures:

Remarks:

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Section 4.D:
Critical Nodes

Name: _____

Description: _____

Characteristics: _____

Building: _____

Location: _____

GPS Latitude: _____

GPS Longitude: _____

Redundancy: _____

Attraction for an
Attacker: _____

Can this node be
used as a weapon?

Yes

No

Asset
Consequences: If this
node were lost or used
as a weapon what are
the consequences

Remarks: _____

Observations: _____

{FOR MULTIPLE CRITICAL NODES PRINT DUPLICATES OF THIS PAGE}

Section 5.0:
HSAS

{THIS PORTION WILL BE POPULATED IN ACAMS ONLINE SYSTEM}

Section 6.D:
Options for Consideration

What is the observed security issue / vulnerability?	
*Detailed Description?	
What is the recommended security enhancement?	

{FOR MULTIPLE OPTIONS OF CONSIDERATION PRINT DUPLICATES OF THIS PAGE}

Section 7.0:
Intelligence Information

*Name of Analyst: _____

Organization/Agency: _____

Contact Phone
Number: _____

Date Information
Received: _____

Description: What
was the nature of the
Intel?

Intel Remarks: (Any
other info that could
not be captured
above)

{FOR MORE INTELEGENGE INFO RMATION PRINT DUPLICATES OF THIS PAGE}

**Section 8.0:
Pre-Incident Security Enhancement**

Security Plan

Situation:	
Intelligence: Information and Intelligence	
Execution:	
Prepared By (1):	
Prepared Date (1): mm/dd/yyyy	
Prepared By (2):	
Prepared Date (2): mm/dd/yyyy	
Prepared By (3):	
Prepared Date (3): mm/dd/yyyy	

Command Post (Primary)

Name or Location:	
Address:	
City:	
State:	
Zip Code:	
Cross Streets:	
GPS Latitude:	
GPS Longitude:	
Remarks:	

Command Post (Secondary)

Name or Location:	
Address:	
City:	
State:	
Zip Code:	
Cross Streets:	
GPS Latitude:	
GPS Longitude:	
Remarks:	

Staging Area (Primary)

Name or Location:	
Address:	
City:	
State:	
Zip Code:	
Cross Streets:	
GPS Latitude:	
GPS Longitude:	
Remarks:	

Staging Area (Secondary)

Name or Location:	
Address:	
City:	
State:	
Zip Code:	
Cross Streets:	
GPS Latitude:	
GPS Longitude:	
Remarks:	

Helicopter Landing Zone (Primary)

Name or Location:	
Address:	
City:	
State:	
Zip Code:	
Cross Streets:	
GPS Latitude:	
GPS Longitude:	
Remarks:	

Helicopter Landing Zone (Secondary)

Name or Location:	
Address:	
City:	
State:	
Zip Code:	
Cross Streets:	
GPS Latitude:	
GPS Longitude:	
Remarks:	

Section 8.1:
Suggested Postings

Suggested Post

Post Number: (1-40)	
Post Location: (e.g. North East corner of Xyz)	
Address: (Optional)	
City: (Optional)	
State: (Optional)	
Zip Code: (Optional)	
Cross Streets: (Optional)	
GPS Latitude:	
GPS Longitude:	
Number of Officers:	
Specific Duties:	

Suggested Rover Posting

Rover Number (1-5)	
Number of Officers:	
Specific Duties: Describe the specific duties and area of patrol for this rover. i.e. Patrol the areas south of the Asset: First Street on the North, Elm Street on the East, Fifth Street on the South and Oak Street on the West. Pay close attention to the high ground on the Southeast corner of Elm Street and Third Street.	

Suggested Relief Posting

Relief Number (1-2)	
Number of Officers:	
Specific Duties: Describe the specific duties and area of patrol for this rover.	

<p>i.e Patrol the areas south of the Asset: First Street on the North, Elm Street on the East, Fifth Street on the South and Oak Street on the West. Pay close attention to the high ground on the Southeast corner of Elm Street and Third Street.</p>	
---	--

Suggested O.P. Posting

O.P. Number: (1-3)	
Post Location: (e.g. North East corner of Xyz)	
Address: (Optional)	
City: (Optional)	
State: (Optional)	
Zip Code: (Optional)	
Cross Streets: (Optional)	
GPS Latitude:	
GPS Longitude:	
Number of Officers:	
Specific Duties:	

**Section 8.2:
Daily Postings**

Worksheet

Worksheet Date mm/dd/yyyy:	
*Supervisor Name:	
Frequency used for Operation:	
Frequency used for Division:	

Daily Post

Post Number: (1-40)	
Post Location: (e.g. North East corner of Xyz)	
Address: (Optional)	
City: (Optional)	
State: (Optional)	
Zip Code: (Optional)	
Cross Streets: (Optional)	
GPS Latitude:	
GPS Longitude:	
Number of Officers:	
Specific Duties:	
(1) Officer Name:	
(1) Serial Number:	
(1) Unit Designation:	
(1) Radio Number:	
(2) Officer Name:	
(2) Serial Number:	
(2) Unit Designation:	
(2) Radio Number:	

Daily Rover Posting

Rover Number (1-5)	
Specific Duties: Describe the specific duties and area of patrol for this rover. i.e. Patrol the areas south of the Asset: First Street on the North, Elm Street on the East, Fifth Street on the South and Oak Street on the West. Pay close attention to the high ground on the Southeast corner of Elm Street and Third Street.	
(1) Officer Name:	
(1) Serial Number:	
(1) Unit Designation:	
(1) Radio Number:	
(2) Officer Name:	
(2) Serial Number:	
(2) Unit Designation:	
(2) Radio Number:	

Relief Posting

Relief Number (1-2)	
Specific Duties: Describe the specific duties and area of patrol for this rover. i.e. Patrol the areas south of the Asset: First Street on the North, Elm Street on the East, Fifth Street on the South and Oak Street on the West. Pay close attention to the high ground on the Southeast corner of Elm Street and Third Street.	
(1) Officer Name:	
(1) Serial Number:	
(1) Unit Designation:	
(1) Radio Number:	
(2) Officer Name:	
(2) Serial Number:	
(2) Unit Designation:	
(2) Radio Number:	

O.P. Posting

O.P. Number: (1-3)	
Post Location: (e.g North East corner of Xyz)	
Address: (Optional)	
City: (Optional)	
State: (Optional)	
Zip Code: (Optional)	
Cross Streets: (Optional)	
GPS Latitude:	
GPS Longitude:	
Number of Officers:	
Specific Duties:	
(1) Officer Name:	
(1) Serial Number:	
(1) Unit Designation:	
(1) Radio Number:	
(2) Officer Name:	
(2) Serial Number:	
(2) Unit Designation:	
(2) Radio Number:	

**Section 8.3:
Hospitals**

Name:	
Address:	
City:	
State:	
Zip Code:	

**Section 8.4:
Pre-Incident History**

*History Date MM/DD/YYYY HH:MM	
Entered By:	
*Remarks:	

ATTACHMENT A

MASTER LIST OF SCHOOLS 2009-2010

COUNTY	SCHOOL	GLEVEL	STYPE
Barbour	Kasson Elementary/Middle School	PK-08	MIDD
Barbour	Belington Elementary	PK-05	ELEM
Barbour	Junior Elementary	PK-05	ELEM
Barbour	Mount Vernon Elementary	K-05	ELEM
Barbour	Philippi Elementary School	PK-05	ELEM
Barbour	Volga Century Elementary	K-05	ELEM
Barbour	Belington Middle School	'06-08	MIDD
Barbour	Philippi Middle School	'06-08	MIDD
Barbour	Philip Barbour High School Complex	'09-12	SECO
Berkeley	Back Creek Valley Elementary School	PK-02	ELEM
Berkeley	Bedington Elementary School	PK-02	ELEM
Berkeley	Berkeley Heights Elementary School	PK-03	ELEM
Berkeley	Bunker Hill Elementary School	PK-03	ELEM
Berkeley	Burke Street Elementary School	PK-03	ELEM
Berkeley	Gerrardstown Elementary School	PK-02	ELEM
Berkeley	Hedgesville Elementary School	PK-02	ELEM
Berkeley	Inwood Primary School	K-03	ELEM
Berkeley	Marlowe Elementary School	PK-02	ELEM
Berkeley	Opequon Elementary School	PK-03	ELEM
Berkeley	Rosemont Elementary School	K-03	ELEM
Berkeley	Tuscarora Elementary School	PK-03	ELEM
Berkeley	Valley View Elementary School	PK-03	ELEM
Berkeley	Winchester Avenue Elementary School	PK-03	ELEM
Berkeley	Tomahawk Intermediate School	03-05	ELEM
Berkeley	Potomack Intermediate School	03-05	ELEM
Berkeley	Mill Creek Intermediate School	04-05	ELEM
Berkeley	Eagle School Intermediate	04-05	ELEM
Berkeley	Orchard View Intermediate School	03-06	ELEM
Berkeley	Mountain Ridge Intermediate School	03-05	ELEM
Berkeley	Hedgesville Middle School	'06-08	MIDD
Berkeley	Martinsburg North Middle School	'06-08	MIDD
Berkeley	Martinsburg South Middle School	'06-08	MIDD
Berkeley	Musselman Middle School	'06-08	MIDD
Berkeley	Spring Mills Middle School	'06-08	MIDD
Berkeley	Hedgesville High School	'09-12	SECO
Berkeley	Martinsburg High School	'09-12	SECO
Berkeley	Musselman High School	'09-12	SECO
Boone	Whitesville Elementary School	K-06	ELEM
Boone	Ashford-Rumble Elementary School	K-06	ELEM
Boone	Jeffrey-Spencer Elementary School	PK-05	ELEM
Boone	Madison Elementary	PK-05	ELEM
Boone	Nellis Elementary School	K-06	ELEM

Boone	Ramage Elementary School	K-05	ELEM
Boone	Van Elementary School	PK-05	ELEM
Boone	Wharton Elementary School	PK-05	ELEM
Boone	Sherman Elementary School	PK-06	ELEM
Boone	Brookview Elementary	K-05	ELEM
Boone	Madison Middle School	'06-08	MIDD
Boone	Sherman Junior High School	07-08	MIDD
Boone	Scott High School	'09-12	SECO
Boone	Sherman High School	'09-12	SECO
Boone	Van Junior/Senior High School	06-12	SECO
Braxton	Burnsville Elementary School	PK-04	ELEM
Braxton	Davis Elementary School	PK-04	ELEM
Braxton	Flatwoods Elementary School	PK-04	ELEM
Braxton	Frametown Elementary School	PK-04	ELEM
Braxton	Little Birch Elementary School	PK-04	ELEM
Braxton	Sutton Elementary School	PK-04	ELEM
Braxton	Braxton County Middle School	05-08	MIDD
Braxton	Braxton County High School	'09-12	SECO
Brooke	Beech Bottom Primary School	K-04	ELEM
Brooke	Collier Primary School	K-04	ELEM
Brooke	Franklin Primary School	K-04	ELEM
Brooke	Hooverson Heights Primary School	K-04	ELEM
Brooke	Jefferson Primary School	K-04	ELEM
Brooke	Lauretta B Millsop Primary School	K-04	ELEM
Brooke	Wellsburg Primary School	K-04	ELEM
Brooke	Follansbee Middle School	05-08	MIDD
Brooke	Wellsburg Middle School	05-08	MIDD
Brooke	Brooke High School	PK & 09-12	SECO
Cabell	Altizer Elementary School	PK-05	ELEM
Cabell	Cox Landing Elementary School	K-05	ELEM
Cabell	Culloden Elementary School	PK-05	ELEM
Cabell	Davis Creek Elementary School	PK-05	ELEM
Cabell	Geneva Kent Elementary School	PK-05	ELEM
Cabell	Guyandotte Elementary School	PK-05	ELEM
Cabell	Highlawn Elementary School	PK-05	ELEM
Cabell	Hite Saunders Elementary School	PK-05	ELEM
Cabell	Martha Elementary School	PK-05	ELEM
Cabell	Meadows Elementary School	PK-05	ELEM
Cabell	Milton Elementary School	PK-05	ELEM
Cabell	Nichols Elementary School	PK-05	ELEM
Cabell	Ona Elementary School	PK-05	ELEM
Cabell	Peyton Elementary School	PK-05	ELEM
Cabell	Salt Rock Elementary School	PK-05	ELEM
Cabell	Spring Hill Elementary School	PK-05	ELEM
Cabell	Central City Elementary School	PK-05	ELEM
Cabell	Village of Barboursville Elementary Sch	PK-05	ELEM
Cabell	Southside Elementary	PK-05	ELEM

Cabell	Barboursville Middle School	'06-08	MIDD
Cabell	Beverly Hills Middle School	'06-08	MIDD
Cabell	Enslow Middle School	'06-08	MIDD
Cabell	Milton Middle School	'06-08	MIDD
Cabell	Huntington Middle School	'06-08	MIDD
Cabell	Alternative Education High School	'09-12	SECO
Cabell	Cabell Midland High School	'09-12	SECO
Cabell	Huntington High School		
Calhoun	Arnoldsburg School	PK-04	ELEM
Calhoun	Pleasant Hill School	PK-04	ELEM
Calhoun	Calhoun County High School	05-12	SECO
Clay	Clay Elementary School	PK-05	ELEM
Clay	Lizemore Elementary School	PK-05	ELEM
Clay	H E White Elementary School	PK-05	ELEM
Clay	Big Otter Elementary School	PK-05	ELEM
Clay	Clay Middle School	'06-08	MIDD
Clay	Clay County High School	'09-12	SECO
Doddridge	Doddridge County Elementary School	PK-04	ELEM
Doddridge	Doddridge County Middle School	05-08	MIDD
Doddridge	Doddridge County High School	'09-12	SECO
Fayette	Ansted Elementary	PK-04	ELEM
Fayette	Danese Elementary School	PK-05	ELEM
Fayette	Divide Elementary School	K-04	ELEM
Fayette	Fayetteville Elementary School	K-06	ELEM
Fayette	Gatewood Elementary School	K-04	ELEM
Fayette	Gauley Bridge Elementary School	PK-05	ELEM
Fayette	Meadow Bridge Elementary School	K-06	ELEM
Fayette	Mount Hope Elementary School	PK-04	ELEM
Fayette	Rosedale Elementary School	PK-04	ELEM
Fayette	Valley Elementary School	K-05	ELEM
Fayette	New River Elementary	PK-04	ELEM
Fayette	Ansted Middle School	05-08	MIDD
Fayette	Collins Middle School	05-08	MIDD
Fayette	Nuttall Middle School	05-08	MIDD
Fayette	Fayetteville High School	07-12	SECO
Fayette	Meadow Bridge High School	07-12	SECO
Fayette	Midland Trail High School	07-12	SECO
Fayette	Mount Hope High School	'09-12	SECO
Fayette	Oak Hill High School	'09-12	SECO
Fayette	Valley High School	'09-12	SECO
Gilmer	Glenville Elementary School	PK-06	ELEM
Gilmer	Normantown Elementary School	PK-06	ELEM
Gilmer	Sand Fork Elementary School	PK-06	ELEM
Gilmer	Troy Elementary School	PK-06	ELEM
Gilmer	Gilmer County High School	07-12	SECO

Grant	Union Educational Complex	PK-12	SECO
Grant	Dorcas Elementary School	PK-06	ELEM
Grant	Maysville Elementary School	PK-06	ELEM
Grant	Petersburg Elementary School	PK-06	ELEM
Grant	Petersburg High School	07-12	SECO
Greenbrier	Crichton Elementary	PK-05	ELEM
Greenbrier	Rainelle Elementary	PK-05	ELEM
Greenbrier	Rupert Elementary	PK-05	ELEM
Greenbrier	Smoot Elementary/Junior High School	PK-05	ELEM
Greenbrier	Alderson Elementary School	PK-05	ELEM
Greenbrier	Frankford School	PK-05	ELEM
Greenbrier	Lewisburg Elementary School	PK-05	ELEM
Greenbrier	Ronceverte Elementary School	PK-05	ELEM
Greenbrier	White Sulphur Elementary School	PK-05	ELEM
Greenbrier	Eastern Greenbrier Middle School	'06-08	MIDD
Greenbrier	Western Greenbrier Middle School	'06-08	MIDD
Greenbrier	Greenbrier East High School	PK & 09-12	SECO
Greenbrier	Greenbrier West High School	'09-12	SECO
Hampshire	Augusta Elementary School	PK-05	ELEM
Hampshire	John J. Cornwell School	PK-05	ELEM
Hampshire	Romney Elementary School	PK-05	ELEM
Hampshire	Slanesville Elementary School	PK-05	ELEM
Hampshire	Springfield-Green Spring School	K-05	ELEM
Hampshire	Capon Bridge Elementary School	PK-05	ELEM
Hampshire	Capon Bridge Middle School	'06-08	MIDD
Hampshire	Romney Middle School	'06-08	MIDD
Hampshire	Hampshire Senior High School	'09-12	SECO
Hancock	Broadview Elementary School	PK-04	ELEM
Hancock	Liberty Elementary School	K-04	ELEM
Hancock	New Manchester Elementary School	PK-04	ELEM
Hancock	Weirton Heights Elementary School	PK-04	ELEM
Hancock	A. T. Allison Elementary School	K-04	ELEM
Hancock	Weir Middle School	02-08	MIDD
Hancock	Oak Glen Middle School	05-08	MIDD
Hancock	Oak Glen High School	'09-12	SECO
Hancock	Weir High School	'09-12	SECO
Hardy	Moorefield Elementary School	PK-02	ELEM
Hardy	East Hardy Early/Middle School	PK-08	MIDD
Hardy	Moorefield Intermediate School	03-05	ELEM
Hardy	Moorefield Middle School	'06-08	MIDD
Hardy	East Hardy High School	'09-12	SECO
Hardy	Moorefield High School	'09-12	SECO
Harrison	Adamston Elementary School	PK-05	ELEM
Harrison	Johnson Elementary School	PK-05	ELEM

Harrison	Lost Creek Elementary School	PK-05	ELEM
Harrison	Lumberport Elementary School	PK-05	ELEM
Harrison	North View Elementary School	PK-05	ELEM
Harrison	Norwood Elementary School	PK-05	ELEM
Harrison	Simpson Elementary School	PK-05	ELEM
Harrison	West Milford Elementary School	PK-05	ELEM
Harrison	Wilsonburg Elementary School	PK-05	ELEM
Harrison	Big Elm Elementary School	PK-05	ELEM
Harrison	Nutter Fort Primary School	PK-02	ELEM
Harrison	Nutter Fort Intermediate School	03-05	ELEM
Harrison	Salem Elementary	PK-05	ELEM
Harrison	Bridgeport Middle School	'06-08	MIDD
Harrison	Lumberport Middle School	'06-08	MIDD
Harrison	Washington-Irving Middle School	'06-08	MIDD
Harrison	South Harrison Middle School	'06-08	MIDD
Harrison	Mountaineer Middle School	'06-08	MIDD
Harrison	Bridgeport High School	'09-12	SECO
Harrison	Liberty High School	'09-12	SECO
Harrison	Lincoln High School	'09-12	SECO
Harrison	South Harrison High School	'09-12	SECO
Harrison	Robert C Byrd High School	'09-12	SECO
Harrison	Pressley Ridge School		
Harrison	United Technical Center		
Jackson	Cottageville Elementary School	PK-05	ELEM
Jackson	Evans Elementary School	PK-05	ELEM
Jackson	Fairplain Elementary School	PK-05	ELEM
Jackson	Gilmore Elementary School	PK-05	ELEM
Jackson	Kenna Elementary School	PK-05	ELEM
Jackson	Henry J Kaiser Elementary School	PK-02	ELEM
Jackson	Ravenswood Grade School	03-05	ELEM
Jackson	Ripley Elementary School	PK-05	ELEM
Jackson	Ravenswood Middle School	'06-08	MIDD
Jackson	Ripley Middle School	'06-08	MIDD
Jackson	Ravenswood High School	'09-12	SECO
Jackson	Ripley High School	'09-12	SECO
Jefferson	Blue Ridge Elementary School	K-05	ELEM
Jefferson	North Jefferson Elementary	PK-05	ELEM
Jefferson	Page Jackson Elementary	PK-02	ELEM
Jefferson	Ranson Elementary School	PK-05	ELEM
Jefferson	Shepherdstown Elementary School	K-05	ELEM
Jefferson	ShIPLEY Elementary School	K-05	ELEM
Jefferson	South Jefferson Elementary School	K-05	ELEM
Jefferson	Wright Denny Elementary School	03-05	ELEM
Jefferson	T A Lowery Elementary School	PK-05	ELEM
Jefferson	Charles Town Middle School	'06-08	MIDD
Jefferson	Harpers Ferry Middle School	'06-08	MIDD
Jefferson	Shepherdstown Middle School	'06-08	MIDD
Jefferson	Wildwood Middle School	'06-08	MIDD

Jefferson	Jefferson High School	'09-12	SECO
Jefferson	Washington High School	'09-12	SECO
Kanawha	Alban Elementary School	K-05	ELEM
Kanawha	Alum Creek Elementary School	PK-05	ELEM
Kanawha	Andrews Heights Elementary School	K-05	ELEM
Kanawha	Anne Bailey Elementary School	PK-05	ELEM
Kanawha	Belle Elementary School	PK-05	ELEM
Kanawha	Bonham Elementary School	PK-05	ELEM
Kanawha	Bridge Elementary School	K-05	ELEM
Kanawha	Cedar Grove Community School	PK-05	ELEM
Kanawha	Central Elementary School	PK-05	ELEM
Kanawha	Chamberlain Elementary School	K-05	ELEM
Kanawha	Chandler Elementary School	PK-05	ELEM
Kanawha	Chesapeake Elementary School	PK-05	ELEM
Kanawha	Clendenin Elementary School	PK-05	ELEM
Kanawha	Cross Lanes Elementary School	PK-05	ELEM
Kanawha	Dunbar Primary Center	PK-02	ELEM
Kanawha	Flinn Elementary School	K-05	ELEM
Kanawha	Glenwood Elementary School	PK-05	ELEM
Kanawha	Grandview Elementary School	PK-05	ELEM
Kanawha	Holz Elementary School	PK-05	ELEM
Kanawha	Kanawha City Elementary School	K-05	ELEM
Kanawha	Kenna Elementary School	K-05	ELEM
Kanawha	Lakewood Elementary School	PK-05	ELEM
Kanawha	Malden Elementary School	K-05	ELEM
Kanawha	Marmet Elementary School	K-05	ELEM
Kanawha	Mary Ingles Elementary School	PK-05	ELEM
Kanawha	Midland Trail Elementary School	PK-05	ELEM
Kanawha	Montrose Elementary School	K-05	ELEM
Kanawha	Nitro Elementary School	K-05	ELEM
Kanawha	Overbrook Elementary School	K-05	ELEM
Kanawha	Pinch Elementary School	K-05	ELEM
Kanawha	Point Harmony Elementary School	K-05	ELEM
Kanawha	Pratt Elementary School	PK-05	ELEM
Kanawha	Richmond Elementary School	PK-05	ELEM
Kanawha	J E Robins Elementary School	K-05	ELEM
Kanawha	Ruffner Elementary School	PK-05	ELEM
Kanawha	Ruthlawn Elementary School	PK-05	ELEM
Kanawha	Sharon Dawes Elementary School	PK-05	ELEM
Kanawha	Shoals Elementary School	PK-05	ELEM
Kanawha	Sissonville Elementary School	PK-05	ELEM
Kanawha	Watts Elementary School	K-05	ELEM
Kanawha	Weberwood Elementary School	PK-05	ELEM
Kanawha	George C. Weimer Elementary School	PK-05	ELEM
Kanawha	Shawnee Community Center	PK	ELEM
Kanawha	Elk Elementary Center	PK-05	ELEM
Kanawha	Bridgeview Elementary School	PK-05	ELEM
Kanawha	Piedmont Year-Round Education	PK-05	ELEM
Kanawha	Dunbar Intermediate Center	03-05	ELEM

Kanawha	John Adams Junior High School	'06-08	MIDD
Kanawha	Andrew Jackson Middle School	'06-08	MIDD
Kanawha	Cedar Grove Middle School	'06-08	MIDD
Kanawha	Dunbar Middle School	'06-08	MIDD
Kanawha	Du Pont Middle School	'06-08	MIDD
Kanawha	East Bank Middle School	'06-08	MIDD
Kanawha	Elkview Middle School	'06-08	MIDD
Kanawha	Hayes Middle School	'06-08	MIDD
Kanawha	Horace Mann Middle School	'06-08	MIDD
Kanawha	McKinley Junior High School	'06-08	MIDD
Kanawha	Sissonville Middle School	'06-08	MIDD
Kanawha	South Charleston Middle School	'06-08	MIDD
Kanawha	Stonewall Jackson Middle School	'06-08	MIDD
Kanawha	Tyler Middle School	'06-08	MIDD
Kanawha	George Washington High School	'09-12	SECO
Kanawha	Herbert Hoover High School	'09-12	SECO
Kanawha	Nitro High School	'09-12	SECO
Kanawha	Saint Albans High School	'09-12	SECO
Kanawha	Sissonville High School	'09-12	SECO
Kanawha	South Charleston High School	'09-12	SECO
Kanawha	Capital High School	PK & 09-12	SECO
Kanawha	Riverside High School	'09-12	SECO
Kanawha	Kanawha County Schools Academy		
Lewis	Alum Bridge Elementary School	PK-04	ELEM
Lewis	Roanoke Elementary School	PK-04	ELEM
Lewis	Peterson-Central Elementary School	PK-04	ELEM
Lewis	Jane Lew Elementary School	PK-04	ELEM
Lewis	Robert L. Bland Middle School	05-08	MIDD
Lewis	Lewis County High School	'09-12	SECO
Lincoln	Duval PK-8	PK-08	MIDD
Lincoln	Hamlin PK-8	PK-08	MIDD
Lincoln	Midway Elementary School	PK-05	ELEM
Lincoln	Ranger Elementary School	PK-05	ELEM
Lincoln	West Hamlin Elementary School	PK-05	ELEM
Lincoln	Harts Primary	PK-04	ELEM
Lincoln	Guyan Valley Middle School	'06-08	MIDD
Lincoln	Harts Intermediate School	05-08	MIDD
Lincoln	Lincoln County High School	'09-12	SECO
Logan	Omar Elementary School	PK-04	ELEM
Logan	Man Middle School	05-08	MIDD
Logan	Buffalo Elementary School	PK-03	ELEM
Logan	Chapmanville East Elementary School	PK-04	ELEM
Logan	Holden Central Elementary School	PK-04	ELEM
Logan	Hugh Dingess Elementary School	PK-04	ELEM
Logan	Justice Elementary School	PK-04	ELEM
Logan	Logan Elementary School	PK-04	ELEM
Logan	South Man Elementary School	PK-03	ELEM

Logan	Verdunville Elementary School	PK-04	ELEM
Logan	West Chapmanville Elementary School	PK-04	ELEM
Logan	Man Elementary School	K-04	ELEM
Logan	Logan Middle School	05-08	MIDD
Logan	Chapmanville Middle School	05-08	MIDD
Logan	Chapmanville Senior High School	'09-12	SECO
Logan	Logan Senior High School	'09-12	SECO
Logan	Man Senior High School	'09-12	SECO
Marion	Barrackville Elementary/Middle School	PK-08	MIDD
Marion	Rivesville Elementary/Middle School	PK-08	MIDD
Marion	East Dale Elementary School	PK-06	ELEM
Marion	East Park Elementary School	PK-06	ELEM
Marion	Fairview Elementary School	PK-04	ELEM
Marion	Jayenne Elementary School	PK-04	ELEM
Marion	Monongah Elementary School	PK-04	ELEM
Marion	Pleasant Valley Elementary School	K-06	ELEM
Marion	Watson Elementary School	PK-04	ELEM
Marion	White Hall Elementary School	PK-04	ELEM
Marion	Blackshere Elementary School	PK-04	ELEM
Marion	Fairview Middle School	PK & 05-08	MIDD
Marion	Mannington Middle School	PK & 05-08	MIDD
Marion	Monongah Middle School	05-08	MIDD
Marion	West Fairmont Middle School	05-08	MIDD
Marion	East Fairmont Junior High School	07-08	MIDD
Marion	East Fairmont High School	'09-12	SECO
Marion	Fairmont Senior High School	'09-12	SECO
Marion	North Marion High School	'09-12	SECO
Marshall	Cameron Elementary School	PK-06	ELEM
Marshall	Central Elementary School	03-05	ELEM
Marshall	Glen Dale Elementary School	PK-05	ELEM
Marshall	Center McMechen Elementary School	PK-05	ELEM
Marshall	McNinch Elementary School	PK-02	ELEM
Marshall	Sand Hill Elementary School	K-05	ELEM
Marshall	Washington Lands Elementary School	PK-05	ELEM
Marshall	Hilltop Elementary School		ELEM
Marshall	Moundsville Junior High School	'06-08	MIDD
Marshall	Sherrard Junior High School	'06-08	MIDD
Marshall	Cameron High School	07-12	SECO
Marshall	John Marshall High School	'09-12	SECO
Marshall	Gateway Achievement Center		
Mason	Beale Elementary School	PK-06	ELEM
Mason	Leon Elementary School	PK-06	ELEM
Mason	New Haven Elementary School	PK-06	ELEM
Mason	Roosevelt Elementary School	K-06	ELEM
Mason	Ashton Elementary School	PK-06	ELEM
Mason	Pt Pleasant Primary	PK-02	ELEM
Mason	Pt Pleasant Intermediate	03-06	ELEM

Mason	Hannan High School	07-12	SECO
Mason	Point Pleasant High School	07-12	SECO
Mason	Wahama High School	07-12	SECO
Mercer	Athens School	PK-08	MIDD
Mercer	Bluewell Elementary School	PK-05	ELEM
Mercer	Brushfork Elementary School	PK-05	ELEM
Mercer	Ceres Elementary School	K-05	ELEM
Mercer	Glenwood School	K-08	MIDD
Mercer	Lashmeet/Matoaka School	PK-08	MIDD
Mercer	Melrose Elementary School	K-05	ELEM
Mercer	Memorial Elementary School	K-02	ELEM
Mercer	Mercer Elementary School	03-05	ELEM
Mercer	Montcalm Elementary School	PK-06	ELEM
Mercer	Oakvale School	PK-08	MIDD
Mercer	Spanishburg School	PK-08	MIDD
Mercer	Straley Elementary School	03-05	ELEM
Mercer	Sun Valley Elementary School	K-05	ELEM
Mercer	Whitethorn Elementary School	K-02	ELEM
Mercer	Mercer County Early Learning Center	PK	ELEM
Mercer	Bluefield Intermediate	03-05	ELEM
Mercer	Princeton Primary	K-02	ELEM
Mercer	Bluefield Middle School	'06-08	MIDD
Mercer	Princeton Middle School	'06-08	MIDD
Mercer	Bluefield High School	'09-12	SECO
Mercer	Montcalm High School	07-12	SECO
Mercer	Princeton Senior High School	'09-12	SECO
Mercer	Pikeview High School	'09-12	SECO
Mineral	Elk Garden Primary/Middle School	PK-05	ELEM
Mineral	Keyser Primary/Middle School	K-08	MIDD
Mineral	Burlington Primary School	PK-05	ELEM
Mineral	Fort Ashby Primary School	PK-02	ELEM
Mineral	Fountain Primary School	PK-04	ELEM
Mineral	New Creek Primary School	PK-05	ELEM
Mineral	Wiley Ford Primary School	PK-02	ELEM
Mineral	Keyser Headstart	PK	ELEM
Mineral	Frankfort Middle School	05-08	MIDD
Mineral	Frankfort Intermediate School	PK-04	ELEM
Mineral	Frankfort High School	'09-12	SECO
Mineral	Keyser High School	'09-12	SECO
Mineral	Mineral County Alternative School		
Mingo	Lenore K-8 School	PK-08	MIDD
Mingo	Burch PK-6	PK-06	ELEM
Mingo	Dingess Elementary School	PK-04	ELEM
Mingo	Gilbert PK-6	PK-06	ELEM
Mingo	Riverside Elementary School	PK-04	ELEM
Mingo	Matewan Elementary School	PK-04	ELEM
Mingo	Kermit Area School (K-8)	PK-08	MIDD

Mingo	Williamson Middle School	05-08	MIDD
Mingo	Matewan Middle School	05-08	MIDD
Mingo	Burch High School	07-12	SECO
Mingo	Gilbert High School	07-12	SECO
Mingo	Matewan High School	'09-12	SECO
Mingo	Williamson High School	'09-12	SECO
Mingo	Tug Valley High School	'09-12	SECO
Mingo	Mingo Career and Technical Center		
Monongalia	Brookhaven Elementary	PK-05	ELEM
Monongalia	Ridgedale Elementary	PK-05	ELEM
Monongalia	Daybrook	K-02	ELEM
Monongalia	Easton Elementary School	PK-04	ELEM
Monongalia	North Elementary School	PK-05	ELEM
Monongalia	Suncrest Primary	PK-03	ELEM
Monongalia	Woodburn Elementary	PK-05	ELEM
Monongalia	Cheat Lake Elementary School	PK-04	ELEM
Monongalia	Mountainview Elementary	PK-05	ELEM
Monongalia	Mason-Dixon Elementary	K-05	ELEM
Monongalia	Jake's Run Early Childhood Center	PK	ELEM
Monongalia	Skyview Elementary	PK-05	ELEM
Monongalia	Mylan Park Elementary	PK-05	ELEM
Monongalia	Cheat Lake Middle School	05-08	MIDD
Monongalia	Westwood Middle School	'06-08	MIDD
Monongalia	South Middle School	'06-08	MIDD
Monongalia	Suncrest Middle School	'06-08	MIDD
Monongalia	Clay-Battelle High School	06-12	SECO
Monongalia	Morgantown High School	'09-12	SECO
Monongalia	University High School	'09-12	SECO
Monroe	Peterstown Elementary	PK-04	ELEM
Monroe	Mountain View Elementary and Middle	PK-08	MIDD
Monroe	Peterstown Middle School	05-08	MIDD
Monroe	James Monroe High School	'09-12	SECO
Morgan	Greenwood Elementary School	K-05	ELEM
Morgan	Paw Paw Elementary School	K-06	ELEM
Morgan	Pleasant View Elementary School	K-05	ELEM
Morgan	Widmyer Elementary School	PK-02	ELEM
Morgan	Warm Springs Intermediate School	03-05	ELEM
Morgan	Warm Springs Middle School	'06-08	MIDD
Morgan	Berkeley Springs High School	'09-12	SECO
Morgan	Paw Paw High School	07-12	SECO
McDowell	Anawalt Elementary School	PK-05	ELEM
McDowell	Bradshaw Elementary School	PK-05	ELEM
McDowell	Fall River Elementary School	PK-05	ELEM
McDowell	Iaeger Elementary School	PK-05	ELEM
McDowell	Kimball Elementary School	PK-05	ELEM
McDowell	Welch Elementary School	PK-05	ELEM

McDowell	Southside K-8	PK-08	MIDD
McDowell	Sandy River Middle School	'06-08	MIDD
McDowell	Big Creek High School	'09-12	SECO
McDowell	Iaeger High School	'09-12	SECO
McDowell	Mount View High School	06-12	SECO
Nicholas	Beaver Elementary School	PK-05	ELEM
Nicholas	Birch River Elementary School	PK-05	ELEM
Nicholas	Cherry River Elementary School	PK-05	ELEM
Nicholas	Craigsville Elementary School	PK-05	ELEM
Nicholas	Dixie Elementary School	PK-05	ELEM
Nicholas	Glade Creek Elementary School	PK-05	ELEM
Nicholas	Mt Lookout Elementary School	PK-05	ELEM
Nicholas	Mt Nebo Elementary School	PK-05	ELEM
Nicholas	Summersville Elementary School	PK-05	ELEM
Nicholas	Zela Elementary School	PK-05	ELEM
Nicholas	Panther Creek Elementary School	PK-05	ELEM
Nicholas	Richwood Middle School	'06-08	MIDD
Nicholas	Summersville Middle School	'06-08	MIDD
Nicholas	Nicholas County High School	'09-12	SECO
Nicholas	Richwood High School	'09-12	SECO
Nicholas	Nicholas County Career & Technical Center		
Ohio	Bethlehem Elementary School	K-05	ELEM
Ohio	Elm Grove Elementary School	PK-05	ELEM
Ohio	Madison Elementary School	PK-05	ELEM
Ohio	Middle Creek Elementary School	PK-05	ELEM
Ohio	Ritchie Elementary School	PK-05	ELEM
Ohio	Steenrod Elementary School	PK-05	ELEM
Ohio	West Liberty Elementary School	K-05	ELEM
Ohio	Woodsdale Elementary School	PK-05	ELEM
Ohio	Bridge Street Middle School	'06-08	MIDD
Ohio	Triadelphia Middle School	'06-08	MIDD
Ohio	Warwood Middle School	PK-08	MIDD
Ohio	Wheeling Middle School	'06-08	MIDD
Ohio	Wheeling Park High School	'09-12	SECO
Pendleton	Brandywine Elementary School	PK-06	ELEM
Pendleton	Franklin Elementary School	PK-06	ELEM
Pendleton	North Fork Elementary School	PK-06	ELEM
Pendleton	Pendleton County High School	07-12	SECO
Pleasants	Belmont Elementary	PK-04	ELEM
Pleasants	St Marys Elementary	PK-04	ELEM
Pleasants	Pleasants County Middle School	05-08	MIDD
Pleasants	St Marys High School	'09-12	SECO
Pocahontas	Hillsboro Elementary School	PK-05	ELEM
Pocahontas	Green Bank Elementary/Middle School	PK-08	MIDD
Pocahontas	Marlinton Elementary School	PK-04	ELEM

Pocahontas	Marlinton Middle School	05-08	MIDD
Pocahontas	Pocahontas County High School	'09-12	SECO
Preston	Aurora Elementary	PK-06	ELEM
Preston	Rowlesburg School	PK-08	MIDD
Preston	Bruceston School	PK-08	MIDD
Preston	Terra Alta/East Preston	PK-08	MIDD
Preston	Fellowsville Elementary	PK-05	ELEM
Preston	Kingwood Elementary	PK-05	ELEM
Preston	Tunnelton-Denver Elementary	PK-05	ELEM
Preston	Valley Elementary	PK-05	ELEM
Preston	Central Preston Middle School	'06-08	MIDD
Preston	South Preston Middle School	'06-08	MIDD
Preston	West Preston Middle School	'06-08	MIDD
Preston	Preston High School	'09-12	SECO
Putnam	Buffalo Elementary School	PK-05	ELEM
Putnam	Confidence Elementary School	PK-05	ELEM
Putnam	Conner Street Elementary School	PK-05	ELEM
Putnam	Eastbrook Elementary School	PK-05	ELEM
Putnam	George Washington Elementary School	PK-05	ELEM
Putnam	Hometown Elementary School	PK-05	ELEM
Putnam	Hurricane Town Elementary School	PK-05	ELEM
Putnam	Lakeside Elementary School	PK-05	ELEM
Putnam	Poca Elementary School	PK-05	ELEM
Putnam	Rock Branch Elementary School	PK-05	ELEM
Putnam	Scott Teays Elementary School	K-05	ELEM
Putnam	West Teays Elementary School	K-05	ELEM
Putnam	Winfield Elementary School	PK-05	ELEM
Putnam	Mountain View Elementary School	PK-05	ELEM
Putnam	George Washington Middle School	'06-08	MIDD
Putnam	Hurricane Middle School	'06-08	MIDD
Putnam	Poca Middle School	'06-08	MIDD
Putnam	Winfield Middle School	'06-08	MIDD
Putnam	Buffalo High School	'09-12	SECO
Putnam	Hurricane High School	'09-12	SECO
Putnam	Poca High School	'09-12	SECO
Putnam	Winfield High School	'09-12	SECO
Raleigh	Bradley Elementary School	PK-05	ELEM
Raleigh	Clear Fork District Elementary	PK-05	ELEM
Raleigh	Coal City Elementary	PK-05	ELEM
Raleigh	Crab Orchard Elementary	PK-05	ELEM
Raleigh	Cranberry-Prosperity Elementary	PK-05	ELEM
Raleigh	Crescent Elementary	PK-05	ELEM
Raleigh	Daniels Elementary	PK-05	ELEM
Raleigh	Fairdale Elementary School	PK-05	ELEM
Raleigh	Ghent Elementary	PK-05	ELEM
Raleigh	Hollywood Elementary	PK-05	ELEM
Raleigh	Lester Elementary	PK-05	ELEM

Raleigh	Mabscott Elementary	PK-05	ELEM
Raleigh	Maxwell Hill Elementary	PK-05	ELEM
Raleigh	Stanaford Elementary	PK-05	ELEM
Raleigh	Shady Spring Elementary	PK-05	ELEM
Raleigh	Sophia-Soak Creek Elementary	PK-05	ELEM
Raleigh	Marsh Fork Elementary	PK-05	ELEM
Raleigh	Stratton Elementary	PK-05	ELEM
Raleigh	Beckley Elementary School	PK-05	ELEM
Raleigh	Trap Hill Middle	'06-08	MIDD
Raleigh	Park Junior High	'06-08	MIDD
Raleigh	Shady Spring Junior	'06-08	MIDD
Raleigh	Independence Junior High	'06-08	MIDD
Raleigh	Beckley-Stratton Junior High	'06-08	MIDD
Raleigh	Independence High School	'09-12	SECO
Raleigh	Liberty High	'09-12	SECO
Raleigh	Shady Spring High	'09-12	SECO
Raleigh	Woodrow Wilson High School	'09-12	SECO
Randolph	Coalton Elementary School	PK-05	ELEM
Randolph	Harman Elementary/High School	PK-12	SECO
Randolph	Pickens Elementary/High School	PK-12	SECO
Randolph	Beverly Elementary School	PK-05	ELEM
Randolph	Jennings Randolph Elementary School	PK-05	ELEM
Randolph	Third Ward Elkins Elementary School	PK-05	ELEM
Randolph	George Ward Elementary School	PK-05	ELEM
Randolph	Homestead Elementary School	PK-05	ELEM
Randolph	Midland Elementary School	PK-05	ELEM
Randolph	North Elementary School	PK-05	ELEM
Randolph	Valley Head Elementary School	PK-05	ELEM
Randolph	Elkins Middle School	'06-08	MIDD
Randolph	Tygarts Valley High School	06-12	SECO
Randolph	Elkins High School	'09-12	SECO
Randolph	Randolph County Alternative Center		
Randolph	Randolph Technical Center		
Ritchie	Ellenboro Elementary School	PK-05	ELEM
Ritchie	Harrisville Elementary School	PK-05	ELEM
Ritchie	Creed Collins Elementary School	PK-05	ELEM
Ritchie	Smithville Elementary School	K-05	ELEM
Ritchie	Ritchie County Middle School	'06-08	MIDD
Ritchie	Ritchie County High School	'09-12	SECO
Roane	Geary Elementary/Middle School	PK-08	MIDD
Roane	Reedy Elementary School	PK-06	ELEM
Roane	Spencer Primary Center	PK-04	ELEM
Roane	Walton Elementary/Middle School	PK-08	MIDD
Roane	Spencer Middle School	05-08	MIDD
Roane	Roane County High	'09-12	SECO
Summers	Talcott Elementary School	PK-05	ELEM

Summers	Hinton Area Elementary School	PK-05	ELEM
Summers	Jumping Branch Elementary School	PK-05	ELEM
Summers	Summers Middle School	'06-08	MIDD
Summers	Summers County High School	'09-12	SECO
Taylor	Anna Jarvis Elementary School	PK-04	ELEM
Taylor	Flemington Elementary School	PK-04	ELEM
Taylor	West Taylor Elementary School	PK-04	ELEM
Taylor	Taylor County Middle School	05-08	MIDD
Taylor	Grafton High School	'09-12	SECO
Tucker	Davis-Thomas Elementary	PK-08	MIDD
Tucker	Tucker Valley Elementary Middle School	PK-08	MIDD
Tucker	Tucker County High School	'09-12	SECO
Tyler	Arthur I Boreman Elementary School	PK-05	ELEM
Tyler	Sistersville Elementary School	PK-05	ELEM
Tyler	Tyler Consolidated Middle School	'06-08	MIDD
Tyler	Tyler Consolidated High School	'09-12	SECO
Upshur	Buckhannon Academy Elementary School	PK-05	ELEM
Upshur	French Creek Elementary	K-05	ELEM
Upshur	Hodgesville Elementary	PK-05	ELEM
Upshur	Rock Cave Elementary	PK-05	ELEM
Upshur	Tennerton Elementary	PK-05	ELEM
Upshur	Washington District Elementary	PK-05	ELEM
Upshur	Union Elementary School	PK-05	ELEM
Upshur	B-U Middle School	'06-08	MIDD
Upshur	Buckhannon Upshur High School	'09-12	SECO
Wayne	Buffalo Elementary School	PK-05	ELEM
Wayne	Ceredo Elementary School	PK-05	ELEM
Wayne	Crum Elementary School	PK-05	ELEM
Wayne	Dunlow Elementary School	PK-05	ELEM
Wayne	Fort Gay Elementary	PK-05	ELEM
Wayne	Genoa Elementary School	PK-05	ELEM
Wayne	Kellogg Elementary School	PK-05	ELEM
Wayne	Kenova Elementary School	PK-05	ELEM
Wayne	Lavalette Elementary School	PK-05	ELEM
Wayne	Prichard Elementary School	PK-05	ELEM
Wayne	Wayne Elementary School	PK-05	ELEM
Wayne	East Lynn Elementary School	PK-05	ELEM
Wayne	Buffalo Middle School	'06-08	MIDD
Wayne	Ceredo Kenova Middle School	'06-08	MIDD
Wayne	Crum Middle School	'06-08	MIDD
Wayne	Fort Gay Middle School	'06-08	MIDD
Wayne	Wayne Middle School	'06-08	MIDD
Wayne	Vinson Middle School	'06-08	MIDD
Wayne	Wayne High School	'09-12	SECO
Wayne	Tolsia High School	'09-12	SECO

Wayne	Spring Valley High School	'09-12	SECO
Webster	Diana Elementary School	PK-08	MIDD
Webster	Glade Elementary School	PK-04	ELEM
Webster	Hacker Valley Elementary School	K-08	MIDD
Webster	Webster Springs Elementary School	PK-08	MIDD
Webster	Glade Middle School	05-08	MIDD
Webster	Webster County High School	'09-12	SECO
Wetzel	Long Drain School	PK-08	MIDD
Wetzel	New Martinsville School	K-08	MIDD
Wetzel	Paden City Elementary School	K-06	ELEM
Wetzel	Short Line School	PK-08	MIDD
Wetzel	Wetzel Cty Ctr for Children & Families	PK	ELEM
Wetzel	Hundred High School	'09-12	SECO
Wetzel	Magnolia High School	'09-12	SECO
Wetzel	Paden City High School	07-12	SECO
Wetzel	Valley High School	'09-12	SECO
Wirt	Wirt County Primary Center	PK-04	ELEM
Wirt	Wirt County Middle School	05-08	MIDD
Wirt	Wirt County High School	'09-12	SECO
Wood	Blennerhasset Elementary	PK-05	ELEM
Wood	Criss Elementary	PK-05	ELEM
Wood	Emerson Elementary	K-05	ELEM
Wood	Fairplains Elementary	PK-05	ELEM
Wood	Gihon Elementary	PK-05	ELEM
Wood	Greenmont Elementary	PK-05	ELEM
Wood	Jefferson Elementary Center	PK-05	ELEM
Wood	Kanawha Elementary	PK-05	ELEM
Wood	Lubeck Elementary	PK-05	ELEM
Wood	Madison Elementary	PK-05	ELEM
Wood	McKinley Elementary	PK-05	ELEM
Wood	Mineral Wells Elementary	PK-05	ELEM
Wood	Neale Elementary	PK-05	ELEM
Wood	Vienna Elementary	PK-05	ELEM
Wood	Waverly Elementary	PK-06	ELEM
Wood	Williamstown Elementary	K-06	ELEM
Wood	Worthington Elementary	K-05	ELEM
Wood	Franklin Elementary Center	PK-05	ELEM
Wood	Martin School	PK-05	ELEM
Wood	Blennerhasset Junior High School	'06-08	MIDD
Wood	Edison Junior High School	'06-08	MIDD
Wood	Hamilton Junior High School	'06-08	MIDD
Wood	Jackson Junior High School	'06-08	MIDD
Wood	Van Devender Junior High School	'06-08	MIDD
Wood	Parkersburg High School	'09-12	SECO
Wood	Parkersburg South High School	'09-12	SECO
Wood	Williamstown High School	07-12	SECO

Wyoming	Baileysville Grade School	PK-08	MIDD
Wyoming	Berlin McKinney Elementary	PK-04	ELEM
Wyoming	Glen Fork Grade School	PK-08	MIDD
Wyoming	Herndon Consolidated Grade School	PK-08	MIDD
Wyoming	Huff Consolidated Grade School	PK-08	MIDD
Wyoming	Mullens Elementary School	K-04	ELEM
Wyoming	Pineville Grade School	PK-04	ELEM
Wyoming	Road Branch Grade School	PK-08	MIDD
Wyoming	Mullens Middle School	05-08	MIDD
Wyoming	Oceana Middle School	05-08	MIDD
Wyoming	Pineville Middle School	05-08	MIDD
Wyoming	Wyoming County East High School	'09-12	SECO
Wyoming	Westside High School	'09-12	SECO

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____
(Name, address or legal title of the Contractor)

as Principal, hereinafter called Contractor, and _____

_____ a corporation organized and existing under
the laws of the State of _____, with its principal office in the City of _____

as Surety, hereinafter called Surety, are held firmly bound unto _____
(Name, address or legal title of Owner)

as Obligee, hereinafter called Owner, in the amount of _____

Dollars (\$ _____), for the payment whereof Contractor and Surety bind themselves, their heirs, executors,
administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated _____

_____ entered into a contract with Owner for _____

in accordance with drawings and specifications prepared by _____

which contract is by reference made a part hereof, and is hereinafter referred to as the CONTRACT

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if Contractor shall, promptly and faithfully
Perform and CONTRACT, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be in default under the CONTRACT, the Owner having performed
Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- 1. Complete the CONTRACT in accordance with its terms and conditions, and
- 2. Shall save the Owner harmless from any claims, judgments, or liens arising from the Surety's failure to either remedy
the default or to complete the CONTRACT in accordance with its terms and conditions in a timely manner

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein
or the successors of Owner

Signed and sealed this * _____ day of _____

Principal Raised Corporate Seal _____ (Seal)
(Contractor Name)

Surety Raised Corporate Seal _____ (Seal)
(Must be President or Vice President)

(Title)

(Surety)

By _____ (Seal)

NOTE: Raised Corporate Seals are mandatory.
Please attach Power of Attorney

NOTE: Applicable Section of attached acknowledge-
ment must be completed and returned as part of
the bond.

* Power of Attorney must be certified on this date or later.

Acknowledgement by Principal if Individual or Partnership

1 STATE OF _____

2 County of _____ to-wit:

3 I, _____, a Notary Public in and for the

4 county and state aforesaid, do hereby certify that _____
 whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county

5 Given under my hand this _____ day of _____ 20 _____

6 Notary Seal 7 _____
 (Notary Public)

8 My commission expires on the _____ day of _____ 20 _____

Acknowledgement by Principal if Corporation

9 STATE OF _____

10 County of _____ to-wit:

11 I, _____, a Notary Public in and for the

12 county and state aforesaid, do hereby certify that _____

13 who as, _____ signed the foregoing writing for

14 _____ a corporation,
 has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation

15 Given under my hand this _____ day of _____ 20 _____

16 Notary Seal 17 _____
 (Notary Public)

18 My commission expires on the _____ day of _____ 20 _____

Acknowledgement by Surety

19 STATE OF _____

20 County of _____ to-wit:

21 I, _____, a Notary Public in and for the

22 county and state aforesaid, do hereby certify that _____

23 who as, _____ signed the foregoing writing for

24 _____ a corporation,
 has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation

25 Given under my hand this _____ day of _____ 20 _____

26 Notary Seal 27 _____
 (Notary Public)

28 My commission expires on the _____ day of _____ 20 _____

**Sufficiency in Form and Manner
Of Execution Approved**

Attorney General

This _____ day of _____ 20 _____

By _____
(Assistant Attorney General)

-
1. IF PRINCIPAL IS AN INDIVIDUAL OR PARTNERSHIP, HAVE NOTARY COMPLETE LINES (1) THROUGH (8)
 2. IF PRINCIPAL IS A CORPORATION, HAVE NOTARY COMPLETE LINES (9) THROUGH (18)
 3. SURETY MUST HAVE NOTARY COMPLETE LINES (19) THROUGH (28).
-

ACKNOWLEDGEMENT BY PRINCIPAL IF INDIVIDUAL OR PARTNERSHIP

1. Enter name of State
 2. Enter name of County.
 3. Enter name of Notary Public witnessing transactions.
 4. Enter name of Principal covered by bond if individual or partnership.
 5. Notary enters date bond was witnessed (must be the same as or later than signature date).
 6. Affix Notary seal
 7. Notary affixes his/her signature
 8. Notary enters commission date.
-

ACKNOWLEDGEMENT BY PRINCIPAL IF CORPORATION

9. Enter name of State.
 10. Enter name of County.
 11. Enter name of Notary Public witnessing transactions
 12. Enter name of corporate officer signing bond (must be President or Vice President)
 13. Enter title of corporate officer signing bond
 14. Enter name of company or corporation
 15. Notary enters date bond was witnessed (must be same as or later than signature date)
 16. Affix notary seal
 17. Notary affixes his/her signature
 18. Notary enters commission date
-

ACKNOWLEDGEMENT BY SURETY

19. Enter name of State.
 20. Enter name of County.
 21. Enter name of Notary Public witnessing transactions.
 22. Enter name of person having power of attorney to bind Surety Company
 23. Enter title of person binding Surety Company
 24. Enter name of Insurance Company (Surety)
 25. Notary enters date bond was witnessed (must be same as or later than signature date)
 26. Affix notary seal
 27. Notary affixes his/her signature.
 28. Notary enters commission date
-

POWER OF ATTORNEY INSTRUCTIONS

Power of Attorney for surety must be attached showing that it was in full force and effect on signature date indicated on the face of the bond. **A raised corporate seal must also be affixed to the Power of Attorney form.**

- a. Name of Attorney in Fact must be listed
- b. Power of Attorney may not exceed imposed limitations.
- c. Certificate date, the signature date of bond must be entered.
- d. Signature authorizing official must be affixed (signature may be facsimile)
- e. **Raised seal must be affixed.**