

SOUTH CAROLINA JUDICIAL DEPARTMENT

PROCUREMENT AUDIT REPORT

OCTOBER 1, 2011 – SEPTEMBER 30, 2014

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January 11, 2016

Mr. John St. C. White
Interim Materials Management Officer
Division of Procurement Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

Dear John:

We have examined the procurement policies and procedures of the South Carolina Judicial Department for the period October 1, 2011 through September 30, 2014. As part of our examination, we studied and evaluated the system of internal controls over procurement transactions to the extent we considered necessary.

The evaluation established a basis for reliance upon the system of internal controls to assure adherence to the Consolidated Procurement Code, State regulations and South Carolina Judicial Department's procurement policy. Additionally, the evaluation determined the nature, timing and extent of other auditing procedures necessary for developing an opinion on the adequacy, efficiency and effectiveness of the procurement system.

The administration of the South Carolina Judicial Department is responsible for establishing and maintaining a system of internal controls over procurement transactions. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system of internal controls are to provide management with reasonable, but not absolute, assurance of the integrity of the procurement process. This process ensures


affected assets are protected against loss from unauthorized use or disposition and those transactions are executed in accordance with management's authorization and recorded properly.

Because of inherent limitations in any system of internal controls, errors or irregularities may occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal controls over procurement transactions, as well as our overall examination of procurement policies and procedures, were conducted with professional care. However, because of the nature of audit testing, they would not necessarily disclose all weaknesses in the system.

The examination did, however, disclose conditions enumerated in this report which we believe needed correction or improvement. Corrective action based on the recommendations described in these findings will in all material respects place the South Carolina Judicial Department in compliance with the Consolidated Procurement Code and ensuing regulations.

Sincerely,



Robert J. Aycock, IV, Manager
Audit and Certification

INTRODUCTION

We conducted an examination of the internal procurement operating policies and procedures of the South Carolina Judicial Department. This review was performed under Section 11-35-1230(1) of the South Carolina Consolidated Procurement Code and Section 19-445.2020 of the accompanying regulations.

The examination was directed principally to determine whether, in all material respects, the internal controls of the procurement system were adequate and the procurement procedures, as outlined in the internal procurement policies and procedures manual were in compliance with the South Carolina Consolidated Procurement Code and ensuing regulations.

Additionally, our work was directed toward assisting the South Carolina Judicial Department in promoting the underlying purposes and policies of the South Carolina Consolidated Procurement Code as outlined in Section 11-35-20, which include in part:

- (1) to provide increased economy in state procurement activities and to maximize to the fullest extent practicable the purchasing values of funds while ensuring that procurements are the most advantageous to the State and in compliance with the provisions of the Ethics Government Accountability and Campaign Reform Act;
- (2) to foster effective broad-based competition for public procurement within the free enterprise system;
- (3) to ensure the fair and equitable treatment of all persons who deal with the procurement system which will promote increased public confidence in the procedures followed in public procurement;
- (4) to provide safeguards for the maintenance of a procurement system of quality and integrity with clearly defined rules for ethical behavior on the part of all persons engaged in the public procurement process.

SCOPE

We conducted our examination in accordance with Generally Accepted Auditing Standards as they apply to compliance audits. Our examination encompassed a detailed analysis of the internal procurement operating procedures of the South Carolina Judicial Department, hereinafter referred to as Department, and its related policies and procedures manual to the extent we deemed necessary to formulate an opinion on the adequacy of the system to properly handle procurement transactions.

We selected judgmental samples for the period October 1, 2011 through September 30, 2014 of procurement transactions for compliance testing and performed other audit procedures that we considered necessary to formulate this opinion. The scope of our audit included, but was not limited to, a review of the following:

- (1) All sole source, emergency and trade-in sale procurements for the period October 1, 2011 through September 30, 2014 with findings noted in the Results section
- (2) Procurement transactions for the period October 1, 2011 through September 30, 2014 as follows:
 - a) Twenty-six procurements exceeding \$2,500 with no findings
 - b) A block sample of nine hundred and twenty-one payments against Purchase Orders and Direct Expenditure Vouchers covering November, December and January of the 2014 fiscal year against the use of order splitting and favored vendors with no findings
 - c) A review of all Procurement card transactions for the audit period including three judgmentally selected months, July 2012, August 2012, and July 2013; for further analysis with no findings

- (3) Minority Business Enterprise (MBE) annual plans and reports with the following activity reported to The Governor's Office Small & Minority Business Contracting & Certification Office

<u>Fiscal Year</u>	<u>Goal</u>	<u>Actual</u>
2011 – 2012	\$380,396	\$339,879
2012 – 2013	\$274,272	\$625,304
2013 – 2014	\$373,228	\$321,920

- (4) Approval of the most recent Information Technology Plan with no findings
- (5) Internal procurement procedures manual with no findings
- (6) Surplus property disposition procedures with no findings
- (7) Ratification of unauthorized procurements with no findings
- (8) File documentation and evidence of competition with no findings
- (9) Other tests performed as deemed necessary with no findings

RESULTS OF EXAMINATION

Inappropriate Sole Source Procurements

The following procurements done as sole sources were inappropriate as defined in section 11-35-1560 of the South Carolina Procurement Code.

<u>Funds Reservation</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
4100049353	08/02/13	Negotiation Services with State Government	\$96,000
4100055700	07/07/14	Negotiation Services with State Government	\$96,000

The Department retained a firm through sole source determinations for negotiation services with State Government. This firm was paid \$8,000 per month. The written sole source determination basis for the decision not to compete stated the firm “provided us similar services without charge in the recent past in their capacity as Officers of the South Carolina Bar. We are hiring them to continue providing legal advice regarding matters before the governor and legislature. In as much as we are using their legal services we believe they are the only firm that can effectively advocate¹ these positions on our behalf...”

The Department argued that attorney services provided to it are statutorily exempt from the Procurement Code. South Carolina Code of Laws section 1-7-170, Engaging attorney on fee basis, states,

A department or agency of state government may not engage on a fee basis an attorney at law except upon the written approval of the Attorney General and upon a fee as must be approved by him. ... This section does not apply to an attorney hired by the General Assembly or the judicial department.

Had the Department only contracted for attorney services, we would agree. But that is not what the Department did. The Department contracted for both legal services and advocacy services. The Department’s written determinations clearly state that the legal services being provided causes the firm to be

¹ While the written sole source determinations used the word advocate, which is a service attorneys provide for their clients, we point out that the supporting documentation states lobbying.

in a position to be the only firm that can effectively advocate on the Department's behalf. The determinations state, "In as much as we are using their legal services we believe they are the only firm that can effectively advocate these positions on our behalf..." The Department determined that its needs tie the two services together. They cannot be procured apart. With a portion of the services being exempt from the Procurement Code and a portion of them being subject to the Procurement Code, plus the Department's requirement that one vendor must provide both, the entire transaction must be procured in accordance with the Procurement Code. Evidence supports that the Department concluded the same thing in that it procured both of these services through 11-35-1560, Sole Source Procurements, through the Procurement Code. Where we have an issue is we do not believe this type of service is unique and only available from one vendor. In fact, the written sole source determinations do not address the services as being unique and only available from a single vendor but argues that no other vendor is suitable because the vendor provided these services in the past. Past services are not a consideration in the sole source statute. Using the sole source method was inappropriate. Competition should have been solicited.

We recommend the Department seek competition in accordance with the Procurement Code.

Using grant funds, the Department, procured services totaling \$1,128,596 from the University of South Carolina's Children's Law Center inappropriately as non-competitive sole source procurements. Article 19, Intergovernmental Relations, in the Procurement Code allows state agencies to procure services from other state agencies so long as the procurements are done in accordance to Articles 5 or 15. Article 15 addresses surplus property which is not relevant to this issue. Article 5 provides the authorized methods of conducting procurements, i.e. competitive sealed bidding, small purchase procedures, request for proposals, sole source and emergency procurements, etc. Some of the written sole source determinations prepared by the Department provided as the basis of the sole source procurement, "The ... Grant application authorizes the Children's Law Center to administer this necessary training." The grants, which were written by the Department and approved by the Feds., don't authorize anything contract related. The only way to

authorize a contract for the services being procured is through an appropriate procurement method found in Article 5 of the Procurement Code. While the Department did use the sole source method found in Article 5, nothing in any of these written sole source determinations provided any basis for authorizing sole source procurements to the Children's Law Center. Competition should have been solicited.

Similarly, using grant funds, the Department inappropriately contracted with the South Carolina Department of Social Services through non-competitive sole source procurements totaling \$346,188 to procure and maintain a statewide Legal Case Management System. The Department stated in its written sole source determination that, "The Court Improvement Project Data and Technology Grant application authorizes the Department of Social Services (DSS) to develop this case management system to share court data with the South Carolina Judicial Department." Again, the grants, which were written by the Department and approved by the Feds., don't authorize anything contract related. The only way to authorize a contract for the services being procured is through an appropriate procurement method found in Article 5 of the Procurement Code. While the Department did use the sole source method, nothing in any of these written sole source determinations provided any basis for authorizing sole source procurements to DSS. Competition should have been solicited.

Because these findings focused on poorly written sole source determinations that provide little or no information to support sole source procurements, we have attached them all as Attachment A to this report so that the reader may see what we are talking about.

Section 11-35-1560, Sole source procurement, states in part,

- (A) A contract may be awarded for a supply, service, information technology, or construction item without competition if, under regulations promulgated by the board, the chief procurement officer, the head of a purchasing agency, or a designee of either officer, above the level of the procurement officer, determines in writing that there is only one source for the required supply, service, information technology, or construction item.

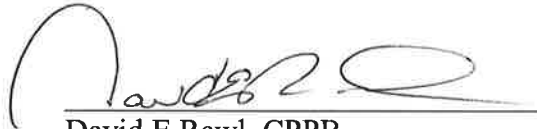
- (B) Written documentation must include the determination and basis for the proposed sole source procurement. ... In cases of reasonable doubt, competition must be solicited. Any decision by a governmental body that a procurement be restricted to one potential vendor must be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

In addition to these requirements, regulation 19-445.2105, Sole Source Procurements, C., provides in part, “The determination must contain sufficient factual grounds and reasoning to provide an informed, objective explanation for the decision.”

We recommend the Department comply with 11-35-1560 and Regulation 19-445.2105 by providing in its written determinations, the basis for the proposed sole source procurements and why no other vendor will be suitable or acceptable to meet the needs. The written determinations must contain sufficient factual grounds and reasoning to provide an informed, objective explanation for the decisions.

CONCLUSION

The South Carolina Judicial Department remains unwilling to comply with State procurement laws. We have exchanged correspondence with the Judicial Department over the audit report issues, see attachments B and C, in an effort to explain our positions and bring this matter to a positive resolution to no avail. Because the Judicial Department refuses to comply with the Procurement Code, it is our recommendation that the State Fiscal Accountability Authority (SFAA) impose administrative penalties under Section 11-35-1240 by withdrawing the Department's authority to acquire lobbying services except through the Division of Procurement Services until such time that the SFAA is assured the Judicial Department will comply with State procurement laws.



David E Rawl, CPPB
Senior Auditor



Robert J. Aycock, IV, Manager
Audit and Certification



South Carolina Judicial Department Finance and Personnel

CAROLYN P. TAYLOR
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April 28, 2016

Mr. Robert J. Aycock, IV
Manager, Audit and Certification
1201 Main Street, Suite 600
Columbia, SC 29201

Dear Mr. Aycock:

We have reviewed the draft report resulting from the review of procurement records for the period of October 1, 2011 to September 30, 2014. The Judicial Department is committed to improving procurement processes and taking corrective action where necessary. Having given careful consideration to your findings in this report, our responses are listed below.

Finding – Inappropriate Sole Source Procurements

Auditor's Recommendation: Nexsen Pruet – "We recommend the Department seek competition in accordance with the Procurement code".

Management Response: We strongly disagree that the services provided by Nexsen Pruet should be competitively bid. We stand firm with our position that Nexsen Pruet were the attorneys best suited to provide advice and advocacy services to Chief Justice Jean Toal. Thus, that is the reason that we chose the sole source method of procurement. The SC Judicial Department used the sole source procurement method as allowed by the SC Code of laws section 11-35-1560. Following the suggested steps for justification as posted on the MMO website, the SC Judicial Department prepared a sole source justification and contracted with the firm of Nexsen Pruet to provide services. Those services include both advice and advocacy. After reviewing the SC Code of Laws more closely, we further believe that the entire purchase is statutorily exempt. Code section 1-7-170 exempts the Judicial Department from the Procurement Code when hiring an attorney on a fee basis regardless of the types of services provided. The South Carolina Code of Laws section 1-7-170, engaging attorney on fee basis, states:

(A) A department or agency of state government may not engage on a fee basis an attorney at law except upon the written approval of the Attorney General and upon a fee as must be approved by him. This section does not apply to the employment of attorneys in special cases in inferior courts when the fee to be paid does not exceed two hundred fifty dollars or exceptions approved by the State Budget and Control Board. This section does not apply to an attorney hired by the General Assembly or the **Judicial** department.

The SC Judicial Department, the third branch of state government, has unique needs for attorney services, advice, and strategies relating to legislation before the General Assembly. Nexsen Pruet has a South Carolina Public Policy team that is made up of members with whom Chief Justice Jean Toal had developed strong working relationships of trust, confidence, and understanding from working many years on the Department's long term strategic goals. To discard the relationships and the strides made during prior Legislative sessions would have been extremely costly and detrimental to successfully achieving legislative goals. Nexsen Pruet's SC Public Policy team members have years of unique public sector work experience and were best suited to advise Chief Justice Jean Toal regarding

potential legislation impacting the Courts, to assist with developing strategies for funding sources unique to the SC Judicial Department, and to meet with members of the General assembly advocating the Court's position on pending legislation. To hire a non-lawyer advocate to represent the Judicial Branch of South Carolina government would have been impractical. Members of Nexsen Pruet's Columbia office were readily available to assist the Chief Justice as needed as matters arose, sometimes quickly, before the Legislature and the Governor.

Going forward, rather than prepare a sole source document, SCJD will report all attorney services as being exempt according to Section 1-7-170.

Auditor's Recommendation - USC Children's Law Center & DSS grant contracts – "We recommend the Department comply with 11-35-1560 and regulation 19-445.2105,...."

The SC Judicial Department believes that sole source is an appropriate procurement method for the purchases in question. Both contracts were funded by sub-programs of federal grant, State Court Improvement Program, CFDA number 93.586. While language to support justification of the Department's sole source document may be weak, we provided additional information regarding the Court Improvement Program to the field auditor. The SC Department of Social Services is the state's Title IV-B and Title IV-E agency responsible for child welfare within the state of SC. The State Court Improvement Program requires state courts to collaborate with the State child welfare agency, SCDSS. DSS is the primary agency collecting data on children in child welfare and related court proceedings. The USC Children's Law Center (CLC) is a statewide training and resource center working in collaboration with SCDSS and Court Administration of SC Judicial Department to develop strategies for court improvement, providing training for all persons who participate in family court and legal proceedings affecting children. In 1995, the University of South Carolina, Center for Child and Family Studies, completed a comprehensive and rigorous assessment of judicial proceedings involving child abuse and neglect, foster care and adoption cases. The state again in 2000, participating in the Court Improvement Program, did an in-depth review of the original assessment and began implementing recommendations from the assessment collaborating with DSS, the CLC, and other stakeholders involved in children's issues. Representatives from SC Judicial Department, CLC, and DSS continue to serve and participate on many advisory task forces, committees, and boards all related to improving state court processes related to children's issues in the courts. The grant applications that funded these procurements were written with collaborative effort and input from SCDSS and USC Children's Law Center. Because collaboration with DSS is required, and it has been an on-going effort with CLC since 2000, it is integral to accomplishing objectives of the State Court Improvement Grant program. It would be impossible to separate and disregard these collaborative efforts and would be detrimental to improvements made to children's welfare within the state since 1995.

Going forward, SCJD will prepare MMO document #136, justification for agreements between state agencies, when contracting with any agency or department of the state.

Sincerely,



Carolyn P. Taylor
Director of Finance & Personnel
SC Judicial Department

cc: Mr. John C. White
Mr. David E. Rawl
Mr. Delbert Singleton

NIKKI R. HALEY, CHAIR
GOVERNOR

CURTIS M. LOFTIS, JR.
STATE TREASURER

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CHAIRMAN, SENATE FINANCE COMMITTEE

W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS

GRANT GILLESPIE
EXECUTIVE DIRECTOR

November 17, 2016

Mr. John St. C. White
Materials Management Officer
Division of Procurement Services
1201 Main Street, Suite 600
Columbia, South Carolina 29201

Dear John:

We have reviewed the response from the South Carolina Judicial Department to our audit report for the period of October 1, 2011 through September 30, 2014 and find it to be unsatisfactory. The South Carolina Judicial Department strongly disagrees with our recommendations. The audit began with the Judicial Department asserting that it was not subject to the South Carolina Procurement Code. Citing a proviso from the Fiscal Year 2014-2015 - General Appropriations Bill, the Department provided, "57.17. (JUD: Judicial Department Applicability) For purposes of this act and any other provision of law that would have any effect on the expenditure of state revenue through the applicability of the particular provision or through compliance with a mandate or requirement of the provision, the terms "state agency" or "agency" do not include any component of the Judicial Department unless the provision of law specifically includes these entities and the inclusion only applies for purposes of the particular provision.." The South Carolina Procurement Code specifically includes the Judicial Department. 11-35-310 provides definitions in the Procurement Code with paragraph (18) stating, "'Governmental Body²" means a state government department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, government corporation, or other establishment or official of the executive or judicial branch." After convincing the Judicial Department that it is subject to the Procurement Code, we were allowed to begin our audit.

Our report involves two issues, both of which the Judicial Department disagrees. The first issue of disagreement is whether lobbying services is a sole source procurement. Our position is that a

² "Governmental Body" as used in Section 11-35-40, "Application of Procurement Code, (2) Application to State Procurement. This code applies to every procurement or expenditure of funds by this State under contract acting through a governmental body as herein defined irrespective of the source of the funds," leaves no doubt that the South Carolina Procurement Code applies to the Judicial Department.

lobbyist is not a sole source procurement. We recently addressed this same issue in an audit report of another agency. That other agency, the Administrative Law Court³, sole sourced a different lobbyist than the Judicial Department, but has since successfully competed the contract. The law authorizes sole source procurements where the agency head or his designee has determined in writing “that there is only one source for the required supply, service, information technology, or construction item.” (11-35-1560(A)). The accompanying regulation spells this out with even more clarity: “Sole source procurement is not permissible unless there is only a single supplier.” (Reg. 19-445.2105(B)). The Judicial Department’s own purchasing history establishes there is more than one source for lobbying services. In 2009 and 2010 the Department paid Graham Tew and Warren Tompkins \$110,000 for lobbying services.⁴ In 2010 it also paid Bob Coble and Stephanie Yarborough—both lawyers with Nexsen Pruet—a total of \$4,164.⁵ Since more than one source exists, lobbying services may not be procured without competition.

Originally, the Department implicitly acknowledged the applicability of the Code by using the source selection method described in 11-35-1560. In its April 28, 2016, response to the draft audit findings, it now takes the position that Section 1-7-170 makes the entire purchase exempt from the Code. That section requires the approval of the Attorney General prior to awarding a contract for legal services. Section 11-35-1260 includes similar language. However, section 1-7-170 specifically exempts the Judicial Department from the requirement that the Attorney General approve its hiring of attorneys. We have never challenged the Department’s prerogative to contract *for legal services* without complying with the purchasing procedures of the Code. However, the Department wants to “piggyback” its purchase of lobbying services—which enjoys no exemption or other special treatment under the Code—on its purchase of legal services. It claims that “[t]o hire a non-lawyer advocate to represent the Judicial Branch of South Carolina government would have been impractical.” This statement ignores that in 2009 and 2010, the Department did exactly that. If any part of a purchase is subject to the Code, the entire contract must be competed. Otherwise, an agency could include any services or supplies in an “exempt” purchase, thus defeating the underlying purposes of transparency and competition the Code advances.

The other issue of concern regarding piggybacking of lobbying services is the Budget and Control Board at its July 13, 1982, meeting provided a limitation on the exemptions of all professional services, including those provided by attorneys. Specifically, the rules applicable to the engagement of attorneys only applies if the services acquired are those for which a license is required. At is July 13, 1982, the Board said, “For this exemption to apply, “the individual or firm involved must be licensed to perform the specific professional services, must provide that specific service to the requesting governmental body, and the contractual relationship created by the individual or firm and the governmental body cannot be an employer/employee relationship which would be governed by State Personnel Rules and regulations . . .” This is the standard we apply in all of our audits

In spite of the Judicial Department’s “strong” disagreement with us over this issue, our recommendation stands. Lobbyist services must be competitively procured. In our exit conference with the Judicial Department to discuss the results of the audit, the Director of Finance said that next January, there will be a new Chief Justice. That person may want a different lobbyist to represent the Judicial Department. We pointed out that her statement proves the point, that the selection of a lobbyist is not a sole source, but simply a preferred source of the Judicial Department. Preferred sources are not allowed under the sole

³ The procurement audit report of the Administrative Law Court is available on the web at: http://procurement.sc.gov/webfiles/MMO_audit/Audit%20Reports/AdminLaw13.pdf

⁴ See agency lobbyist principal reports at the S.C. State Ethics Commission website, <http://apps.sc.gov/LobbyingActivity/Principal/SA/SearchFiler.aspx> (last viewed June 13, 2016). Messrs. Tompkins and Tew are not attorneys.

⁵ *Id.*

source statute. Thus, the Judicial Department should comply with the competitive requirements of the Procurement Code in the hiring of its lobbyist.

The second issue in our report addresses poorly written sole source determinations. The report states, “nothing in any of these written sole source determinations provided any basis for authorizing sole source procurements.... Because these findings focused on poorly written sole source determinations that provide little or no information to support sole source procurements, we have attached them all as Attachment A to this report so that the reader may see what we are talking about.” Our recommendation states, “We recommend the Department comply with 11-35-1560 and Regulation 19-445.2105 by providing in its written determinations, the basis for the proposed sole source procurements and why no other vendor will be suitable or acceptable to meet the needs. The written determinations must contain sufficient factual grounds and reasoning to provide an informed, objective explanation for the decisions.” This last sentence in our recommendation is taken from Regulation 19-445.2105 which was derived from the South Carolina Court of Appeals’ decision in Sloan v. Greenville County, 356 S.C. 531, 590 S.E.2d 338 (App. 2003). There, Sloan had challenged three written determinations of Greenville County supporting the use of a design-build project delivery method. The County’s procurement ordinance had similar requirements for written determinations as the Consolidated Procurement Code does. The Court’s decision set a standard so profound it was promulgated into the Budget and Control Board’s regulations.

Regarding the sufficiency of written determinations, the Court said,

In light of the Code's express mandate and guiding policy, it is apparent the written determination required under section 7-242.5 must serve a dual function: The determination must first effectively inform county council of the reasons why design-build source selection works to the County's best advantage for the project at issue. Equally important, the determination must provide the citizens of Greenville County a window into the County's decision-making process—safeguarding the quality and integrity of the contract awards through public accountability. If the written determination provides sufficient factual grounds and reasoning for the County Council and the public to make an informed, objective review of these decisions, then it has accomplished its purpose.

Id. at 556, 590 S.E.2d at 351-2. It determined that one of the three challenged determinations was inadequate:

The Forensics Lab determination merely sets forth three conclusory statements that are unsupported by any factual grounds related to the renovation project. The determination does not discuss the disadvantages of using the traditional competitive sealed bidding method for this project, nor does it discuss the advantages of the design-build with any degree of specificity.

We conclude that the Forensics Lab determination fails to provide any reasoned basis for the decision to use design-build source selection. It does not provide sufficient detail to allow the County Council and the public to make an intelligent review of the decision. The trial court was therefore correct in finding this determination inadequate under section 7-242.5

Id. at 560, 590 S.E.2d at 353-4.

In another case, the Court of Appeals stated,

The expenditure of public funds pursuant to a competitive bidding statute is of immense public importance. Requiring that contracts only be awarded through the process of competitive sealed bidding demonstrates the lengths to which our government believes it should go to maintain the public's trust and confidence in governmental management of public funds. The integrity of the competitive sealed bidding process is so important that in some states once a contract is proved to have been awarded without the required competitive bidding, a waste of public funds is presumed without showing that the municipality suffered any alleged injury.

Sloan v. School Dist. of Greenville Co., 342 S.C. 515, 524, 537 S.E.2d 299, 303 (Ct. App. 2000) (internal quotations and citations omitted).

In the Judicial Department's response, it admits the language of its written determinations "may be weak." Section 11-35-210 states, "Written determinations expressly required by the code or regulations must be retained in an official contract file of the governmental body administering the contract. These determinations must be documented in sufficient detail to satisfy the requirements of audit as provided in Section 11-35-1230." The Department's written determinations failed to satisfy this audit.

Despite our efforts to resolve these procurement audit issues, the Judicial Department remains unwilling to comply with State procurement laws. Because the Judicial Department refuses to comply with the Procurement Code, it is our recommendation to the State Fiscal Accountability Authority that administrative penalties under Section 11-35-1240 be imposed for the reasons described on page 10, the Conclusion of the Audit Report.

Sincerely,



Robert J. Aycock, IV, Manager
Audit and Certification

Total Copies Printed	11
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Total Cost	<u>\$37.84</u>

Attachment A

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

This agency proposes to procure

assistance in complex negotiations with State Government

as a sole source procurement from Nexen Pruet,LLC.

(2)

On the basis of:

The basis for this sole source determination and the reason no other vendor is suitable is; Nexen Pruet members have provided us similar services without charge in the recent past in their capacity as Officers of the South Carolina Bar. We are hiring them to continue providing legal advice regarding matters before the governor and legislature. In as much as we are using their legal services we believe they are the only firm that can effectively advocate these positions on our behalf before the appropriate government bodies.

7/26/2013
DATE

South Carolina Judicial Department
GOVERNMENTAL BODY

Carolyn H. Cantel
AUTHORIZED SIGNATURE

Dep Dir, F&P
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

P.O. Number **4100049355** State of South Carolina Purchasing Requisition

Req. No. _____

Date of P.O. _____

Date _____

P.O. Posted - Yes/No _____

License/Support/Maintenance Period - Yes/No _____

Req. No. Posted - Yes/No _____

Code _____

Vendor (MBO Use Only) _____

Invoice To: Code 112020
 SOUTH CAROLINA JUDICIAL DEPARTMENT
 FINANCE AND PERSONNEL
 1015 SUMNER STREET, SUITE 101
 COLUMBIA, SOUTH CAROLINA 29201

Ship or Deliver To: _____

Code _____

Terms Non-T SPI Buyer No. _____

Delivery Date _____

Agency Accounting Information: _____

Prepay Freight and Add to Invoice

P.O.B. Dist. Other _____

Confirmation Order Dated _____

Contract No. _____

ITEM	QTY	UNIT OF MEAS.	DATE ITEM RECEIVED	DESCRIPTION: (use separate form for each class)	EST. UNIT COST	UNIT PRICE	TOTAL PRICE
1	12			attorney fees	7000		84,000.00
2	12			lobbying fees	1000		12,000.00
3							
4							
5							
6							
7							
8							
9							

Special Delivery Instructions: Installed Invoice Priced and Attached - Yes/No _____

Person No. of Requisition: _____

Requested Delivery Date: _____

Title: _____ Date: _____

Requester: _____ Date: _____

Title: _____ Date: _____

Authorizer: _____ Date: _____

Title: Director, Finance and Personnel _____ Date: 7/24/13

Approver: _____ (Must be Signed)

The approver certifies that the items indicated hereon are for the exclusive use of the public agency named, that they are exempt from Federal Excise Tax and if the items are used otherwise than stated hereon such items will be reported by the manufacturer to the manufacturer as required by law and that failure to do so will subject the undersigned and all guilty parties to a fine of not more than \$10,000 or to imprisonment for not more than five years, or both, together with cost of prosecution.

FORM NO. MBO R 005-304

SUBTOTAL - Page 1	96,000.00
SUBTOTAL - Page 2	0.00
SUBTOTAL - Page 3	0.00
SHIPPING/HANDLING	
INSTALLATION/DELIVERY	0.00
TAXES	
REQUISITION TOTAL	96,000.00

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

This agency proposes to procure

assistance in complex negotiations with State Government

as a sole source procurement from Nexen Pruet,LLC.
(2)

On the basis of:

The basis for this sole source determination and the reason no other vendor is suitable is; Nexen Pruet members have provided us similar services without charge in the recent past in their capacity as Officers of the South Carolina Bar. We are hiring them to continue providing legal advice regarding matters before the governor and legislature. In as much as we are using their legal services we believe they are the only firm that can effectively advocate these positions on our behalf before the appropriate government bodies.

7/7/14	South Carolina Judicial Department		
DATE	GOVERNMENTAL BODY	AUTHORIZED SIGNATURE	TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

DOCUMENT # 4100055700 State of South Carolina -- Purchasing Requisition

Reg. No. _____

Date of P.O. _____

Date _____

P.O. Posted - Yes/No _____
 Vendor (MMO Use Only) _____ Code 7000025498

License/Support/Maintenance Posted - Yes/No _____
 Invoice To: _____ Code 1120200

Ship or Deliver To: _____ Code _____
 Reg. No. Posted - Yes/No _____

Nexten Print

SOUTH CAROLINA JUDICIAL DEPARTMENT
 FINANCE AND PERSONNEL
 1015 SUMNER STREET, SUITE 101
 COLUMBIA, SOUTH CAROLINA - 29201

SC Judicial Department
 1015 Sumner Street Suite 101
 Columbia, SC 29201
 attn: Julie Boland or Shannon Scann 734-1970

Term Non-T SPI Buyer No. _____

Delivery Date _____

F.O.B. Dest. Other _____

Discount Terms _____

Contract No. _____

Agency Accounting Information:
 Confirmation Order Diced _____
 S _____ R _____ D _____

Prepay Freight and Add to Invoice

ITEM	QTY	UNIT OR MEAS.	DATE ITEM RECEIVED	DESCRIPTION: (use separate form for each class)	EST. UNIT COST	UNIT PRICE	TOTAL PRICE
1	12	months		Attorney fees		7,900.00000	84,000.00
2	12	months		Lobbying fees		1,000.00000	12,000.00
3							
4							
5							
6							
7							
8							
9							
Special Delivery Instructions: Installed <input type="checkbox"/>					SUBTOTAL - Page 1		
Requested Delivery Date: _____					SUBTOTAL - Page 2		
Title: Procurement Manager					SUBTOTAL - Page 3		
Requester: _____ Date: 7/7/2014					INSTALLATION/ DELIVERY TAXES		
Authorized: _____ Date: _____					REQUISITION TOTAL		
Approved: _____ Date: _____					96,000.00		

Special Delivery Instructions: Installed

Memoranda

Invoice Posted and Attached - Yes/No _____

The approver certifies that the items indicated hereon are for the exclusive use of the public agency named, that they are exempt from Federal Excise Tax and if the items are used otherwise than stated hereon such facts will be reported by the manufacturer to the manufacturer as required by law and that failure to do so will subject the undersigned and all guilty parties to a fine of not more than \$10,000 or to imprisonment for not more than five years, or both, together with cost of prosecution.

FORM NO. MMO R 005-3/84

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

Training

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

9/26/12
DATE

SCJD
GOVERNMENTAL BODY

Royce Green
AUTHORIZED SIGNATURE

Director
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

RECEIVED

OCT 10 2012

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

<Form>mmo#103

State Budget and Control Board

5/14/02

00401 CIRT P13

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April 10, 2013

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201



RECEIVED

APR 15 2013

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

CONTRACT AND GRANT ACCOUNTING

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

March 31, 2013

GRANT NAME: Court Improvement Training Grant
GRANT NUMBER: 1201SCSCIT BEGIN DATE: 10/01/11
PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 12/30/13

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	80,240.00	19,782.66	39,565.32
FRINGE BENEFIT	24,201.00	4,284.41	8,411.57
TRAVEL	10,000.00	73.13	338.87
SUPPLIES	5,771.00	263.76	764.74
OTHER DIRECT CHARGES	0.00	200.00	200.00
CONTRACTUAL SERVICES	4,600.00	107.00	107.00
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	124,812.00	24,710.96	49,387.50
INDIRECT COSTS	41,188.00	8,154.62	16,297.88
TOTAL COSTS	166,000.00	32,865.58	65,685.38
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	166,000.00	32,865.58	65,685.38

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

*Approved
Rouf Jinn 4/15/13*

32,865.58
CONTRACT & GRANT ACCOUNTING
LINDA ZINNA, ACCOUNTING SUPERVISOR

[Signature]

15810 FJ10 48610 \$32,865.58

1600 HAMPTON STREET, ROOM 612 • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-4850 FAX 803/777-4817

5021330003 3040 A0010 3040X0035 (5055000) 3040ICPT013 *dtw/ab 4/16*

131132 4/11/13

PAGE _____ OF _____

AGENCY NUMBER	AGENCY BATCH NUMBER	OBJEKT CODE HASH TOTAL	TOTAL BATCH AMOUNT	BATCH DATE	BATCH NUMBER	DOCUMENT
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AGENCY VOUCHER NUMBER

CG WARRANT NUMBER

STATE OF SOUTH CAROLINA

INTERDEPARTMENTAL TRANSFER

AGENCY TRANSFERRED TO (CUI)
NAME: **University of South Carolina**
ADDRESS: **Controller's Office**
Columbia, SC 29208
Phone: **777-2602**

AGENCY TRANSFERRED FROM (DR)
NAME: **COURT IMPROVEMENT**
ADDRESS: **TRAINING GRANT**

TO THE COMPTROLLER GENERAL:
The attached bills are approved for payment as follows:

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
TOTAL															

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
10	401	H27	0000	3555						1132	0000		32,865.58		
			0000								0000				
			0000								0000				
			0000								0000				
			0000								0000				
			0000								0000				
TOTAL													32,865.58		

15810 FJ10 48610 \$32,865.58

hereby certify that the articles purchased or services rendered as shown herein have been received and are in accordance with law, and that the payee is entitled to payment, therefore by the state of South Carolina.

SIGNATURE _____ OFFICIAL TITLE _____ DATE _____ CG AUDITOR _____ DATE _____

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure services to support a project manager for the Court Liaison Project
- (2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law
- (3) on the basis of supervising and managing court liaisons across the state who will be responsible for assisting in the management of the DSS docket to resolve issues that cause delayed probable cause, merits, and permanency planning hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

<u>9/26/12</u>	<u>SCJD</u>	<u>Nancy Green</u>	<u>Director</u>
DATE	GOVERNMENTAL BODY	AUTHORIZED SIGNATURE	TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

RECEIVED
OCT 10 2012
SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

<Form>mno#103

State Budget and Control Board

5/14/02

POST OFFICE

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April 11, 2013

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201



RECEIVED

APR 15 2013

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

CONTRACT AND GRANT ACCOUNTING

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

March 31, 2013

GRANT NAME: Court Administration Basic Grant
GRANT NUMBER: 121SCSCIP
PRINCIPAL INVESTIGATOR: Carolyn Morris

BEGIN DATE: 10/01/11
END DATE: 12/30/13

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	84,770.00	8,672.28	14,000.04
FRINGE BENEFIT	25,266.00	3,831.85	6,578.51
TRAVEL	10,000.00	193.72	193.72
SUPPLIES	6,000.00	30.45	30.45
OTHER DIRECT CHARGES	0.00	0.00	99.00
CONTRACTUAL SERVICES	9,302.00	0.00	4,912.50
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	135,338.00	12,728.30	25,814.22
INDIRECT COSTS	44,662.00	4,200.34	8,518.70
TOTAL COSTS	180,000.00	16,928.64	34,332.92
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	180,000.00	16,928.64	34,332.92

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

*Approved,
Carolyn Morris 4/15/13*

15810 FL43 48610 \$16,928.64

16,928.64

CONTRACT & GRANT ACCOUNTING
LINDA ZINNA, ACCOUNTING SUPERVISOR

1600 HAMPTON STREET, ROOM 612 • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-4850 FAX 803/777-8817

AN EQUAL OPPORTUNITY INSTITUTION

5/2/13 opp3 B040 A00 010 B040 x0037 50550000 B040 CIPB213
CARRIE HOS

131147

4/11/13

PAGE _____ OF _____

AGENCY NUMBER	AGENCY BATCH NUMBER	OBJECT CODE	TOTAL	TOTAL BATCH AMOUNT	BATCH DATE	BATCH NUMBER	DOCUMENT
							4

AGENCY VOUCHER NUMBER

C.G. WARRANT NUMBER

STATE OF SOUTH CAROLINA

AGENCY TRANSFERRED TO (CR)
 NAME
University of South Carolina
 ADDRESS
Controller's Office
Columbia, SC 29208
 Phone:
777-2602

INTERDEPARTMENTAL TRANSFER

TO THE COMPTROLLER GENERAL:
 The attached bills are approved for payment as follows:

AGENCY TRANSFERRED FROM (DR)
 NAME
COURT IMPROVEMENT
 ADDRESS

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
TOTAL															

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
10	401	H27	0000	3555						1147	0000		16,928.64		
			0000								0000				
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			0000								0000				
			0000								0000				
			0000								0000				
TOTAL														16,928.64	

15810 FL43 \$16,928.64

I hereby certify that the articles purchased or services rendered as shown herein have been received and are in accordance with law, and that the payee is entitled to payment, therefore by the state of South Carolina.

SIGNATURE _____ OFFICIAL TITLE _____ DATE _____ CG AUDITOR _____ DATE _____

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

Training

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

9/26/12
DATE

SCJD
GOVERNMENTAL BODY

Koraj Jones
AUTHORIZED SIGNATURE

Director
TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

RECEIVED

OCT 10 2012

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

<Form>mmo#103

State Budget and Control Board

5/14/02

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RECEIVED

JUL 08 2013

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

July 3, 2013

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

CONTRACT AND GRANT ACCOUNTING

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

June 30, 2013

GRANT NAME: Court Improvement Training Grant
GRANT NUMBER: 1201SCSCIT BEGIN DATE: 10/01/11
PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 12/30/13

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	80,240.00	25,173.26	64,738.58
FRINGE BENEFIT	24,201.00	6,433.37	14,844.94
TRAVEL	10,000.00	1,253.92	1,592.79
SUPPLIES	5,771.00	3,116.79	3,881.53
OTHER DIRECT CHARGES	0.00	334.88	534.88
CONTRACTUAL SERVICES	4,600.00	4,922.80	5,029.80
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	124,812.00	41,235.02	90,622.52
INDIRECT COSTS	41,188.00	13,607.55	29,906.43
TOTAL COSTS	166,000.00	54,842.57	120,527.95
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	166,000.00	54,842.57	120,527.95

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

OK
Roy 7/9/13

54,842.57

CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

15810 FJ10 48610 \$54,842.57

[Signature]

1600 HAMPTON STREET, ROOM 612 • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-4850 FAX 803/777-8817

5021320003 0040A00010 B040XW35 50550000 B0401CIPT013
\$54,842.57 dt 7/9/13

131504 - 7/5/2013

PAGE ____ OF ____

AGENCY NUMBER	AGENCY BATCH NUMBER	OBJECT CODE HASHTOTAL	TOTAL BATCH AMOUNT	BATCH DATE	BATCH NUMBER	DOCUMENT
						4

AGENCY VOUCHER NUMBER

STATE OF SOUTH CAROLINA

C.G. WARRANT NUMBER

AGENCY TRANSFERRED TO (CR)
 NAME
University of South Carolina
 ADDRESS
Controller's Office
Columbia, SC 29208
 Phone:
777-2802

INTERDEPARTMENTAL TRANSFER

AGENCY TRANSFERRED FROM (DR)
 NAME
COURT ADMINISTRATION
 ADDRESS

TO THE COMPTROLLER GENERAL:
The attached bills are approved for payment as follows.

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR

TOTAL

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
13	401	H27		3555						1504			54,842.57		

16810 FJ10 48610 \$54,842.57 TOTAL 54,842.57

I hereby certify that the articles purchased or services rendered as shown herein have been received and are in accordance with law, and that the payee is entitled to payment, therefore by the state of South Carolina.
SIGNATURE _____ OFFICIAL TITLE _____ DATE _____ CG AUDITOR _____ DATE _____

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure services to support a project manager for the Court Liaison Project
- (2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law
- (3) on the basis of supervising and managing court liaisons across the state who will be responsible for assisting in the management of the DSS docket to resolve issues that cause delayed probable cause, merits, and permanency planning hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

9/26/12
DATE

SCJD
GOVERNMENTAL BODY

Ronald Green
AUTHORIZED SIGNATURE

Director
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

RECEIVED

OCT 10 2012

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

<Form>mmo#103

State Budget and Control Board

5/14/02

PHOTO COPY

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July 3, 2013

Ms. Carolyn Taylor-Cracraft
 Finance and Personnel
 1015 Sumter Street, Suite 101
 Columbia, SC 29201

CONTRACT AND GRANT ACCOUNTING

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

June 30, 2013

GRANT NAME: Court Administration Basic Grant
 GRANT NUMBER: 121SCSCIP BEGIN DATE: 10/01/11
 PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 12/30/13

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	84,770.00	37,001.23	51,001.27
FRINGE BENEFIT	25,266.00	11,525.12	18,103.63
TRAVEL	10,000.00	4,395.77	4,589.49
SUPPLIES	6,000.00	806.90	837.35
OTHER DIRECT CHARGES	0.00	60.00	159.00
CONTRACTUAL SERVICES	9,302.00	4,476.27	9,388.77
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	135,338.00	58,265.29	84,079.51
INDIRECT COSTS	44,662.00	19,207.74	27,726.44
TOTAL COSTS	180,000.00	77,473.03	111,805.95
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	180,000.00	77,473.03	111,805.95

RECEIVED

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

JUL 08 2013

SC JUDICIAL DEPARTMENT
 FINANCE AND PERSONNEL

OK
Rouf Jinn 7/9/13

77,473.03

CONTRACT & GRANT ACCOUNTING
 TONY HUGGINS, DIRECTOR

[Signature]

15810 FL43 48610 \$77,473.03

1600 HAMPTON STREET, ROOM 612 • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-4850 FAX 803/777-8817

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AN EQUAL OPPORTUNITY INSTITUTION
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131503 7/6/2013

PAGE _____ OF _____

AGENCY NUMBER	AGENCY BATCH NUMBER	OBJECT CODE HASH TOTAL	TOTAL BATCH AMOUNT	BATCH DATE	BATCH NUMBER	DOCUMENT
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4

AGENCY VOUCHER NUMBER
[]

STATE OF SOUTH CAROLINA

C.G. WARRANT NUMBER
[]

AGENCY TRANSFERRED TO (CR)
NAME
University of South Carolina
ADDRESS
Controller's Office
Columbia, SC 29208
Phone:
777-2602

INTERDEPARTMENTAL TRANSFER

TO THE COMPTROLLER GENERAL:
The attached bills are approved for payment as follows:

AGENCY TRANSFERRED FROM (DR)
NAME
COURT ADMINISTRATION
ADDRESS
[]

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
TOTAL															

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
13	401	H27		3555						1503			77,473.03		
TOTAL															77,473.03

15810 FL43 48610 \$77,473.03

hereby certify that the articles purchased or services rendered as shown herein have been received and are in accordance with law, and that the payee is entitled to payment, therefore by the state of South Carolina.

SIGNATURE: _____ OFFICIAL TITLE: _____ DATE: _____ CG AUDITOR: _____ DATE: _____

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SEP 30 2013

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

9/30/13
DATE

SCJD
GOVERNMENTAL BODY

Rowdy J. ...
AUTHORIZED SIGNATURE

Director
TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

RECEIVED

OCT 25 2013

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL



UNIVERSITY OF
SOUTH CAROLINA

OCT 18 2013

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October 16, 2013

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

CONTRACT AND GRANT ACCOUNTING

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

September 30, 2013

GRANT NAME: Court Improvement Training Grant

GRANT NUMBER: SC COURT ADM/HH

BEGIN DATE: 10/01/12

PRINCIPAL INVESTIGATOR: Carolyn Morris

END DATE: 09/30/14

prepaid expense

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	84,239.00	1,449.39	1,449.39
FRINGE BENEFIT	29,279.00	664.98	664.98
TRAVEL	3,000.00	0.00	0.00
SUPPLIES	1,279.00	1,527.91	1,527.91
OTHER DIRECT CHARGES	0.00	0.00	0.00
CONTRACTUAL SERVICES	1,000.00	1,316.75	1,316.75
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	118,797.00	4,959.03	4,959.03
INDIRECT COSTS	39,203.00	1,636.48	1,636.48
TOTAL COSTS	158,000.00	6,595.51	6,595.51
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	158,000.00	6,595.51	6,595.51

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

Ray Jm
10/24/13
15810 FJ11 48610 \$6,595.51

6,595.51
CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

[Signature]

1600 HAMPTON STREET, ROOM 612 • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-4850 • FAX 803/777-4817

AN EQUAL OPPORTUNITY INSTITUTION

502133003

3040A 0010 3040X 0035 50550000 B0401C1PT313

to SM 10/24/13

Oct 16/13

140406 · 10/17/2013

PAGE ____ OF ____

Number _____ Date _____

AGENCY NUMBER	AGENCY BATCH NUMBER	OBJECT CODE	HASH TOTAL	TOTAL BATCH AMOUNT	BATCH DATE	BATCH NUMBER	DOCUMENT
							4

AGENCY VOUCHER NUMBER

STATE OF SOUTH CAROLINA

C.G. WARRANT NUMBER

AGENCY TRANSFERRED TO (CR)
 NAME
University of South Carolina
 ADDRESS
Controller's Office
Columbia, SC 29208
 Phone:
777-2602

INTERDEPARTMENTAL TRANSFER

AGENCY TRANSFERRED FROM (DR)
 NAME
SC COURT ADM
 ADDRESS

TO THE COMPTROLLER GENERAL:
 The attached bills are approved for payment as follows:

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	P H A S E	AGENCY REFERENCE NUMBER	OBJECT CODE	D E T A I L	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R
TOTAL															

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	P H A S E	AGENCY REFERENCE NUMBER	OBJECT CODE	D E T A I L	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R
04	401	H27		3555						0406			6,595.51		
TOTAL														6,595.51	

cles late _____ rendered as shown herein have been received and are in accordance with law, and that the payee is entitled to
 SIGNATURE _____ OFFICIAL TITLE _____ DATE _____ CG AUDITOR _____ DATE _____

RECEIVED

SEP 30 2013

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals
- (2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law
- (3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

<u>9/30/13</u>	<u>SCJO</u>	<u><i>Korby Jew</i></u>	<u>Director</u>
DATE	GOVERNMENTAL BODY	AUTHORIZED SIGNATURE	TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

800000006
40-06
00000 F000 12777



NOV 19 2013

November 14, 2013

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

CONTRACT AND GRANT ACCOUNTING

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

October 31, 2013

GRANT NAME: Court Improvement Training Grant
GRANT NUMBER: 1201SCSCIT
PRINCIPAL INVESTIGATOR: Carolyn Morris
BEGIN DATE: 10/01/11
END DATE: 12/30/13

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	80,240.00	22,070.28	86,808.86
FRINGE BENEFIT	24,201.00	5,676.61	20,521.55
TRAVEL	10,000.00	2,866.51	4,459.30
SUPPLIES	5,771.00	1,155.69	5,037.22
OTHER DIRECT CHARGES	0.00	763.89	1,298.77
CONTRACTUAL SERVICES	4,600.00	1,656.50	6,688.30
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	124,812.00	34,189.48	124,812.00
INDIRECT COSTS	41,188.00	11,282.57	41,188.00
TOTAL COSTS	166,000.00	45,472.05	166,000.00
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	166,000.00	45,472.05	166,000.00

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

*Approved 11/18/13
Tony Huggins*

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

45,472.05 FINAL INVOICE
CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

NOV 14
15810
FJ10/148610
\$45,472.05

1600 HAMPTON STREET, ROOM 612 • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-4850 • FAX 803/777-8817

AN EQUAL OPPORTUNITY INSTITUTION

5021330003 3040A00010 3040X00035 50550000 30401CIPT013

Oct 21/13

140503 11/14/2013

PAGE _____ OF _____

AGENCY NUMBER	AGENCY BATCH NUMBER	OBJECT CODE HASHTOTAL	TOTAL BATCH AMOUNT	BATCH DATE	BATCH NUMBER	DOCUMENT
						4

AGENCY VOUCHER NUMBER

C.G. WARRANT NUMBER

STATE OF SOUTH CAROLINA

AGENCY TRANSFERRED TO (CR)
 NAME
University of South Carolina
 ADDRESS
Controller's Office
Columbia, SC 29208
 Phone:
777-2602

INTERDEPARTMENTAL TRANSFER

TO THE COMPTROLLER GENERAL:
 The attached bills are approved for payment as follows:

AGENCY TRANSFERRED FROM (DR)
 NAME
COURT IMPROVEMENT
 ADDRESS
TRAINING

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
TOTAL															

SC 11-19-2013
NOV 19 2013

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
05	401	H27		3555						0503			45,472.05		
TOTAL															
15810 FJ10 48610 \$45,472.05															

hereby certify that the articles purchased or services rendered as shown herein have been received and are in accordance with law, and that the payee is entitled to payment, therefore by the state of South Carolina.

SIGNATURE _____ OFFICIAL TITLE _____ DATE _____ CC AUDITOR _____ DATE _____

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SEP 30 2013

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure services to support a project manager for the Court Liaison Project
- (2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law
- (3) on the basis of supervising and managing court liaisons across the state who will be responsible for assisting in the management of the DSS docket to resolve issues that cause delayed probable cause, merits, and permanency planning hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

9/26/13
DATE

SCJD
GOVERNMENTAL BODY

[Signature]
AUTHORIZED SIGNATURE

Director
TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

NOV 25 2013

800000006
40-06
00000 F000 12777



RECEIVED

NOV 21 2013

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

November 21, 2013

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

CONTRACT AND GRANT ACCOUNTING

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

October 31, 2013

GRANT NAME: Court Administration Basic Grant
GRANT NUMBER: 121SCSCIP BEGIN DATE: 10/01/11
PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 12/30/13

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	84,770.00	38,456.11	87,457.38
FRINGE BENEFIT	25,266.00	11,924.32	30,027.95
TRAVEL	10,000.00	1,658.58	6,248.05
SUPPLIES	6,000.00	400.81	1,238.16
OTHER DIRECT CHARGES	0.00	0.00	159.00
CONTRACTUAL SERVICES	9,302.00	818.69	10,207.46
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	135,338.00	51,258.49	135,338.00
INDIRECT COSTS	44,662.00	18,935.56	44,662.00
TOTAL COSTS	180,000.00	68,194.05	180,000.00
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	180,000.00	68,194.05	180,000.00

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

*Approved
Carol Morris
11/25/13*

68,194.05 FINAL INVOICE
CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

15810 FL43 48610 \$68,194.05

[Signature]

1600 HAMPTON STREET, ROOM 612 • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-4850 • FAX 803/777-8817

AN EQUAL OPPORTUNITY INSTITUTION

5021330003 B040A00010 B040X0037 50550000 B0461CIPB213

*CH
11/25/13
11/25/13*

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SEP 30 2013

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

9/30/13
DATE

SCJD
GOVERNMENTAL BODY

Randy J. [Signature]
AUTHORIZED SIGNATURE

Director
TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

RECEIVED

JAN 23 2014

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SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL



RECEIVED

JAN 16 2014

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

January 13, 2014

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

CONTRACT AND GRANT ACCOUNTING

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

December 31, 2013

GRANT NAME: Court Improvement Training Grant
GRANT NUMBER: SC COURT ADM/HH BEGIN DATE: 10/01/12
PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 09/30/14

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	84,239.00	28,014.84	29,464.23
FRINGE BENEFIT	29,279.00	6,530.12	7,195.10
TRAVEL	3,000.00	2,631.20	2,631.20
SUPPLIES	1,279.00	5,328.08	6,855.99
OTHER DIRECT CHARGES	0.00	364.39	364.39
CONTRACTUAL SERVICES	1,000.00	2,478.95	3,795.70
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	118,797.00	45,347.58	50,306.61
INDIRECT COSTS	39,203.00	14,956.87	18,593.35
TOTAL COSTS	158,000.00	60,304.45	68,899.96
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	158,000.00 ✓	60,304.45 ✓	68,899.96 ✓

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

Approved 1/22/2014
[Signature]

15810 - FJ11 - 48610 \$60,304.45

60,304.45

CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

[Signature]

1600 HAMPTON STREET, ROOM 612 • COLUMBIA, SOUTH CAROLINA 29208 • 803/777-4850 • FAX 803/777-8817

50a1330003 B040A 00010 B040X0035 B0401 CIPT313 \$60,304.45

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01/23/14

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SEP 30 2013

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure services to support a project manager for the Court Liaison Project
- (2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law
- (3) on the basis of supervising and managing court liaisons across the state who will be responsible for assisting in the management of the DSS docket to resolve issues that cause delayed probable cause, merits, and permanency planning hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

9/29/13
DATE

SCJD
GOVERNMENTAL BODY

Koraj Jones
AUTHORIZED SIGNATURE

Director
TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

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RECEIVED
JAN 24 2014
SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

January 16, 2014

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

Contract and Grant Accounting

RECEIVED
FEB 04 2014
SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

December 31, 2013

GRANT NAME: Court Administration Basic Grant
GRANT NUMBER: SC COURT ADM/HH BEGIN DATE: 10/01/12
PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 09/30/14

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	95,911.00	26,018.04	26,018.04
FRINGE BENEFIT	34,549.00	9,194.76	9,194.76
TRAVEL	3,503.00	6,657.10	6,657.10
SUPPLIES	500.00	3,953.04	3,953.04
OTHER DIRECT CHARGES	2,820.00	350.00	350.00
CONTRACTUAL SERVICES	600.00	662.48	662.48
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	137,883.00	46,835.42	46,835.42
INDIRECT COSTS	35,117.00	12,177.20	12,177.20
TOTAL COSTS	173,000.00	59,012.62	59,012.62
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	173,000.00	59,012.62	59,012.62

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

*Approval
Tony Huggins
2/13/14*

59,012.62
CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

15810 FL50 48610 **\$59,012.62**

1600 Hampton Street, Room 612 • Columbia, South Carolina 29208 • 803-777-4850 • FAX 803-777-8877

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An Equal Opportunity Institution

*OK
2/5/14*

140717 1/22/2014

PAGE _____ OF _____

AGENCY NUMBER	AGENCY BATCH NUMBER	OBJECT CODE HASHTOTAL	TOTAL BATCH AMOUNT	BATCH DATE	BATCH NUMBER	DOCUMENT
						4

AGENCY VOUCHER NUMBER

STATE OF SOUTH CAROLINA

C.G. WARRANT NUMBER

AGENCY TRANSFERRED TO (OR)
 NAME
University of South Carolina
 ADDRESS
Controller's Office
Columbia, SC 29208
 Phone:
777-2602

INTERDEPARTMENTAL TRANSFER

TO THE COMPTROLLER GENERAL:
 The attached bills are approved for payment as follows:

AGENCY TRANSFERRED FROM (OR)
 NAME
SC COURT ADM
 ADDRESS

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
TOTAL															

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB-SIDIARY ACCOUNT NO	ENCUMBRANCE NO	MOD	PROJECT CODE	PHASE	AGENCY REFERENCE NUMBER	OBJECT CODE	DETAIL	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CGR
07	401	H27		3555						0717			59,012.62		
TOTAL													59,012.62		

15810 FL50 48610 \$59,012.62

hereby certify that the articles purchased or services rendered as shown herein have been received and are in accordance with law, and that the payee is entitled to payment, therefore by the state of South Carolina.
 SIGNATURE _____ OFFICIAL TITLE _____ DATE _____ CO-AUDITOR _____ DATE _____

SEP 30 2013

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

9/30/13
DATE

SCJD
GOVERNMENTAL BODY

Randy Inman
AUTHORIZED SIGNATURE

Director
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

00061365M



UNIVERSITY OF SOUTH CAROLINA

April 8, 2014

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

Contract and Grant Accounting

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

March 31, 2014

GRANT NAME: Court Improvement Training Grant
GRANT NUMBER: SC COURT ADM/HH BEGIN DATE: 10/01/12
PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 09/30/14

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	84,239.00	25,232.46	54,696.69
FRINGE BENEFIT	29,278.00	6,235.51	13,430.61
TRAVEL	3,000.00	775.64	3,406.84
SUPPLIES	1,279.00	2,313.61	9,169.60
OTHER DIRECT CHARGES	0.00	397.40	761.79
CONTRACTUAL SERVICES	1,000.00	334.25	4,129.95
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	118,797.00	35,288.87	85,595.48
INDIRECT COSTS	39,203.00	11,645.32	28,238.67
TOTAL COSTS	158,000.00	46,934.19	113,834.15
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	158,000.00	46,934.19	113,834.15

RECEIVED

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

APR 11 2014

Ref Jm
4/15/14

46,934.19

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

RECEIVED

15810 FJ11 48610 \$46,934.19

[Signature]

APR 16

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

1600 Hampton Street, Room 612 • Columbia, South Carolina 29208 • 803-777-4850 • FAX 803-777-4850

An Equal Opportunity Institution

502133 0003 B040 A00010 B040 X0035 50550000 B040 I C ZPT 313

OK 4/15/14

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SEP 30 2013

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure services to support a project manager for the Court Liaison Project

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of supervising and managing court liaisons across the state who will be responsible for assisting in the management of the DSS docket to resolve issues that cause delayed probable cause, merits, and permanency planning hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

9/22/13
DATE

SCJD
GOVERNMENTAL BODY

Ronald J. ...
AUTHORIZED SIGNATURE

Director
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

00061365M



UNIVERSITY OF SOUTH CAROLINA

RECEIVED

APR 15 2014

SC JUDICIAL DEPARTMENT FINANCE AND PERSONNEL

April 10, 2014

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

Contract and Grant Accounting

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

March 31, 2014

GRANT NAME: Court Administration Basic Grant

GRANT NUMBER: SC COURT ADM/HH

BEGIN DATE: 10/01/12

PRINCIPAL INVESTIGATOR: Carolyn Morris

END DATE: 09/30/14

GATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	95,911.00	26,018.04	52,036.08
FRINGE BENEFIT	34,549.00	9,399.90	18,594.66
TRAVEL	3,503.00	1,454.85	8,111.95
SUPPLIES	500.00	680.17	4,633.21
OTHER DIRECT CHARGES	2,820.00	1,950.00	2,300.00
CONTRACTUAL SERVICES	600.00	1,556.42	2,218.90
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	137,883.00	41,059.38	87,894.80
INDIRECT COSTS	35,117.00	10,168.44	22,345.64
TOTAL COSTS	173,000.00	51,227.82	110,240.44
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	173,000.00	51,227.82	110,240.44

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

RECEIVED

*Approved,
Kathy Jones 4/17/2014*

51,227.82

APR 17 2014

SC JUDICIAL DEPARTMENT
CONTRACT & GRANT ACCOUNTING
FINANCE AND PERSONNEL
TONY HUGGINS, DIRECTOR

15810 FL50 48610 \$51,227.82

[Signature]

1600 Hampton Street, Room 612 • Columbia, South Carolina 29208 • 803-777-4850 • Fax 803-777-8817

An Equal Opportunity Institution

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B040A0010 B040X0037 50550000 B040ICIPB313 OK 4/17/14

SEP 30 2013

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals
- (2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law
- (3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

<u>9/30/13</u>	<u>SCJD</u>	<u><i>Randy J. ...</i></u>	<u>Director</u>
DATE	GOVERNMENTAL BODY	AUTHORIZED SIGNATURE	TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

2014

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JUL 03 2014

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

July 3, 2014

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

Contract and Grant Accounting



REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

June 30, 2014

GRANT NAME: Court Improvement Training Grant
GRANT NUMBER: SC COURT ADM/WHH
PRINCIPAL INVESTIGATOR: Carolyn Morris
BEGIN DATE: 10/01/12
END DATE: 09/30/14

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	84,239.00	20,999.49	75,696.18
FRINGE BENEFIT	29,279.00	4,607.79	18,038.40
TRAVEL	3,000.00	4,040.98	7,447.83
SUPPLIES	1,279.00	1,066.89	10,236.49
OTHER DIRECT CHARGES	0.00	693.10	1,454.89
CONTRACTUAL SERVICES	1,000.00	1,362.50	5,492.45
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	118,797.00	32,770.76	118,366.24
INDIRECT COSTS	39,203.00	10,814.36	39,053.03
TOTAL COSTS	158,000.00	43,585.12	157,419.27
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	158,000.00	43,585.12	157,419.27

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

Handwritten signature
7/7/14

43,585.12
CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

15810 FJ11 48610 \$43,585.12

RECEIVED

1600 Hampton Street, Room 612 • Columbia, South Carolina 29208 • 803-777-4850 • Fax 803-777-8817

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JUL 08 2014
SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

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JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SEP 30 2013

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure services to support a project manager for the Court Liaison Project

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of supervising and managing court liaisons across the state who will be responsible for assisting in the management of the DSS docket to resolve issues that cause delayed probable cause, merits, and permanency planning hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

9/29/13
DATE

SCJD
GOVERNMENTAL BODY

[Signature]
AUTHORIZED SIGNATURE

Director
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

C0061365M



2014

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JUL 08 2014

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

July 3, 2014

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

Contract and Grant Accounting

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

June 30, 2014

GRANT NAME: Court Administration Basic Grant

GRANT NUMBER: SC COURT ADM/HH

BEGIN DATE: 10/01/12

PRINCIPAL INVESTIGATOR: Carolyn Morris

END DATE: 09/30/14

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	95,911.00	26,018.04	78,054.12
FRINGE BENEFIT	34,549.00	9,400.11	27,994.77
TRAVEL	3,503.00	5,236.85	13,348.80
SUPPLIES	500.00	2.88	4,636.09
OTHER DIRECT CHARGES	2,820.00	650.00	2,950.00
CONTRACTUAL SERVICES	600.00	1,550.15	3,769.05
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	137,883.00	42,858.03	130,752.83
INDIRECT COSTS	35,117.00	10,974.09	33,319.73
TOTAL COSTS	173,000.00	53,832.12	164,072.56
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	173,000.00	53,832.12	164,072.56

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

Carolyn Morris
7/7/14

53,832.12

CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

15810 FL50 48610 \$53,832.12

T. Huggins RECEIVED

JUL 08 2014

1600 Hampton Street, Room 612 • Columbia, South Carolina 29208 • 803-777-4850 • Fax 803-777-5811

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

BU01CIPB313

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JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SEP 30 2013

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure services to support a project manager for the Court Liaison Project

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of supervising and managing court liaisons across the state who will be responsible for assisting in the management of the DSS docket to resolve issues that cause delayed probable cause, merits, and permanency planning hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

9/25/13
DATE

SCJD
GOVERNMENTAL BODY

[Signature]
AUTHORIZED SIGNATURE

Director
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

3900216377

2014

DSS

Serving Children and Families

AMBER GILLUM
ACTING STATE DIRECTOR

NIKKI R. HALEY
GOVERNOR

July 7, 2014

RECEIVED

JUL 09 2014

Ms. Carolyn Taylor-Cracraft
South Carolina Judicial Department
Finance and Personnel
Calhoun Building
1015 Sumter Street, Suite 101
Columbia, South Carolina 29201

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

Dear Ms. Taylor-Cracraft:

The Department of Social Services is requesting reimbursement in the amount of **\$125,760.00** for work performed under the grant awarded from South Carolina Judicial Department, Grant No. 2013G991512, CFDA Number 93.586 for the State Court Improvement Data Sharing Program.

Documentation is attached for the following:

Invoice	DSS Paid	Amount to be reimbursed (75%)
101069	40,000.00	
101101	50,120.00	
101123	18,000.00	
101103	10,000.00	
101117	16,800.00	
101118	16,800.00	
101119	15,960.00	
TOTAL	167,680.00	\$125,760.00


Please submit payment to:

SC Dept. of Social Services
G/L 2000010000
PCA: 1B10
1535 Confederate Avenue Ext.
Columbia, SC 29201

If you need additional information, please let me know.

Sincerely,

Rita Lawson
Agency Chief Information Officer


7/9/14

cc: Amanda Heron

RECEIVED

JUL 09 2014

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES, P.O. BOX 1920, COLUMBIA, S.C. 29202-1920
WEB SITE: www.dss.sc.gov

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

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41/54097

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT
SOLE SOURCE CHECKLIST

BASIC

Based upon the following determination, the proposed procurement acti
procured pursuant to the authority of Section 11-35-1560 of the South C
and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure services to support a project manager for the Court Liaison Project
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- (3) on the basis of providing court liaisons across the state who will assist in managing the DSS docket to resolve issues that cause delayed child protection hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

<u>7/8/02</u>	<u>SCJP</u>	<u>[Signature]</u>	<u>Director</u>
DATE	GOVERNMENTAL BODY	AUTHORIZED SIGNATURE	TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

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SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

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State Budget and Control Board

5/14/02

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 Grant now closed
 will not spend balance
 of FR.
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INVOICE



UNIVERSITY OF SOUTH CAROLINA
 COLUMBIA, SC 29208

November 11, 2014

Ms. Carolyn Taylor-Cracraft
 Finance and Personnel
 1015 Sumter Street, Suite 101
 Columbia, SC 29201



UNIVERSITY OF SOUTH CAROLINA
 FINANCIAL SERVICES
 ACCOUNTS RECEIVABLE
 COLUMBIA, SOUTH CAROLINA 29208

TERMS: NET 20 DAYS

TO ASSURE PROPER CREDIT, PLEASE RETURN SECOND COPY WITH REMITTANCE

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH September 30, 2014
 GRANT NAME: Court Administration Basic Grant
 GRANT NUMBER: SC COURT ADM/HH BEGIN DATE: 10/01/12
 PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 08/30/14

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	95,911.00	2,717.16	80,771.28
FRINGE BENEFIT	34,548.00	1,501.86	29,488.63
TRAVEL	3,503.00	198.10	13,546.90
SUPPLIES	500.00	0.85	4,638.84
OTHER DIRECT CHARGES	2,820.00	2,600.00	5,550.00
CONTRACTUAL SERVICES	600.00	112.50	3,881.66
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	137,883.00	7,130.17	137,883.00
INDIRECT COSTS	35,117.00	1,086.85	34,406.68
TOTAL COSTS	173,000.00	8,217.02	172,289.58
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	173,000.00	8,217.02	172,289.58

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

Approved: *Roy Jones*
 11/19/14

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 NOV 17 2014

TOTAL 8,217.02 FINAL
 SC JUDICIAL DEPARTMENT
 CONTRACT & GRANT ACCOUNTING
 FINANCE AND PERSONNEL
 TONY HUGGINS, DIRECTOR
 DEPARTMENT

CREDIT TO ACCOUNT	DEBIT	FUND	CLASS	AMOUNT
	16810	FL50	48610	8,217.02

NOV 19 2014 SIGNATURE

SC JUDICIAL DEPARTMENT PHONE (803) 777-4850
 FINANCE AND PERSONNEL
 COPY 1 - RECIPIENT

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JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure services to support a project manager for the Court Liaison Project
- (2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law
- (3) on the basis of providing court liaisons across the state who will assist in managing the DSS docket to resolve issues that cause delayed child protection hearings. The Court Liaison Project will assist DSS in identifying reasons for delayed hearings, track cases in which TPR is ordered as the permanent plan, and ensure that pleadings are filed and hearings are scheduled within statutory requirements.

<u>7/31/14</u>	<u>SCJD</u>	<u>[Signature]</u>	<u>Director</u>
DATE	GOVERNMENTAL BODY	AUTHORIZED SIGNATURE	TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

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 JUL 30 2014
 SC JUDICIAL DEPARTMENT
 FINANCE AND PERSONNEL

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INVOICE

UNIVERSITY OF SOUTH CAROLINA
COLUMBIA, SC 29208

October 7, 2014

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumner Street, Suite 101
Columbia, SC 29201

Make checks payable to and mail directly to:

UNIVERSITY OF SOUTH CAROLINA
FINANCIAL SERVICES
ACCOUNTS RECEIVABLE
COLUMBIA, SOUTH CAROLINA 29208

TERMS: NET 20 DAYS

TO ASSURE PROPER CREDIT, PLEASE RETURN SECOND COPY WITH REMITTANCE

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH September 30, 2014
GRANT NAME: Court Administration Basle Grant
GRANT NUMBER: 2014G996437 BEGIN DATE: 10/01/13
PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 09/30/16

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	82,900.00	20,206.62	20,206.62
FRINGE BENEFIT	31,600.00	7,716.14	7,716.14
TRAVEL	10,400.00	2,289.88	2,289.88
SUPPLIES	3,469.00	49.77	49.77
OTHER DIRECT CHARGES	3,250.00	0.00	0.00
CONTRACTUAL SERVICES	3,900.00	118.77	118.77
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	136,519.00	30,391.18	30,391.18
INDIRECT COSTS	34,481.00	7,899.10	7,899.10
TOTAL COSTS	170,000.00	38,280.28	38,280.28
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	170,000.00	38,280.28	38,280.28

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

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OCT - 9 2014

Carolyn Morris Approved
10/14/14

TOTAL 38,280.28

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

CREDIT TO ACCOUNT
DEPT. FUND

15810 FL65

CLASS 48610

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OCT 14 2014

\$38,280.28

CONTRACT & GRANT ACCOUNTING
TONY HUGGINS, DIRECTOR

DEPARTMENT

Tony Huggins
SIGNATURE

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SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

TELEPHONE (803) 777-4850

COPY 1 - RECIPIENT

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JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals
- (2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law
- (3) on the basis of training child welfare professionals to be more prepared to handle child abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

7/30/14
DATE

SCJD
GOVERNMENTAL BODY

Joseph J. Lee
AUTHORIZED SIGNATURE

Director
TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

FFY 2014

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State Budget and Control Board

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JUL 30 2014

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

5/14/02

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INVOICE

UNIVERSITY OF SOUTH CAROLINA
COLUMBIA, SC 29208

October 7, 2014

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201

Make
checks
payable to
and mail
directly to:

UNIVERSITY OF SOUTH CAROLINA
FINANCIAL SERVICES
ACCOUNTS RECEIVABLE
COLUMBIA, SOUTH CAROLINA 29208

TERMS: NET 20 DAYS

TO ASSURE PROPER CREDIT, PLEASE RETURN SECOND COPY WITH REMITTANCE

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH		September 30, 2014	
GRANT NAME:	Court Administration Training Grant	BEGIN DATE:	10/01/13
GRANT NUMBER:	2014G9913	END DATE:	09/30/15
PRINCIPAL INVESTIGATOR:	Carolyn Morris		

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	69,175.00	16,879.20	16,879.20
FRINGE BENEFIT	24,235.00	4,206.22	4,206.22
TRAVEL	5,700.00	3,180.75	3,180.75
SUPPLIES	8,860.00	3,092.16	3,092.16
OTHER DIRECT CHARGES	1,060.00	173.57	173.57
CONTRACTUAL SERVICES	6,000.00	1,099.50	1,099.50
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	114,810.00	28,630.40	28,630.40
INDIRECT COSTS	40,190.00	10,022.08	10,022.08
TOTAL COSTS	155,000.00	38,652.48	38,652.48
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	155,000.00	38,652.48	38,652.48

RECEIVED

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents. OCT - 9 2014

*Approved
Roy Jones
10/14/14*

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

CREDIT TO ACCOUNT			TOTAL	38,652.48
DEPT	FUND	CLASS	AMOUNT	
15910	FJ12	48610	38,652.48	
			OCT 14 2014	
SC JUDICIAL DEPARTMENT FINANCE AND PERSONNEL			CONTRACT & GRANT ACCOUNTING TONY HUGGINS, DIRECTOR DEPARTMENT	SIGNATURE
			TELEPHONE (803) 777-4860	

0004270501

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JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

training

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

9/26/12
DATE

SCJD
GOVERNMENTAL BODY

Ronny J. J. J.
AUTHORIZED SIGNATURE

Director
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

RECEIVED

OCT 10 2012

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

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State Budget and Control Board

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JAN 11 2013

SC JUDICIAL DEPARTMENT
 FINANCE AND PERSONNEL

January 8, 2013

Ms. Carolyn Taylor-Cracraft
 Finance and Personnel
 1015 Sumter Street, Suite 101
 Columbia, SC 29201

RECEIVED

CONTRACT AND GRANT ACCOUNTING

FEB 19 2013

SC JUDICIAL DEPARTMENT
 FINANCE AND PERSONNEL

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

December 31, 2012

GRANT NAME: Court Improvement Training Grant
 GRANT NUMBER: 1201SCSCIT BEGIN DATE: 10/01/11
 PRINCIPAL INVESTIGATOR: Carolyn Morris END DATE: 12/30/13

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	80,240.00	19,782.66	19,782.66
FRINGE BENEFIT	24,201.00	4,127.16	4,127.16
TRAVEL	10,000.00	265.74	265.74
SUPPLIES	5,771.00	500.98	500.98
OTHER DIRECT CHARGES	0.00	0.00	0.00
CONTRACTUAL SERVICES	4,600.00	0.00	0.00
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	124,812.00	24,676.54	24,676.54
INDIRECT COSTS	41,188.00	8,143.26	8,143.26
TOTAL COSTS	166,000.00	32,819.80	32,819.80
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	166,000.00	32,819.80	32,819.80

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

Approved 2/14/2013
Rozh Gruen

32,819.80
 CONTRACT & GRANT ACCOUNTING
 LINDA ZINNA, ACCOUNTING SUPERVISOR

15810 FJ10 48610 **\$32,819.80**

[Signature]

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

Training

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure training services for family court judges, volunteer guardians ad litem, defense attorneys for parents involved in child abuse and neglect proceedings, and other child welfare professionals

(2) as a sole source procurement from the Children's Law Center at the University of South Carolina School of Law

(3) on the basis of training child welfare professionals, including family court judges, to increase permanency for children in state custody as a result of abuse and neglect proceedings. The Court Improvement Project Training Grant application authorizes the Children's Law Center to administer this necessary training.

9/24/12
DATE

SCJD
GOVERNMENTAL BODY

Rosal Green
AUTHORIZED SIGNATURE

Director
TITLE

NOTES:

- (1) Enter description of goods or services to be procured.
- (2) Enter name of sole source contractor.
- (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

RECEIVED

OCT 10 2012

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

BPTD1 CRT #13

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January 9, 2013

Ms. Carolyn Taylor-Cracraft
Finance and Personnel
1015 Sumter Street, Suite 101
Columbia, SC 29201



RECEIVED

JAN 14 2013

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

RECEIVED

FEB 26 2013

CONTRACT AND GRANT ACCOUNTING

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH

December 31, 2012

GRANT NAME: Court Administration Basic Grant

GRANT NUMBER: 121SCSCIP

BEGIN DATE: 10/01/11

PRINCIPAL INVESTIGATOR: Carolyn Morris

END DATE: 12/30/13

CATEGORY	BUDGET	CURRENT	CUMULATIVE
SALARIES	84,770.00	5,327.76	5,327.76
FRINGE BENEFIT	25,266.00	2,746.66	2,746.66
TRAVEL	10,000.00	0.00	0.00
SUPPLIES	6,000.00	0.00	0.00
OTHER DIRECT CHARGES	0.00	99.00	99.00
CONTRACTUAL SERVICES	9,302.00	4,912.50	4,912.50
EQUIPMENT	0.00	0.00	0.00
TOTAL DIRECT COSTS	135,338.00	13,085.92	13,085.92
INDIRECT COSTS	44,662.00	4,318.36	4,318.36
TOTAL COSTS	180,000.00	17,404.28	17,404.28
COST SHARE (IF APPLICABLE)	0.00	0.00	0.00
TOTALS INCLUDING COST SHARE	180,000.00	17,404.28	17,404.28

I certify that all expenditures reported (or payments requested) are for appropriate purposes and are in accordance with the agreements set forth in the application and award documents.

Approved Holly June
2/25/13

17,404.28

CONTRACT & GRANT ACCOUNTING
LINDA ZINNA, ACCOUNTING SUPERVISOR

15810 FL43 48610 \$17,404.28

L. Zinna

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) This agency proposed to procure and maintain a statewide Legal Case Management System to provide information for the management of child abuse and neglect cases to DSS legal staff, Court Administration and to family court judges

(2) as a sole source procurement from the Department of Social Services

(3) on the basis of providing court reports to family court judges and agency attorneys and paralegal staff detailing probable cause, removal, permanency planning and termination of parental rights proceedings. The Court Improvement Project Data and Technology Grant application authorizes the Department of Social Services to develop this case management system to share court data with the South Carolina Judicial Department.

9/26/12 S.C. Judicial Department Royce Green Director
DATE GOVERNMENTAL BODY AUTHORIZED SIGNATURE TITLE

NOTES: (1) Enter description of goods or services to be procured.
 (2) Enter name of sole source contractor.
 (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

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OCT 01 2012
SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

OCT 01 2012
SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

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State Budget and Control Board

5/14/02

B0401 CIPD413

DSS

Serving Children and Families

LILLIAN B. KOLLER, J.D.
STATE DIRECTOR

MARK R. HALEY
GOVERNOR

December 12, 2012

Ms. Carolyn Taylor-Craft
South Carolina Judicial Department
Finance and Personnel
Calhoun Building
1015 Sumter Street, Suite 101
Columbia, South Carolina 29201

RECEIVED

JAN 10 2013

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

Dear Ms. Taylor-Craft:

The Department of Social Services is requesting reimbursement for work performed under the grant awarded from South Carolina Judicial Department, Grant No. 1001SCSCID, CFDA Number 93.586 for the State Court Improvement Data Sharing Program.

Documentation for invoices totalling \$178,683.17 for reimbursement of \$119,259.50 for the legal case management software systems maintenance and enhancements are attached.

Invoice Date	Invoice Amount	Description
12/13/2011	\$ 8,400.00	8 LCMS Software Licenses
09/01/2012	\$ 25,883.17	LCMS Server Farm
12/07/2012	\$ 8,980.00	TPR Legal Action Field Trigger
12/07/2012	\$ 13,440.00	LCMS Usage Log Report
09/10/2012	\$ 12,000.00	15 LCMS User Licenses
11/05/2012	\$ 36,900.00	InCourt Module Update, payment 1
12/07/2012	\$ 58,880.00	InCourt Module Update, payment 2
12/07/2012	\$ 18,720.00	InCourt Module Update, payment 3
	\$178,683.17	

Please submit payment to:
SC Dept. of Social Services
G/L 4530030000
PCA: 4B01
1535 Confederate Avenue Ext.
Columbia, SC 29201

Approved
Rozel [Signature]
1/10/12

Ms. Carolyn Taylor-Craft
December 12, 2012
Page Two

If you need additional information, please let me know.

Sincerely,



Ric Lawson
Agency Chief Information Officer

cc: Thelma Graves
Emily Smith

RECEIVED

JAN 10 2013

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

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(2) as a sole source procurement from the Department of Social Services

(3) on the basis of providing court reports to family court judges and agency attorneys and paralegal staff detailing probable cause, removal, permanency planning and termination of parental rights proceedings. The Court Improvement Project Data and Technology Grant application authorizes the Department of Social Services to develop this case management system to share court data with the South Carolina Judicial Department.

<u>9/26/12</u> DATE	<u>S.C. Judicial Department</u> GOVERNMENTAL BODY	<u>Royce Green</u> AUTHORIZED SIGNATURE	<u>Director</u> TITLE
------------------------	--	--	--------------------------

NOTES: (1) Enter description of goods or services to be procured.
(2) Enter name of sole source contractor.
(3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

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FINANCE AND PERSONNEL

OCT 01 2012
SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

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State Budget and Control Board

5/14/02

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DSS

Serving Children and Families

LILLIAN B. KOLLER, J.D.
STATE DIRECTOR

NIKKI R. HALRY
GOVERNOR

June 26, 2013

Ms. Carolyn Taylor-Cracraft
South Carolina Judicial Department
Finance and Personnel
Calhoun Building
1015 Sumter Street, Suite 101
Columbia, South Carolina 29201

Dear Ms. Taylor-Cracraft:

The Department of Social Services is requesting reimbursement for work performed under the grant awarded from South Carolina Judicial Department, Grant No. 1201SCSCID, CFDA Number 93.586 for the State Court Improvement Data Sharing Program.

Documentation for a total of \$49,172.72 for the legal case management software maintenance is attached.

Please submit payment to:
SC Dept. of Social Services
G/L 4530030000
PCA: 4B01
1535 Confederate Avenue Ext.
Columbia, SC 29201

If you need additional information, please let me know.

Sincerely,



Ric Lawson
Agency Chief Information Officer

cc: Thelma Graves
Emily Smith

OK
Rouf
7/9/13

* DSS is responsible for 25% match.
Reimbursable amount is 36,879.54.
dt

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES, P.O. BOX 1625, COLUMBIA, S.C. 29202-1625
WEB SITE: www.dss.sc.gov

5021330003 13040A00010 130401CIPD413 50550000 \$ 36,879.54 dt

Spartan Technology Solutions, Inc.

125 Venture Blvd
Spartanburg, SC 29306

Invoice

DATE	INVOICE #
1/15/2013	101000

BILL TO
SC Department of Social Services Attn: Finance Division - Room 404 PO Box 1520 Columbia, SC 29202-1520

P.O. NO.	Desc
400094582	

ITEM	DESCRIPTION	QUANTITY	AMOUNT
Software Support	Support and Maintenance Fee for the following software licenses: LCMS - Legal Case Management System Renewal dates: March 2013 - March 2014		49,172.72

1.25% of the unpaid balance will be applied after 30 days from the date of the invoice.

Sales Tax (6.0%)	\$0.00
Total	\$49,172.72
Payments/Credits	\$0.00
Payment Due	\$49,172.72

Display Check Information

Check recipient
 Check issuer
 Accompanying docs
 Payment document

Paying company code: **SC01** Payment document no.: **3493268334**

Bank details			
House Bank	11808	Bank Key	
Account ID	43787	Bank Account	
Bank name	WELLS FARGO BANK NA		
City	MINNEAPOLIS		

Check information			
Check number	149181484	Currency	USD
Payment date	02/08/2013	Amount paid	49,172.72
Check encashment	02/15/2013	Cash discount amount	8.00
Extract creation	02/11/2013	06:38:05	

Check recipient	
Name	SPARTAN TECHNOLOGY SOLUTIONS INC
City	SPARTANBURG
Payee's country	US
Regional code	SC

41/56098

Data

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

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(2) as a sole source procurement from the Department of Social Services

(3) on the basis of providing court reports to child welfare professionals detailing probable cause, removal, permanency planning and termination of parental rights proceedings. The Court Improvement Project Data and Technology Grant application authorizes the Department of Social Services to develop and maintain the case management system to share court data with the South Carolina Judicial Department.

7/30/14
DATE

SCJD
GOVERNMENTAL BODY

[Signature]
AUTHORIZED SIGNATURE

Director
TITLE

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

FFY 2013
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 3040190031
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JUL 30 2014

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

<Form>mno#103

State Budget and Control Board

5/14/02

000L040000

FR 4100056098
This grant is now closed and balance will be cancelled.

39 022 8314

DSS
Serving Children and Families

8090000

ANDER DILLON
ACTING STATE DIRECTOR

MIKE R. HALEY
GOVERNOR

October 23, 2014

Ms. Carolyn Taylor-Cracraft
South Carolina Judicial Department
Finance and Personnel
Calhoun Building
1015 Sumter Street, Suite 101
Columbia, South Carolina 29201

Dear Ms. Taylor-Cracraft:

The Department of Social Services is requesting reimbursement in the amount of \$34,240.00 for costs associated with work performed under the grant awarded from South Carolina Judicial Department, Grant No. 2013G991512, CFDA Number 93.586 for the State Court Improvement Data Sharing Program.

Documentation is attached for the following:

Invoice	DSS Paid	Amount to be reimbursed (75%)
101102	49,172.00	(36,879.00) 34,240.00
TOTAL	49,172.00	\$34,240.00

Please submit payment to:

SC Dept of Social Services
G/L 5030060002
PCA: 1B10
1535 Confederate Avenue Ext.
Columbia, SC 29201

If you need additional information, please contact Dot Killian or Dennis Gmerek (803) 898-7368.

Sincerely,
Ari B. Teal
Ari Teal
Department of Social Services
Division of Technology Services

cc: Amanda Herron

Approved
10/27/2014
Rosely Herron

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES, P.O. BOX 1020, COLUMBIA, S.C. 29202-1020
WEB SITE: www.dss.sc.gov

RECEIVED

OCT 27 2014

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

4100056187

JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

- (1) This agency proposed to procure and maintain a statewide Legal Case Management System to provide information for the management of child abuse and neglect cases to DSS legal staff, Court Administration and to family court judges
- (2) as a sole source procurement from the Department of Social Services
- (3) on the basis of providing court reports to child welfare professionals detailing probable cause, removal, permanency planning and termination of parental rights proceedings. The Court Improvement Project Data and Technology Grant application authorizes the Department of Social Services to develop and maintain the case management system to share court data with the South Carolina Judicial Department.

7/30/14 DATE	SCJD GOVERNMENTAL BODY	<i>Norman</i> AUTHORIZED SIGNATURE	<i>Director</i> TITLE
-----------------	---------------------------	---------------------------------------	--------------------------

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.

FFY 2014
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JUL 30 2014

SC JUDICIAL DEPARTMENT
FINANCE AND PERSONNEL

<Form>mno#103

State Budget and Control Board

5/14/02

001040000

NEXSEN|PRUET

William W. Wilkins
Member
Admitted in SC

October 12, 2016

VIA HAND DELIVERY

Director Grant Gillespie
SFAA
Wade Hampton State Office Building, 6th Floor
1200 Senate Street
Columbia, SC 29201

Dear Director Gillespie:

Charleston
Charlotte
Columbia
Greensboro
Greenville
Hilton Head
Myrtle Beach
Raleigh

I represent the Judicial Branch of the State of South Carolina and am writing on its behalf.

The State Fiscal Accountability Authority’s Division of Procurement Services conducted a procurement audit of the Judicial Branch for the period October 1, 2011 through September 30, 2014. The Division conducted a formal exit conference with Judicial Branch personnel on April 27, 2016. A few issues remained outstanding, but were promptly addressed in a letter by Ms. Carolyn Taylor dated April 28, 2016 (see letter attached hereto as Exhibit A). Upon completion of this interview, the Judicial Branch believed that the Division had concluded its audit and closed this matter.

Five months later, on September 22, 2016, Chief Justice Costa Pleicones was surprised to receive a letter from Mr. Robert J. Aycock, IV (see letter attached hereto as Exhibit B). The Chief Justice was shocked at the tone and content of this letter. Mr. Aycock’s declaration that he intends “to recommend to the [SFAA] that the Judicial Department’s procurement authority be removed in its entirety . . . and that the Division of Procurement Services assume oversight of the Judicial Department’s procurement program . . .” is astounding. This is so because the Judicial Branch has addressed all of Mr. Aycock’s concerns, and because the letter demonstrates a failure to recognize that the Judicial Branch is an independent branch of government. While we have no reason to believe that the members of the SFAA would adopt such an

55 East Camperdown Way
Suite 400 (29601)
PO BOX 10648
Greenville, SC 29603-0648
www.nexsenpruet.com

T 864.282.1199
F 864.477.2699
E BWilkins@nexsenpruet.com
Nexsen Pruet, LLC
Attorneys and Counselors at Law

October 12, 2016
Page 2

unprecedented recommendation, please advise us if you intend to put this on the agenda for the November SFAA meeting or any subsequent meeting..

Very truly yours,


William W. Wilkins

cc: The Honorable Nikki R. Haley
The Honorable Curtis M. Loftis, Jr.
Richard Eckstrom, CPA
Representative W. Brian White
Senator Hugh K. Leatherman, Sr.



South Carolina Judicial Department
Finance and Personnel

CAROLYN P. TAYLOR
DIRECTOR

1220 Senate Street, Suite 101
COLUMBIA, SOUTH CAROLINA 29201
TELEPHONE: (803) 734-1970
FAX: (803) 734-1963
E-MAIL: CTaylor@sccourts.org

April 28, 2016

Mr. Robert J. Aycock, IV
Manager, Audit and Certification
1201 Main Street, Suite 600
Columbia, SC 29201

Dear Mr. Aycock:

We have reviewed the draft report resulting from the review of procurement records for the period of October 1, 2011 to September 30, 2014. The Judicial Department is committed to improving procurement processes and taking corrective action where necessary. Having given careful consideration to your findings in this report, our responses are listed below.

Finding – Inappropriate Sole Source Procurements

Auditor's Recommendation: Nexsen Pruet – "We recommend the Department seek competition in accordance with the Procurement code".

Management Response: We strongly disagree that the services provided by Nexsen Pruet should be competitively bid. We stand firm with our position that Nexsen Pruet were the attorneys best suited to provide advice and advocacy services to Chief Justice Jean Toal. Thus, that is the reason that we chose the sole source method of procurement. The SC Judicial Department used the sole source procurement method as allowed by the SC Code of laws section 11-35-1560. Following the suggested steps for justification as posted on the MMO website, the SC Judicial Department prepared a sole source justification and contracted with the firm of Nexsen Pruet to provide services. Those services include both advice and advocacy. After reviewing the SC Code of Laws more closely, we further believe that the entire purchase is statutorily exempt. Code section 1-7-170 exempts the Judicial Department from the Procurement Code when hiring an attorney on a fee basis regardless of the types of services provided. The South Carolina Code of Laws section 1-7-170, engaging attorney on fee basis, states:

(A) A department or agency of state government may not engage on a fee basis an attorney at law except upon the written approval of the Attorney General and upon a fee as must be approved by him. This section does not apply to the employment of attorneys in special cases in inferior courts when the fee to be paid does not exceed two hundred fifty dollars or exceptions approved by the State Budget and Control Board. This section does not apply to an attorney hired by the General Assembly or the judicial department.

The SC Judicial Department, the third branch of state government, has unique needs for attorney services, advice, and strategies relating to legislation before the General Assembly. Nexsen Pruet has a South Carolina Public Policy team that is made up of members with whom Chief Justice Jean Toal had developed strong working relationships of trust, confidence, and understanding from working many years on the Department's long term strategic goals. To discard the relationships and the strides made during prior Legislative sessions would have been extremely costly and detrimental to successfully achieving legislative goals. Nexsen Pruet's SC Public Policy team members have years of unique public sector work experience and were best suited to advise Chief Justice Jean Toal regarding

EXHIBIT
A

potential legislation impacting the Courts, to assist with developing strategies for funding sources unique to the SC Judicial Department, and to meet with members of the General assembly advocating the Court's position on pending legislation. To hire a non-lawyer advocate to represent the Judicial Branch of South Carolina government would have been impractical. Members of Nexsen Pruet's Columbia office were readily available to assist the Chief Justice as needed as matters arose, sometimes quickly, before the Legislature and the Governor.

Going forward, rather than prepare a sole source document, SCJD will report all attorney services as being exempt according to Section 1-7-170.

Auditor's Recommendation - USC Children's Law Center & DSS grant contracts – "We recommend the Department comply with 11-35-1560 and regulation 19-445,2105....."

The SC Judicial Department believes that sole source is an appropriate procurement method for the purchases in question. Both contracts were funded by sub-programs of federal grant, State Court Improvement Program, CFDA number 93.586. While language to support justification of the Department's sole source document may be weak, we provided additional information regarding the Court Improvement Program to the field auditor. The SC Department of Social Services is the state's Title IV-B and Title IV-E agency responsible for child welfare within the state of SC. The State Court Improvement Program requires state courts to collaborate with the State child welfare agency, SCDSS. DSS is the primary agency collecting data on children in child welfare and related court proceedings. The USC Children's Law Center (CLC) is a statewide training and resource center working in collaboration with SCDSS and Court Administration of SC Judicial Department to develop strategies for court improvement, providing training for all persons who participate in family court and legal proceedings affecting children. In 1995, the University of South Carolina, Center for Child and Family Studies, completed a comprehensive and rigorous assessment of judicial proceedings involving child abuse and neglect, foster care and adoption cases. The state again in 2000, participating in the Court Improvement Program, did an in-depth review of the original assessment and began implementing recommendations from the assessment collaborating with DSS, the CLC, and other stakeholders involved in children's issues. Representatives from SC Judicial Department, CLC, and DSS continue to serve and participate on many advisory task forces, committees, and boards all related to improving state court processes related to children's issues in the courts. The grant applications that funded these procurements were written with collaborative effort and input from SCDSS and USC Children's Law Center. Because collaboration with DSS is required, and it has been an on-going effort with CLC since 2000, it is integral to accomplishing objectives of the State Court Improvement Grant program. It would be impossible to separate and disregard these collaborative efforts and would be detrimental to improvements made to children's welfare within the state since 1995.

Going forward, SCJD will prepare MMO document #136, justification for agreements between state agencies, when contracting with any agency or department of the state.

Sincerely,



Carolyn P. Taylor
Director of Finance & Personnel
SC Judicial Department

cc: Mr. John C. White
Mr. David E. Rawl
Mr. Delbert Singleton

NIKKI B. HALEY, CHAIR
GOVERNOR

CURTIS M. LOFTIS, JR.
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



THE DIVISION OF PROCUREMENT SERVICES
DELBERT H. SINGLETON, JR.
DIVISION DIRECTOR
(803) 734-8018

JOHN ST. C. WHITE
MATERIALS MANAGEMENT OFFICE
(803) 737-0600
FAX: (803) 737-0639

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS

GRANT GILLESPIE
EXECUTIVE DIRECTOR

September 22, 2016

The Honorable Costa Pleicones
Chief Justice
Judicial Department
Calhoun Building
1220 Senate Street, Suite 200
Columbia, South Carolina 29201-3739

Dear Chief Justice Pleicones:

This letter is to advise you of the status of your procurement audit for the South Carolina Judicial Department. The audit began with the Judicial Department asserting that it was not subject to the South Carolina Procurement Code. Citing a proviso from the Fiscal Year 2014-2015 - General Appropriations Bill, the Department provided, "57.17. (JUD: Judicial Department Applicability) For purposes of this act and any other provision of law that would have any effect on the expenditure of state revenue through the applicability of the particular provision or through compliance with a mandate or requirement of the provision, the terms "state agency" or "agency" do not include any component of the Judicial Department unless the provision of law specifically includes these entities and the inclusion only applies for purposes of the particular provision.." The South Carolina Procurement Code specifically includes the Judicial Department. 11-35-310 provides definitions in the Procurement Code with paragraph (18) stating, "'Governmental Body'¹" means a state government department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, government corporation, or other establishment or official of the executive or judicial branch." After convincing the Judicial Department that it is subject to the Procurement Code, we were allowed to begin our audit.

Our report involves two issues, both of which the Judicial Department disagrees. The first issue of disagreement is whether lobbying services is a sole source procurement. Our position is that a

¹ "Governmental Body" as used in Section 11-35-40, "Application of Procurement Code, (2) Application to State Procurement. This code applies to every procurement or expenditure of funds by this State under contract acting through a governmental body as herein defined irrespective of the source of the funds," leaves no doubt that the South Carolina Procurement Code applies to the Judicial Department.

lobbyist is not a sole source procurement. We recently addressed this same issue in an audit report of another agency. That other agency, the Administrative Law Court², sole sourced a different lobbyist than the Judicial Department, but has since successfully competed the contract. The law authorizes sole source procurements where the agency head or his designee has determined in writing “that there is only one source for the required supply, service, information technology, or construction item.” (11-35-1560(A)). The accompanying regulation spells this out with even more clarity: “Sole source procurement is not permissible unless there is only a single supplier.” (Reg. 19-445.2105(B)). The Judicial Department’s own purchasing history establishes there is more than one source for lobbying services. In 2009 and 2010 the Department paid Graham Tew and Warren Tompkins \$110,000 for lobbying services.³ In 2010 it also paid Bob Coble and Stephanie Yarborough—both lawyers with Nexsen Pruet—a total of \$4,164.⁴ Since more than one source exists, lobbying services may not be procured without competition.

Originally, the Department implicitly acknowledged the applicability of the Code by using the source selection method described in 11-35-1560. In its April 28, 2016, response to the draft audit findings, it now takes the position that Section 1-7-70 makes the entire purchase exempt from the Code. That section requires the approval of the Attorney General prior to awarding a contract for legal services. Section 11-35-1260 includes similar language. However, section 1-7-70 specifically exempts the Judicial Department from the requirement that the Attorney General approve its hiring of attorneys. We have never challenged the Department’s prerogative to contract *for legal services* without complying with the purchasing procedures of the Code. However, the Department wants to “piggyback” its purchase of lobbying services—which enjoys no exemption or other special treatment under the Code—on its purchase of legal services. It claims that “[t]o hire a non-lawyer advocate to represent the Judicial Branch of South Carolina government would have been impractical.” This statement ignores that in 2009 and 2010, the Department did exactly that. If any part of a purchase is subject to the Code, the entire contract must be competed. Otherwise, an agency could include any services or supplies in an “exempt” purchase, thus defeating the underlying purposes of transparency and competition the Code advances.

In spite of the Judicial Department’s “strong” disagreement with us over this issue, our recommendation stands. Lobbyist services must be competitively procured. In our exit conference with the Judicial Department to discuss the results of the audit, the Director of Finance said that next January, there will be a new Chief Justice. She continued by saying this

² The procurement audit report of the Administrative Law Court is available on the web at: http://procurement.sc.gov/webfiles/MMO_audit/Audit%20Reports/AdminLaw13.pdf

³ See agency lobbyist principal reports at the S.C. State Ethics Commission website, <http://abps.sc.gov/LobbyingActivity/Principal/SA/SearchFilter.aspx> (last viewed June 13, 2016). Messrs. Tompkins and Tew are not attorneys.

⁴ *Id.*

person may want a different lobbyist to represent the Judicial Department. We pointed out that her statement proves the point, that the selection of a lobbyist is not a sole source, but simply a preferred source of the Judicial Department. Preferred sources are not allowed under the sole source statute. Thus, the Judicial Department should comply with the competitive requirements of the Procurement Code in the hiring of its lobbyist.

The second issue in our report addresses poorly written sole source determinations. The report states, "nothing in any of these written sole source determinations provided any basis for authorizing sole source procurements.... Because these findings focused on poorly written sole source determinations that provide little or no information to support sole source procurements, we have attached them all as Attachment A to this report so that the reader may see what we are talking about." Our recommendation states, "We recommend the Department comply with 11-35-1560 and Regulation 19-445.2105 by providing in its written determinations, the basis for the proposed sole source procurements and why no other vendor will be suitable or acceptable to meet the needs. The written determinations must contain sufficient factual grounds and reasoning to provide an informed, objective explanation for the decisions." This last sentence in our recommendation is taken from Regulation 19-445.2105 which was derived from the South Carolina Court of Appeals' decision in Sloan v. Greenville County, 356 S.C. 531, 590 S.E.2d 338 (App. 2003). There, Sloan had challenged three written determinations of Greenville County supporting the use of a design-build project delivery method. The County's procurement ordinance had similar requirements for written determinations as the Consolidated Procurement Code does. The Court's decision set a standard so profound it was promulgated into the Budget and Control Board's regulations.

Regarding the sufficiency of written determinations, the Court said,

In light of the Code's express mandate and guiding policy, it is apparent the written determination required under section 7-242.5 must serve a dual function: The determination must first effectively inform county council of the reasons why design-build source selection works to the County's best advantage for the project at issue. Equally important, the determination must provide the citizens of Greenville County a window into the County's decision-making process—safeguarding the quality and integrity of the contract awards through public accountability. If the written determination provides sufficient factual grounds and reasoning for the County Council and the public to make an informed, objective review of these decisions, then it has accomplished its purpose.

Id. at 556, 590 S.E.2d at 351-2. It determined that one of the three challenged determinations was inadequate:

The Forensics Lab determination merely sets forth three conclusory statements that are unsupported by any factual grounds related to the renovation project. The determination does not discuss the disadvantages of using the traditional competitive sealed bidding method for this project, nor does it discuss the advantages of the design-build with any degree of specificity.

We conclude that the Forensics Lab determination fails to provide any reasoned basis for the decision to use design-build source selection. It does not provide sufficient detail to allow the County Council and the public to make an intelligent review of the decision. The trial court was therefore correct in finding this determination inadequate under section 7-242.5

Id. at 560, 590 S.E.2d at 353-4.

In another case, the Court of Appeals stated,

The expenditure of public funds pursuant to a competitive bidding statute is of immense public importance. Requiring that contracts only be awarded through the process of competitive sealed bidding demonstrates the lengths to which our government believes it should go to maintain the public's trust and confidence in governmental management of public funds. The integrity of the competitive sealed bidding process is so important that in some states once a contract is proved to have been awarded without the required competitive bidding, a waste of public funds is presumed without showing that the municipality suffered any alleged injury.

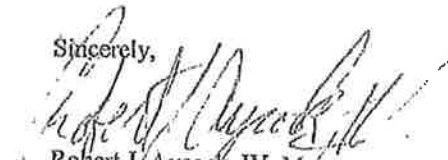
Sloan v. School Dist. of Greenville Co., 342 S.C. 515, 524, 537 S.E.2d 299, 303 (Ct. App. 2000) (internal quotations and citations omitted).

In your response, the Judicial Department admits the language of its written determinations "may be weak." Section 11-35-210 states, "Written determinations expressly required by the code or regulations must be retained in an official contract file of the governmental body administering the contract. These determinations must be documented in sufficient detail to satisfy the requirements of audit as provided in Section 11-35-1230." The Department's written determinations failed to satisfy this audit.

Despite our efforts to resolve these procurement audit issues, the Judicial Department remains unwilling to comply with State procurement laws. Because the Judicial Department refuses to comply with the Procurement Code, it is our intent to recommend to the State Fiscal Accountability Authority (SFAA) that the Judicial Department's procurement authority be

removed in its entirety pursuant to Section 11-35-1240 and that the Division of Procurement Services assume oversight of the Judicial Department's procurement program until such time that the SFAA is assured the Judicial Department will comply with State procurement laws. We are available to discuss the audit results with you prior to it being submitted to the SFAA for action.

Sincerely,



Robert J. Aycock, IV, Manager
Audit and Certification

cc: Carolyn Taylor, Director of Finance and Personnel
Stephen A. Graham, Judicial Department
Julie Boland, Procurement Officer
Delbert H. Singleton, Jr., Director, Division of Procurement Services
John St. C. White, Materials Management Officer
David Rawl, Audit Manager

Boland, Julie B.

From: Aycok, Robert <JAycok@mms.sc.gov>
Sent: Thursday, September 22, 2016 2:31 PM
To: Taylor, Carolyn
Cc: Singleton, Delbert; White, John; Rawl, David; Graham, Stephen A.; Boland, Julie B.
Subject: Follow-up Letter Regarding Procurement Audit Report
Attachments: Chief Justice Pleicones 9-22-16 letter.pdf

Carolyn,

You will find attached our follow-up letter to the procurement audit report of the Judicial Department addressed to Chief Justice Pleicones. Hard copies are in the mail. Since agency heads are ultimately responsible for procurements conducted at their agencies, we are requesting an audience with Chief Justice Pleicones to brief him on our follow-up letter and the reasons for our recommendation to SFAA to remove all procurement authority from the Judicial Department. This report will be on November's SFAA agenda.

Jimmy

NIKKI R. HALEY, CHAIR
GOVERNOR
CURTIS M. LOFTIS, JR.
STAFF TREASURER
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COMPTROLLER GENERAL



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CHAIRMAN, SENATE FINANCE COMMITTEE
W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS COMMITTEE
GRANT GILLESPIE
EXECUTIVE DIRECTOR

November 8, 2016

Carolyn P. Taylor, CGFO
SC Judicial Department
Calhoun Building
Director of Finance and Personnel
1220 Senate St. Suite 101
Columbia, SC 29202

Dear Carolyn:

I was glad to hear you had an opportunity to meet with Grant Gillespie, our Executive Director, to reestablish communications about the Judicial Department's Procurement Audit Report and to discuss possible steps moving forward.

To begin, the original objective of my September 22 letter was to make the Chief Justice aware of our disagreement and, if he desired, to have an opportunity to discuss those issues face-to-face. In view of Judge Wilkins letter, I failed to convey that message clearly. For this I apologize. In retrospect, I could have chosen different language to let you know that our overarching goal is to work with you to find an agreeable resolution. With that said, the purpose of this communication is to describe how we propose moving forward and why doing so is necessary.

As presented in the past, there were some issues of concern that we found during our audit of your agency. We believe these issues can easily be resolved if the Judicial Department is willing to consider our recommendations.

One of the audit findings dealt with the lack of adequate documentation for sole source procurements -- aside from the underlying justification.

To resolve this issue, we are requesting that the Judicial Department follow our recommendation regarding the adequacy of sole source determinations in future procurements by including in its written determinations the basis for the proposed sole source procurements, the reason no other vendor will be suitable or acceptable to meet the needs, and sufficient factual grounds and reasoning to provide an informed, objective explanation for the decisions.

The other issue of concern regards lobbying services. On this issue, our concern is not with the credentials of the individuals providing the service but with the type of services being acquired. Specifically, the rules applicable to the engagement of attorneys only applies if the services acquired are those for which a license is required. This application of the rules is consistent with this agency's long standing approach. The Budget and Control Board at its July 13, 1982, meeting provided a limitation on the exemptions of all professional services, including those provided by attorneys. The Board said, "For this exemption to apply, "the individual or firm involved must be licensed to perform the specific professional services, must provide that specific service to the requesting governmental body, and the contractual relationship created by the individual or firm and the governmental body cannot be an employer/employee relationship which would be governed by State Personnel Rules and regulations . . ." This is the standard we apply in all of our audits.

We hope with this further clarification, the Judicial Department will understand our position that no agency can use the exemption for acquiring attorneys to also obtain lobbying services from those attorneys.

To resolve this issue, we ask that the Judicial Department commit to acquiring future lobbying services by using a competitive source selection method authorized in the Procurement Code.

Over the years, we have - without exception - presented our recommendations to the Authority with the concurrence of the audited agency. While we hope to do so in this instance, lack of such agreement does not excuse us from our duty. State law mandates we conduct these audits, report the findings to the Authority, and provide proposed corrective action. If we cannot reach agreement on lobbying services, the most narrowly tailored corrective action we can fashion is to have the Authority withdraw the Department's authority to acquire lobbying services except through the Division of Procurement Services. We first presented our draft report to the Judicial Department this past April. On May 3rd, we held an exit conference. Since then, we have worked to resolve our outstanding issues. At this point we must comply with the law and submit a report. Accordingly, we will present the audit report to the State Fiscal Accountability Authority at its meeting on December 13, 2016. To help us meet the agenda deadline, would you please provide a final response by November 21. In the meantime, we are happy to discuss in person any questions or issues that you may have.

Sincerely,



Robert J. Aycock, IV, Manager
Audit and Certification

- C. Julie Boland, Procurement Officer
- Grant Gillespie, Executive Director
- Delbert H. Singleton, Jr., Director, Division of Procurement Services
- John St. C. White, Materials Management Officer
- David Rawl, Audit Manager