

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Singlehew/FOIA</i>	DATE <i>5-18-11</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>001516</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>CC: Stephens cleared 5/31/11, letter attached.</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____ <input checked="" type="checkbox"/> FOIA DATE DUE <i>6-2-11</i> <input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			



*Performance. Service. Integrity.*

Policy Studies Inc.  
1899 Wynkoop Street  
Suite 300  
Denver, Colorado 80202  
303.863.0900  
303.295.0244 Fax

May 16, 2011

Mr. Daniel W. Covey

Procurement Officer

Materials Management Office

Capital Center

1201 Main Street, Suite 600

Columbia, SC 29201

**RECEIVED**

**MAY 18 2011**

Department of Health & Human Services  
**OFFICE OF THE DIRECTOR**

Dear Mr. Covey:

As part of our post-proposal improvement process and under the Freedom of Information Act, we request proposal documents relating to RFPs on which we bid. We request that South Carolina provide the following documents for this procurement:

1. The State's detailed scoring and evaluation sheets for all bidders
2. Original pricing submitted by all bidders other than PSI
3. Best and final offer pricing submitted by all bidders other than PSI
4. Complete proposals submitted by all bidders other than PSI

In the interest of time, we prefer to receive these documents via e-mail. Our second preference is to receive them on CD. We will gladly reimburse the State for any expenses associated with copying the documents or producing CDs incurred as a result of this request. If you cannot send soft copy documents via e-mail, please charge shipping costs to our UPS account number F469R7. Shipments should be sent to:

Christine LaFortune

PSI

1515 Wynkoop Street, Suite 400

Denver, CO 80202

303-285-7231

clafortune@policy-studies.com

We appreciate your prompt response to our inquiry. Please contact me if you need additional information.

Christine LaFortune

Proposal Manager

**From:** "Christine LaFortune" <clafortune@policy-studies.com>  
**To:** <stensland@scdhs.gov>  
**CC:** "Christine LaFortune" <clafortune@policy-studies.com>, "Richard Curley" ...  
**Date:** 5/17/2011 4:34 PM  
**Subject:** FW: Open Records request for Enrollment Broker proposals  
**Attachments:** PSI FOIA letter for SC.doc

Jeff,

Thanks very much for your help on the phone just now. Here's the FOIA request I sent to Daniel Covey yesterday, which he forwarded to Ms. Aiston for handling. As a clarification, we'd like to get the scoring sheets as soon as possible, preferably in the next day or two; the full proposals are a lower priority for us. I appreciate anything you can do to accommodate this.

Thanks again,

Christine LaFortune  
Proposal Manager

Policy Studies Inc. (PSI) - Transforming policy into action.  
1515 Wynnkoop Street  
Suite 400  
Denver, Colorado 80202-1730

303.285.7231 Direct  
720.373.7760.Cell  
303.295.0244 Fax  
clafortune@policy-studies.com  
<http://www.policy-studies.com>

PSI works with our clients to develop the most effective solutions for connecting people to programs at the lowest cost-and to transform public policy into programs that achieve tangible results.

Please consider the environment before printing this email.

**Confidentiality Notice:** This email may contain confidential and privileged material for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited. If you are not the intended recipient please contact the sender and delete all copies.

---

From: Christine LaFortune  
Sent: Monday, May 16, 2011 1:50 PM  
To: 'Covey, Daniel'  
Subject: Open Records request for Enrollment Broker proposals

Mr. Covey,

**RECEIVED**

MAY 18 2011

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

Attached please find our request for copies of competitor proposals and scoring sheets regarding Solicitation 5400002549, Enrollment Broker Services.

Thanks very much,

Christine

Christine LaFortune  
Proposal Manager

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Denver, Colorado 80202-1730

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MAY 18 2011

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

**From:** Jeff Stensland  
**To:** Polatty, Jan  
**Date:** 5/17/2011 4:40 PM  
**Subject:** Fwd: FW: Open Records request for Enrollment Broker proposals  
**Attachments:** FW: Open Records request for Enrollment Broker proposals

Jan, this an FOIA that went to a Ms. Alston in contracts yesterday. This person resent the request with a calcification and wanted some information ASAP.

Jeff Stensland  
SC DHHS  
(803) 898-2584

**RECEIVED**

MAY 18 2011

Department of Health & Human Services  
OFFICE OF THE DIRECTOR



TO:  
FROM:

SUBJECT: Cost of Processing FOIA Request #

The South Carolina Department of Health and Human Services has received and processed your FOIA request. The cost for processing this information is as follows:

Staff processing time at \$10.00 per hour	_____ Hours	\$ _____
Pages copied at \$.10 per page	_____ Pages	\$ _____
Pages faxed at \$.20 per page	_____ Pages	\$ _____
Shipping and Handling Costs		\$ _____
Other costs associated with the FOIA request:	_____	\$ _____
<b>Total Amount Due SCDHHS:</b>		<b>\$ _____</b>

Please remit the above amount to the following address:

**Bureau of Fiscal Affairs**  
South Carolina Department of Health and Human Services  
Post Office Box 8297  
Columbia, South Carolina 29202-8297

Please contact \_\_\_\_\_ should you have any questions.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Log # 000516 ✓

South Carolina  
**Department of Health and Human Services**  
Post Office Box 8206  
Columbia, South Carolina 29202-8206

May 31, 2011

Memorandum

From: Vicki Johnson  
Assistant General Counsel

Subject: FOIA – Log #000516

On May 23, 2011, I spoke with Christine LaFortune of PSI, who had forwarded a FOIA request to Jeff that had been previously sent to Daniel Covey at MMO. I confirmed in my conversation with Christine that she had spoken with MMO and was being sent the requested information. Ms. LaFortune indicated that her FOIA request was fulfilled and there was nothing further that she required from SCDHHS.