

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Singleton / FOIA</i>	DATE <i>2-11-2011</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>000347</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>C: Spensard</i> <i>Keck</i> <i>Cleaned 2/11/11, letter</i> <i>attached.</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>2/28/11</i> <input checked="" type="checkbox"/> FOIA DATE DUE <i>2-11-2011</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.			

Vicki Johnson - FW: Document Request

From: "Covey, Daniel" <DCovey@mmo.sc.gov>
To: Vicki Johnson <JOHNVIC@scdhhs.gov>
Date: 2/8/2011 8:35 AM
Subject: FW: Document Request
CC: "Stevens, John" <jstevens@mmo.sc.gov>, Deirdra Singleton <Singled@scdhhs...>
Attachments: Notice of Award_010607.pdf

Vicki,

Please see FOIA request below. I can provide a copy of item 1 but I do not have access to the other items.

From: Laura Brandt [mailto:LBrandt@policy-studies.com]
Sent: Monday, February 07, 2011 6:35 PM
To: Covey, Daniel
Subject: Document Request

Pursuant to the Freedom of Information Act, Policy Studies Inc. (PSI) requests a copy of the following documents related to the SC Enrollment Broker Contract held by Maximus, Inc (see attached notice of award):

- Contract with the winning vendor & any subsequent amendments
- Detailed invoices for the last 12 months
- Current staffing levels and organizational chart
- Any monthly, quarterly and/or annual reports (preferable containing volume metrics -- examples include mail volume, call volume, etc.)
- Standard Operating Procedures (SOPs)
- Any corrective action plans
- Contracts with all subcontractors of the prime contractor

We will gladly reimburse for any copying expenses that are incurred if electronic copies are unavailable. Additionally, feel free to use our UPS Code (F469R7) to cover all shipping expenses. Please send the documents to the attention of Laura Brandt at the address listed below.

We appreciate your prompt response to our inquiry. Please let me know if you have any questions.

Thank you!

Laura Brandt

X <https://www.policy-studies.com>

Policy Studies Inc. (PSI) — Transforming policy into action
1515 Wynkoop Street
Suite 400
Denver, Colorado 80202-1730
303.285.7573 Direct
303.295.0244 Fax

lbrandt@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.

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Log #000 347

February 11, 2011

Ms. Laura Brandt
Policy Studies Inc. (PSI)
1515 Wymkoop Street, Suite 400
Denver, Colorado 80202-1730

Dear Laura:

Your Freedom of Information Act request dated February 7, 2011 to Daniel Covey of the Materials Management Office was referred to me for certain requested information. Enclosed please find:

1. Detailed invoices for the last twelve months for the Enrollment Broker contract held by Maximus, Inc.
2. A CD containing the most recent thirteen months of monthly, quarterly and/or annual reports. According to our conversation on February 10, 2011, I understand that this satisfies your request as to reporting.

South Carolina Department of Health and Human Services does not possess the following documents which you requested:

- Current staffing levels and organizational chart
- Standard Operating Procedures (SOPs)
- Any corrective action plans
- Contracts with all subcontractors of the prime contractor

It is my understanding that Mr. Covey has provided the contract with any subsequent amendments.

Our expense for reproducing this information is a total cost of Thirty-Nine and 45/100 Dollars (\$39.45). Please make the check payable to the Department of Health and Human Services and send it to:

Department of Health and Human Services
Department of Receivables
Post Office Box 8297
Columbia, SC 29202-8297

Ms. Laura Brandt
February 11, 2011
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I hope this information is helpful to you. Please contact me if there are any questions.

Sincerely



Vicki Johnson
Assistant General Counsel

VJ/b

Enclosures

cc: Lynette Wilson, Receivables (w/o enclosures)
Daniel Covey via email