

April 20, 2021

VIA ELECTRONIC MAIL

Brian Lamkin
South Carolina Inspector General
Office of the State Inspector General
111 Executive Center Dr., Suite 204,
Synergy Business Park, Enoree Building
Columbia, SC 29210

RE: Amy V. Cofield, Esq.

Dear Mr. Lamkin:

Thank you for the opportunity to include Ms. Cofield's response to your report, which is attached.

Your report accurately states that Globalpundits was the only firm to submit a bid, and this was after no firm responded to the initial request for bids. You also correctly note that the procurement officer with the Materials Management Office (MMO) advised Mr. Hansford, the State Accident Fund (SAF) Deputy Director and procurement official, that "it would not be a problem" to select Ms. Cofield's husband as the project manager "so long as Amy's husband has no ownership stake in the companies and Amy is not involved in and does not influence the evaluation or selection process in any way." As Ms. Cofield's response makes clear, she fully complied with these instructions and did not influence the selection of Globalpundit's in any way. Furthermore, Ms. Cofield's husband does not have, and has never had, any ownership interest in Globalpundits.

Lastly, Ms. Cofield adamantly disagrees with the implication in your report that she and/or anyone at the SAF provided preferential treatment to Globalpundits. Your report does not fairly and accurately address the matter involving Random Bit's submission of questions to Mr. Hansford. Mr. Hansford did not refuse to respond to these questions as your report suggests. Instead, Mr. Hansford merely sought assurances that Random Bit intended to submit a proposal before the deadline, stating "I will be more than happy to answer your questions." Random Bit thereafter chose not to proceed.

Please feel free to contact me after you have had an opportunity to review Ms. Cofield's response if you wish to discuss this matter further.



With kind regards, I am

Very truly yours,

James M. Griffin

cc: Leslie G. Wiser, Jr. (Via Electronic Mail)
Ms. Amy Cofield (Via Electronic Mail)

Amy Cofield's Response to the IG Report

I. IG Summary –

SUMMARY RESPONSE:

The IG's summary is wrought with absences of critical information, citations of only portions of script or conversations, as well as unsubstantiated, and inaccurate conclusions. The report also eliminates any context from his alleged "facts". Cofield was not provided all exhibits at her interview so that she could properly respond. The report is prejudicial and includes irrelevant and misleading information (i.e. TAPFIN salaries). Cofield has been led to believe that there are many e-mails between Hansford and SFAA/Hutto and that he was also in possession of his own notes as to conversations between them. These are excluded from the IG's report.

Concerning to Cofield was the IG's diatribe during her interview that he "only answers to the Governor and no one else". The one who terminated her.

Cofield was a state employee for approximately 18 months prior to the time in question. On SAF staff was her Deputy Director and chief procurement officer, Matthew Hansford, and she had hired a HR Director, Patricia Kiley. She relied on both of them for **all** hiring and procurement processes.

Upon Cofield's arrival she found SAF IT Department in serious jeopardy. They had lost e-mail/internet access for weeks just prior to her hire. It was common throughout the Workers' Compensation community the detrimental effects it had. Cofield then discovered a host of other issues including a failing case management system, outdated and unprotected equipment and programs, etc. There was not even anyone on staff who knew how SAF's data/programs were integrated and processed.

From the first week of her arrival Cofield sought the input and advice of her husband, Jimmy Terrapin, who had extensive IT experience (30+ years) as there was no one on the SAF staff with similar experience. **(EXHIBIT 1, TIMELINE)** In a minimum number of 7 other instances prior to the RFP for a Project Manager, Terrapin provided his wife's new agency assistance only in an effort to assist his wife and her success as he was keenly aware of the IT challenges she faced.

SAF had several projects being implemented in 2019 and 2020 that involved the Procurement process. Hansford handled all of these for SAF.

The Procurement Official assigned to Case Management System RFP project was Nathan Dawson. Dawson advised SAF to hire a Project Manager (PM) for the implementation of the Case Management System. Hansford reached out to current contracts with the SAF to investigate their abilities to provide this service. He discussed this with SAF's Reinsurance Company (Guy Carpenter) and also with the SAF's auditors. Neither was able to act as a PM under their existing contracts. A RFP became necessary to fill this position.

On 8/19/20, Hansford sought Terrapin's input on a list of vendors approved through SFAA. This list is public information and familiar to all who are on the list. This was, of course, prior to the first RFP. Cofield offered Terrapin's input because she knew had familiarity with many of the vendors and thought he could offer SAF some input on the vendors once they submitted a bid.

Cofield/Hansford requested input from Terrapin on 1) an RFP for a Programmer (Terrapin reviewed the qualifications for Plummer), 2) on the RFP for the new case management system, (Terrapin reviewed and replied, "Looks good" on 10/23/20), 3) and on the RFP for a Project Manager (PM). Terrapin's ONLY assistance was to provide Hansford with "Boiler Plate Language" he found on the internet (**EXHIBIT 2**)

A comparison of the "Boiler Plate Language" provided by Terrapin has very resemblance to the RFP /SOW completed by Hansford. (EXHIBIT 3) Nothing in this information gave rise to a violation of SC Code Reg 19-445.2127

The first RFP failed (produced NO bids) after being posted for 30 days.

Following the first failed RFP Hansford/Cofield/Kiley sought alternatives for the PM. Hansford reached out to Kristen Hutto at SFAA during this time to discuss options. Consideration was given to a recent hire (Sandy Harrington). An informal interview with her confirmed her interest. However, because Harrington lacked technical IT experience Cofield/Hansford/Kiley then discussed other hiring options (TAPFIN and Third Party Consulting). It was recommended to Hansford that a Third Party Consultant would be best.

It was only AFTER this date (12/3/20) that a meeting took place between Cofield/Hansford/Kiley to discuss options for hiring. Cofield expressed frustration and surprise that no one had responded to the RFP. She had personal knowledge of Recruiters looking for candidates as her husband had received several calls requesting to submit him as a candidate for the position. Each time he indicated he couldn't be considered because it was "his wife's agency".

Cofield inquired of Hansford and Kiley to explain the differences between TAPFIN/Third party contract. During the conversation a comment was made, "Too bad Jimmy can't do it". Cofield expressed a concern over a conflict situation. Kiley then offered that "if he wasn't our employee and not supervised by you it may not be a conflict". Kiley had worked in HR for the state for many years and Cofield trusted her guidance in all hiring matters at SAF. Previously, SAF had hired an adjuster, brother to Abby Sellers. Cofield was instructed that this process was fine as long as the supervision remained separate and apart. This discussion was followed with Hansford calling SFAA/Hutto for clarification

Hansford indicated that he would discuss the possibilities with Hutto/SFAA and report back. Hansford then called Hutto/SFAA which is confirmed with an e-mail (**EXHIBIT 4**) and confirmed what Kiley had suggested. He instructed Cofield that he would keep her completely "out of the hiring process and that she would not be supervising his work". Cofield understood from Hansford that Hutto/SFAA was involved in every step of process. After this Cofield remained absent from the "hiring process".

Following that conversation Cofield was instructed to “stay out of it” and Hansford assured her he would do everything necessary. Cofield never had any direct contact with Hutto or anyone else at Procurement as she was directed to “stay out of it”. She also understood from Kiley and the telephone call Hansford had with Hutto that if these steps were followed there would BE NO CONFLICT. It was Cofield’s understanding from Kiley and Hansford that the conflict would arise IF she participated in the hiring or supervising.

Cofield had no knowledge of Hansford’s further conversations with Hutto until after she was questioned by Thomas Limehouse, from the Governor’s office, in January 2021. Following that conversation, Cofield conveyed to the staff involved that questions had been raised. Cofield requested that Hansford carefully maintain all written communication and e-mails. He responded, “she would never give me anything in writing, but I have every e-mail that details the process”. This was the first notice Cofield had that Hansford had not gotten a specific waiver in writing. Hansford said he was very careful to keep Hutto in the loop through the whole process.

Because of her legal background, Cofield knew that a “written disclosure and waiver” could certainly be discerned from multiple e-mails between Hansford and Hutto.

A review of Terrapin’s personal timeline and his e-mails confirm that he was interviewing for other jobs and eventually accepted a position with Blue Cross/Blue Shield on 9/29/20. **(EXHIBIT 1)** Clearly, there was no consideration of Terrapin applying for the PM position during the time he was assisting SAF with the RFP’s.

The IG includes in his report an e-mail that Cofield received from one of the vendors (Random Bit) who expressed an “INTENT TO BID”. Cofield forwarded this e-mail to her husband.)b) She did this because she had heard of Random Bit and wanted to ask her husband how she knew of them.

The sharing of another vendor’s “Intent to bid” was in no way confidential or prejudicial to either vendor. The list of potential bidders is public. Further, Random Bit NEVER bid. Sharing this info with Terrapin could, at the worst, indicate there MAY be competition. This was already understood.

The important thing is that Cofield never relayed to Hansford or any of the SAF’s hiring directors any information she knew about Random Bit or any other vendor.

At the end of the second RFP period only Global Pundits had submitted a bid. They hired Terrapin after their bid was selected. Hutto/SFAA sent Hansford an e-mail December 14, 2019 on stating that no interview was necessary and that he could just issue the purchase order. Hansford advised Cofield that he was ready to issue the purchaser order. Cofield, in turn, requested that he and all the SAF Director’s and Chief Attorney interview Terrapin even though it wasn’t required. Cofield took this additional step to allow the Directors and Chief Attorney to feel comfortable with Hansford’s decision and to have a private opportunity to discuss without her presence. **(EXHIBIT 5)**

Hansford scheduled the interview with Joe Doyle and then Hansford and the SAF Directors and Chief Attorney interviewed Terrapin in Cofield’s absence on December 18, 2019. The

interview had nothing to do with the selection process as Global Pundits was the sole bidder. Following that interview (that was only done on Cofield's insistence) she phoned Abby Sellers to see if there were any concerns she should be aware of. Sellers told Cofield that it was fine, that they all discussed the potential office gossip, but Sellers conveyed to Cofield that the only concern raised was her concern with the cost of hiring any PM. Cofield offered no other input other than to advise Sellers to take that up with Hansford. Cofield had no knowledge of how much was bid or negotiated between the parties. No other concern about the process was conveyed to Cofield.

The IG finds in his opinion, Cofield committed an ethical violation when she failed to disclose and receive a written waiver of the conflict. Although Cofield was not privy to any of the e-mails between Hansford/Hutto/SFAA the ones that were chosen by the IG to include in his report indicate that Hutto had full knowledge of the potential conflict from the beginning. Cofield received one e-mail that Hutto sent Hansford which reads,

“I spoke to Stacy and based on the information provided, we don't believe it will be a problem so long as Amy's husband has no ownership stake in the companies and Amy is not involved in and does not influence the evaluation process or selection process in any way. I encourage you (and Amy) to review the new regulation on conflict of interest...having the knowledge of all the facts and details of the situation to ensure there is no conflict of interest present before proceeding.”

(EXHIBIT 6A and 6B)

Terrapin had no ownership interest in Global Pundits. He wasn't even hired by Global Pundits until after the contract between Global Pundits/SFAA/SAF was signed. Cofield was to have no supervisory role in regard to the PM position. **THERE WAS NO CONFLICT OF INTEREST revealed in a review of that statute.**

Even if a Conflict of Interest existed solely because Terrapin was Cofield's spouse, the e-mails and phone calls between Hansford and Hutto/SFAA clearly establish a disclosure and acknowledgment of that potential conflict took place. Because Terrapin had no ownership interest in Global Pundits) the e-mail from Hutto confirmed that it was not a problem...not a conflict.

Because she was advised by the controlling state agency that there was no conflict, she had no need to disclose further.

II. Background

RESPONSE:

- A. Predicate - No issue
- B. Scope and Objective - No issue
- C. Methodology – The explanation of the process is not challenged. However, the “methods” used were not sufficient and may be prejudicial. Cofield has not been provided with ANY information or allowed to even speak with SAF staff since her termination. She has not had the access to her own e-mails or those of Hansford/Hutto. The IG’s “findings” are pre-mature, prejudicial, and incomplete.

III. State Accident Fund

- A. Establishment – No issue
- B. Claims Management System – No issue
- C. Statewide Contracts: TAPFIN or Third Party Consulting

RESPONSE –

Matthew Hansford was the Deputy Director and chief procurement person at the SAF. **Patricia Kiley** was HR Director. Together they had over 20 years of state experience. Cofield relied heavily on them for any hiring/procurement done by SAF. Kiley was specifically hired by Cofield soon after her arrival as she discovered no one at SAF was qualified to help with HR matters in any way (hiring, firing, etc.). Hansford handled all of SAF’s procurements and had also participated in specific training for certification.

1. TAPFIN

At the beginning of the meeting held between Cofield/Hansford/Kiley referenced above on or about 12/3/20, Cofield inquired of both Kiley and Hansford the differences between TAPFIN and Third Party Consulting. SAF had not had good luck with TAPFIN previously. Nathan Dawson (SFAA) recommended to Hansford that he go the Third Party Contractor route and NOT TAPFIN.

The IG’s report prejudicially includes a graph of pay for TAPFIN hires. The IG did NOT include the relevant information for Third Party Consulting for IT positions. SFAA Procurement approved salaries for Third Party Consultants are different from TAPFIN.

Global Pundit submitted Terrapin as a candidate with 30+ years of experience. The rate for this type of experience would most likely be a “Senior Consultant with approved rates of up to \$345/hour.

Global Pundit submitted their rate at \$150.00. According to SFAA this correlates to a an “Intermediate Associate”. This pay grade is 4 steps lower than Terrapin’s actual qualifications.

The Contractor rate is for the Vendor who hires its’ contractor to perform the service. The rate quoted for Global Pundits was \$150/hour. Terrapin was to receive \$111/hour.

(EXHIBIT 7)

2. Third Party Consulting

The IG correctly points out that there were 18 vendors available to an agency.

However, his report indicates that a JOR is only submitted to 2 candidates. It is my understanding that the first RFP was sent to all 18 vendors. It was only after none responded that SFAA appears to have directed Hansford to send the JOR out to two of them.

IV. Investigation and Analysis

A. Statement of Work Development and Initial Job Order Request Solicitation.

RESPONSE

It is clear from the Timeline attached hereto **(EXHIBIT 1)** that Terrapin assisted Cofield with IT questions and assistance from the first week she started. This outline demonstrates that Terrapin assisted the SAF at least 7 times in about 18 months prior to the RFP for the project manager. Terrapin assisted Cofield/SAF with no intentions other than helping his wife and the SAF.

The IG reports that on 8/19/20 – Hansford sent Cofield, and Cofield, in turn, sent to Terrapin a list of the 18 vendors to review. The IG is correct. Hansford needed, and requested, any input Terrapin may have regarding these vendors. Hansford had no IT experience. As it turned out Terrapin indicated that he did have experience with some, including Random Bit. He had worked with some contractors from Random Bit at SCDHHS, and that they did good work there. This list was provided to Terrapin for input prior to the first RFP.

Further, this **list of vendors is public information** and found specifically at:

<https://www.procurement.sc.gov/files/contracts/third%20party%20consulting%20march%203%202020.pdf>

(EXHIBIT 8)

The IG reports, “In an e-mail dated 8/28/20, Terrapin provided Cofield a list of “Required Qualifications” along with the message “See how this looks for the PM role. Please make mods as you see fit. Thirteen minutes later Cofield forwarded Terrapin’s e-mail recommendations to Hansford.” **(EXHIBIT 9)** If the IG would look closer at the e-mail strain Plummer initiated the e-mail to Cofield on 8/26/20 the Qualifications for the PROGRAMMER POSITION. Cofield sent this to Terrapin. Terrapin responded to that e-mail the “Boiler Plate language” for PM position shown in It is confusing because the Terrapin response kept the Subject as “Qualifications”. What Terrapin replied with were not actually qualifications. Also, Hansford replied, “I thought of a few more things to add. I’ll have a rough draft for you next week.” Terrapin’s assistance with the “Boiler Plate language” was provided to assist Hansford in the rough draft of the RFP. This is the only information Terrapin assisted with as far as the PM RFP is concerned

Terrapin’s only contribution toward any SOW consisted of only “Boiler Plate language” he gleaned from the internet. Very little of this was used in Hansford’s rough or final draft of the RFP.

(EXHIBIT 10 – Terrapin’s boiler plate language and EXHIBIT 3 SAF’s Final Draft)

The IG insinuates that these exchanges were somehow interfering with the RFP process. During this time, it is clear, that Terrapin was assisting Cofield/Hansford/Plummer with several IT efforts. This was NOT done to gain any advantage in the process because no involvement in the process was contemplated by any party until 12/3/20 after the failure of the first RFP.

There is e-mail correspondence (probably more than has been included in the IG’s report) where Hansford consults with Hutto/SFAA and informs her of 1) The RFP being sent out 2) No responses 3) Consideration being given to an internal employee (Sandy Harrington), etc. Hansford, Kiley, and Cofield even scheduled a meeting with Harrington to discuss the possibility. Although she had a good deal of experience, she had no technical experience, and SAF desperately needed technical help. **(EXHIBIT 11)** This solidifies Cofield’s position that there was no contemplation of Terrapin being considered for the position.

Between 8/20 and 10/23/20 – When Cofield requested Terrapin assist Cofield/SAF with looking for a Programmer, a Case management System, and later, a Project Manager, Terrapin was applying, interviewing, and was hired for a job at Blue Cross Blue Shield that started 10/19/20. He had rejected several recruiters offers during the first RFP. There was no ulterior motive when Terrapin assisted SAF in these matters.

(EXHIBIT 1 – Timeline)

B. Second Job Order Request Solicitation

RESPONSE -

The history as provided by the IG is correct. However, the idea that Procurement had no knowledge of Terrapin’s name is ridiculous. The continued communications between Hansford and Hutto clearly established that she KNEW the ONLY applicant was Cofield’s husband. But for the fact that it was Cofield’s husband, Hutto’s guidance would not have been requested by Hansford. **(EXHIBIT 4)**

Cofield received the copy of the e-mail from Hutto citing the conflict statement the afternoon after Hansford advised her to have no further part in the procurement and that he had it all under control. Cofield had delegated any authority to her Deputy Director, the ONLY person at SAF with Procurement experience.

Cofield was assured by Hansford that Procurement/SFAA/Hutto had complete knowledge of the situation and had had done everything they had required. She “stayed out of it” as instructed. The e-mail from Hutto confirmed there was no conflict due to Terrapin being Cofield’s spouse, and a review of the attached statute also presented no conflicts.

C. Vendor Quotes and Responses

RESPONSE –

1. The Random Bit Response

The IG’s first paragraph is correct. However, Cofield has no information as to why she received these e-mails, and assumes Hansford copied her by mistake, as he copied her on most e-mails for SAF business. Random Bit/Ungerer “replied to all”. **The e-mail only conveyed an INTENT to bid.** No confidential information provided in this e-mail. No information regarding an actual bid was ever shared. This e-mail only expressed an “intent”. **An “intent” that never came to fruition.**

Cofield did forward the Ungerer e-mail to Terrapin. Cofield recalled Terrapin having information about Random Bit but couldn't recall exactly what it was. Terrapin gave her the details later that day confirming Cofield's memory. As stated previously, Terrapin had worked with some of Random Bit's contractors at SCDHHS. Cofield never shared the information she gleaned from her husband (regarding Gerhard/Random Bit) with anyone at SAF. That information **could** have been prejudicial.

After receiving the Ungerer e-mail Terrapin responded, "Yep, that's Gerhard's wife...", who Terrapin had worked with at SCDHHS. He also stated, "Will we know her per hour rate in time to make sure ours comes under". Cofield responded, "Hopefully I don't technically have to choose the lowest rate though. I just have to explain why not."

The fact that an agency is not required to take the lowest bid is a SFAA standard and vendors involved in the procurement process are well aware of this policy. The IG even shared his knowledge of this policy during Cofield's interview. The sharing of this policy with Terrapin was not confidential, and in no way prejudicial to any of the bidding process.

This exchange, again, **shared NO CONFIDENTIAL** information. Cofield would have never been privy to any bidding, she had been excluded.

On 12/4/20 Ungerer sent an e-mail thanking Hansford for providing Random Bit this (second) opportunity, and stated, "We will put a proposal together and get it back to you by December 18th"

Before the IG's report Cofield had no personal knowledge of when either Global Pundits or Random Bit/Ungerer sent Hansford any "questions". **At some point Hansford told Cofield that Random Bit had requested some information from him, but that they were REQUESTING A TWO WEEK EXTENSION.**

(EXHIBIT 12 – Entire Random Bit e-mails)

The first RFP gave vendors 30 days to respond. This was already Random Bit's second opportunity.

The context of the conversation was this:

COFIELD: I thought this WAS their two week extension?

HANSFORD: yes ma'am

COFIELD: Did they request a lot of information and do we have time for a two week extension? This will push the process probably into February. (We already had dates set

for the Case Management System RFP to be presented, and this was just before the two week holiday period).

HANFORD: It's a lot and not really.

COFIELD: Then don't. It's your call.

Now that the e-mail has been shared with Cofield in the IG's report, **(EXHIBIT 12)** Hansford did not "refuse" to answer any questions for Random Bit as the IG's report falsely states. He responded that he would be happy to answer the questions, but wouldn't agree to another extension.

Ungerer (Random Bit) responded the next business day and said (still 10 days out from due date) that they wouldn't have time to present a "response that we can be proud of within the timeframe required". She also expressed that she knew this put him in a bad position and apologized.

The IG states reports that Hutto had stated, "that all respondents should be treated equally) Appendix D. HOWEVER, to allow Random Bit extra time beyond the Due date would not have been treating Global Pundits fairly as they were not given any extension.

Before this report was submitted to Cofield, she had no knowledge of any questions presented by Global Pundits, and had no information as to information requested by Random Bit along with their extension request.

The IG's report alleges that Hansford's refusal to answer questions for Random Bit when he answered questions for Global Pundits was not fair to Random Bit. He further quotes Hutto in saying "that all respondents should be treated fairly." However, it was Random Bit that unfairly requested extra time. The IG's failure to include the information regarding the simultaneous request for an extension appears to be made in an effort to slant the truth.

2. The Global Pundits Response

Cofield was not privy to any of the discussions or e-mails in these responses. She had no knowledge of any rates proposed by the SAF or Global Pundits until after the contract had been signed. In a conversation with Hansford, he informed her that when Hutto had the contract to sign she called to confirm Terrapin's 30+ years of experience. Hansford told Cofield that Hutto stated, "that's even better because someone with that much experience can charge a lot more".

The IG's inclusion, again, of the TAPFIN comparison is not relevant and appears to be an attempt to discredit Global Pundits rate. This comes even after

Procurement had recommended the use of the Third Party Contract instead of TAPFIN, and Hutto's statement above to Hansford.

D. Evaluation and Selection of Global Pundits

The IG's report correctly summarizes the fact that Global Pundits was the sole respondent to the second JOR solicitation and that Hutto's e-mail declared that an interview was not necessary.

The fact that the interview was scheduled at Cofield's insistence was conveniently omitted from the report. She did this only in an effort to make sure all Directors and the Chief attorney were involved and comfortable with his hiring.

1. Post-interview Discussion

Cofield was not privy to this discussion. It is interesting that all participants even questioned the necessity of the interview. Hansford knew that Cofield had suggested the interview so that he would not be the "sole decision maker". Cofield was advised after the meeting by Abby Sellers that the only "heated issue" was regarding the budget. She did not convey that there was any "heated discussions" regarding a conflict.

2. The Global Pundits Proposal and Contract Execution

This complete section is a misrepresentation of the facts. Respondent would suggest the IG "refresh Doyle's memory" with the attached text and email and edit its report.

(EXHIBIT 13) Terrapin sent a text to Doyle on 12/7/20 regarding what he may need to prepare the proposal. Doyle requested Terrapin's resume which was provided. Terrapin later sent Doyle some information to assist with the section titled **PROPOSED METHODOLOGY/WORK PLAN** on p. 5 of the submission. This is the only section prepared by Terrapin. That is evidenced by the text sent, on 12/8/20 at 10:09 that states, "Just sent you my response for the RFP". The e-mail attached sent at 9:40 attaches the only portion that Terrapin helped prepare.

Doyle prepared the rest of the submission. In reading the questions and responses they ALL apply to Global Pundits and NOT Terrapin.

Doyle then asked Terrapin to review the final proposal in an e-mail on 12/8/20. Terrapin asked Doyle about his answer regarding the "conflict of interest"

statement to which Doyle replied, “they’ve already said it’s not a conflict, so I don’t think I need to say anything.

V. Conflict of Interest in a Procurement Matter

A. Organizational Conflict of Interest – State Accident Fund

The IG begins this section by referring to the e-mail from Hutto on 12/3 where Hutto attaches a statute reference. This is the entire e-mail:

“I spoke to Stacy and based on the information provided, we don’t believe it will be a problem so long as Amy’s husband has no ownership stake in the companies and Amy is not involved in and does not influence the evaluation process or selection process in any way. I encourage you (and Amy) to review the new regulation on conflict of interest...having the knowledge of all the facts and details of the situation to ensure there is no conflict of interest present before proceeding.”

The second paragraph of the report is fabricated. First, as stated above with the text/e-mail verifications, Terrapin only prepared the information in the first couple of paragraphs on page 3 (**Exhibit 14 highlighted in yellow**). Terrapin NEVER told any recruiter that he could not be submitted for a position because he “worked on the SOW”. The only reason he ever gave was “because my wife is the Director”.

The IG alleges that Hansford did not waive SAF’s organizational conflict of interest. First, the potential conflict of Terrapin being the Director’s spouse was disclosed, acknowledged, and advised by Hutto “not to be a problem so long as Amy’s husband has no ownership stake”. Terrapin had NO ownership stake. There was no conflict. If the IG believes it to be a conflict, Hansford’s e-mails substantiate his disclosure and waiver.

There was no conflict interest anywhere else according to the regulation (19-445.2127). The IG’s act of telling the SAF staff that Terrapin drafted the SOW is false. The only assistance Terrapin provided Hansford was minimal, boiler plate language, that was ultimately mostly excluded from the final RFP. Nothing in Terrapin’s actions rise to the level of any conflict as described in this statute.

Evaluation of SC Code Reg. 19-445.2127 - Organizational Conflict of Interest.

1. This is the Statute sent to us by Hutto/SFAA to confirm no conflict of interest. There’s nothing in this statute about a “spouse”. Hutto had already acknowledged in her e-mail that Cofield’s spouse wasn’t considered to be a conflict IF he had no ownership interest in the company and Cofield did not supervise his work.

2. Unfair Competitive Advantage – The IG alleges that Terrapin’s assistance with the SOW constituted an “unfair competitive advantage.” There is absolutely nothing in the “Boiler Plate language” provided by Terrapin that gives rise to any “unfair competitive advantage”. If anything, Terrapin’s suggesting on “5 years experience” would be contrary to his position since he has 30+ years. Also, most of the language forwarded to Hansford was omitted from his final draft.
 - a. 19.445.2127A(2)(b) – defines “unfair competitive advantage – none of this existed or resulted from any of Terrapin’s actions
 - b. 19.445.2127C. Preparing specifications or work statements – requires the furnishing of “specifications”, then the contractor may not be allowed to furnish these items for a “reasonable period of time, including, at least, the duration of the initial contract for purchase of the items.”
 - i. Terrapin was not a “contractor” at the time any assistance was given to Hansford;
 - ii. Terrapin was not submitted as a potential candidate by Global Pundits until after a full RFP passed and failed to produce any bids; At the time Terrapin provided the “Boiler plate language” there was no intent by either party that Terrapin apply for the position. The space in time and the failure of the entire first RFP makes it evident that this section does not apply.
 - iii. C(2) – if contractor assists in preparing a work statement to be used in a specific acquisition of a system or services...”leading directly, predictably, and without delay” to such a work statement. Terrapin’s assistance with “boiler plate language” he found on the internet and provided to Hansford. Hansford used very little of the initial assistance as can be seen comparing Terrapin’s initial e-mail and the final SOW.

IG alleges that the actions of the SAF gave an unfair “competitive advantage” to Terrapin because “Terrapin provided advice to SAF [Cofield and Hansford] in the SOW development prior to the JOR solicitation.

Once again, the IG is using selective information in his determination that the actions by the SAF gave an unfair “competitive advantage” to Terrapin.

The timeline of Terrapin’s assistance to Hansford along with Terrapin’ clear intention (**EXHIBITS 1, 2 and 11**) during this time of searching for and accepting another job, at BC/BS substantiate Also, if Terrapin had any intentions of applying for the SAF’s Project Manager position he would have done it during the first RFP when several Recruiters requested him to do so.

It is also clear from Hansford’s communications with SFAA/Hutto after the first RFP that the SAF had no consideration of Terrapin for the position until after the first RFP failed.

(EXHIBIT 10)

B. Personal Conflict of Interest – Amy V. Cofield

Cofield relied on her Procurement specialist and HR Director to handle the procurement process of the PM. The potential conflict that Cofield's husband was being considered was divulged by Hansford to SFAA and acknowledged by them on multiple occasions. Further, Hutto advised that there was NO conflict if Terrapin did not have an ownership interest in the company. He didn't. Cofield had no "actions or decisions" to make as they were being handled by Hansford.

The IG reports that Cofield and Terrapin "potentially violated Section 8-13-725 when she and Terrapin discussed Random Bits "POSSIBLE BID and RATE INFORMATION". An intent to Bid is not confidential information and the expectation of a bid is presumed. The potential bidders are all listed on the approved vendor list which is public information. The e-mail exchange regarding the Procurement policy of not having to choose the lowest rate is also public policy and not in any confidential or prejudicial information. **There was NO confidential information in this exchange.**

The IG's opinion that Cofield failed to recuse herself and remained involved in the selection process is false and not supported by any of the evidence.

Cofield did NOT continue to engage in the selection process. The "Selection" was never a selection. There was only one bidder. The interview process was **NOT REQUIRED** in the selection process. The only reason an interview was done at all is because Cofield requested it so that the Director's would all be part of the hiring and allow them an opportunity to discuss the process with Hansford without Cofield's presence. The "Selection Process" had ended. **Cofield suggested the interview to Hansford so he would not be the "sole decision maker". He agreed that this was a good idea.**

The conversations that took place between Cofield and the staff following the interview were regarding a multitude of subjects. It was the last day of work for the agency before Christmas break. Cofield was not in the office that day and a lot of "wrap up" issues had to be discussed prior to the holidays. She did not ask anything about Terrapin's performance, only if the Director's had any concerns with Hansford's decision.

VI. Conclusion

For the IG to allege that Cofield's actions in any way "tainted" the procurement process is a stretch and a misinterpretation of the facts. Cofield DID recuse herself and Hansford conducted the procurement process. No ethics laws were violated as SFAA/Procurement advised that there was no conflict if Terrapin had no ownership interest in the bidding company.

The identity of any possible bidder was clearly known to all vendors prior to the RFP. The vendor list is public information and all vendors are well aware of who their competitors are. An "intent" to bid that never even came to fruition is not confidential information that would give anyone (Global Pundits) any unfair advantage. Further, Cofield only conveyed the procurement

policy of selecting bids. There was no conveyance of confidential bidding. Actually, there never was ANY bidding by anyone other than Global Pundits.

The IG alleges that the SAF “disadvantaged” Random Bit when Hansford refused to answer their questions and answered Global Pundits. This is a very inaccurate conclusion. The request by Random Bit did not consist of just “questions”. It submitted a list of questions along with a **request for a two week delay**. If an extension had been granted to Random Bit then that would have been unfair to Global Pundits. Hansford also specifically told Random Bit **he was happy to answer their questions** if they could make the deadline. The failure to answer the questions did NOT affect Random Bits failure to respond. They knew, “the position they put [Hansford] in and apologized when they indicated the very next day that they could not make the deadline. (EXHIBIT 12)

Cofield agrees with the IG in ONE aspect. In the words of “Mark Twain” the IG is correct, “it is never wrong to do the right thing”. The IG and Governor McMaster should reconsider ALL the information and apologize for jumping to incorrect conclusions. THAT would be the right thing.

It would also have been “the right thing” for the IG to fully investigate Tommy Windsor’s involvement in providing inaccurate information to the Governor’s office as well as the extreme measures taken to damage Cofield’s reputation. This charade is purposeful and done as a retaliation against Cofield for reprimanded and demoting Tommy Windsor, a long- time friend of the Governor.

EXHIBIT 1

(Timeline)

Terrapin's Timeline / Assistance to SAF

1. In 2019, the day after I was hired I told Jimmy that I had an employee looking at porn at work. He advised me what should be saved and how to get it accessed.
2. Before my appointment I knew the IT Department was in terrible disarray. Email/internet capabilities were shut off for weeks preventing ability to file or receive hearing notices, etc. After I started the job, Jimmy suggested I call Rick Mackla at SCDOA for assistance with assessing our needs. I did.
3. A few months after my hire SAF was having difficulty getting our e-mails returned from SCDOA. They kept giving me excuses so I asked Jimmy about them. He explained the technical process so that when we confronted SCDOA we knew there was no reason for the delay.
4. In 2020 (unsure of the date) I told Jimmy we needed an external place to store our backup and he gave us a contact at Clemson University. He phoned the contact for me to "expect our call". Justin Plummer called Clemson to discuss backups.

7/20/20 – Jimmy applied for a job at Seibels Bruce

8/15/20 – Jimmy applied for a job at BC/BS

5. 8/19/20 – Terrapin reviewed and edited RFP for SAF PROGRAMMER. Cofield also asked Jimmy if he knew of any Programmers and suggested he let Global Pundits know that we'd be looking for one. (He is NOT a programmer) **EXHIBIT 8/19**
6. 8/19/20 – Hansford sent me list of approved Vendors and I sent to Jimmy for input BEFORE first RFP **EXHIBIT 8/19**
7. 8/25/19 – Cofield received "REQUIRED QUALIFICATIONS" from Justin Plummer to review for the PROGRAMMER position. It was forwarded to Terrapin for review. On 8/28 Terrapin Replied to that email with the "Boiler Plate Language" for the PM RFP.
8. 8/28/2020 – Terrapin assisted Hansford with the "Boiler Plate language" he found on the internet to begin the draft for PM SOW. **EXHIBIT**

9/9/20 – BC/BS asked Jimmy if he was still interested in the job. YES.

9. 9/9/20 – We asked Jimmy to review our RFP for the new case management SYSTEM***See EXHIBIT #2**

9/16/20 – Jimmy received phone call from BC/BS Director regarding position

9/21/20 – Jimmy was formally interviewed for BC/BS job

9/29/20 – Jimmy was offered and accepted new position at BC/BS

10/15/20 – Jimmy completed all BC/BS prerequisites

10/19/20 – Began job at BC/BS - Clearly, Terrapin was only helping SAF with our needs. He had taken a brand new job at BC/BS during the process.

10. 10/23/20 – Reviewed **SYSTEM RFP** because Nathan at procurement had suggested edits. Either Matt or Justin made edits and Jimmy replied, “Looks good”. **EXHIBIT**
11. **FIRST RFP** – I don’t have the dates or copies of this information, but it ended sometime before 11/16/20. Hansford informs Hutto/SFAA that SAF got **no responses and thought to look an internal employee** (Sandy Harrington)
12. 12/3/20 – (on or about) Meeting took place between Cofield/Hansford/Kiley detailed herein – **FIRST** mention of Terrapin’s possibility. Email to Hutto 12/3 confirms the time period and **NO CONFLICT. EXHIBIT**
13. 12/3/20 – Cofield told Jimmy that he could be submitted as a candidate for the job. He called Global and asked if they wanted to submit him. They did.
14. 12/7/20 – Terrapin asked Doyle (Global Pundits) if he needed anything for the SOW. Jimmy sent his resume and then helped prepare **the Proposed Methodology and work plan ONLY**. This is the only part that Terrapin assisted Doyle with the Job Order Request. **EXHIBITS**

Re: Fwd: SAF System Replacement RFP - Procurement First Draft

From: Jimmy Terrapin (dr1_iron@yahoo.com)

To: acofield@saf.sc.gov

Date: Friday, October 23, 2020, 10:56 AM EDT

Looks good.

Sent from Yahoo Mail on Android

On Fri, Oct 23, 2020 at 10:42 AM, Amy V. Cofield <acofield@saf.sc.gov> wrote:

Here's our RFP from procurement. We've got to review the proposed edits.

Amy V. Cofield, Director
SC State Accident Fund
800 Dutch Square Blvd., Suite 160
P.O. Box 102100
Columbia, SC 29221

acofield@saf.sc.gov
803-896-5840

Handwritten note:
JT looked over
1st draft bhelp
us -
This is for the NOT
system the PM

From: Justin Plummer <jplummer@saf.sc.gov>

Sent: Friday, October 23, 2020 8:31:49 AM

To: Matthew Hansford <mhansford@saf.sc.gov>; Amy V. Cofield <acofield@saf.sc.gov>; Abby Sellers <asellers@saf.sc.gov>; Meggan Damiano <mdamiano@saf.sc.gov>

Subject: RE: SAF System Replacement RFP - Procurement First Draft

Best news I've heard in a while. Good job putting it together! I'm sure that helped move things along.

From: Matthew Hansford <mhansford@saf.sc.gov>

Sent: Friday, October 23, 2020 8:25 AM

To: Amy V. Cofield <acofield@saf.sc.gov>; Justin Plummer <jplummer@saf.sc.gov>; Abby Sellers <asellers@saf.sc.gov>; Meggan Damiano <mdamiano@saf.sc.gov>

Subject: SAF System Replacement RFP - Procurement First Draft

Importance: High

Finally, it's here! Last night, Nathan sent me Procurement's first draft along with their questions and comments. Nathan commended SAF on the readiness of our draft. He stated in his time working there he hasn't seen one more put together from the start.

Please start to review and let me know if you have any comments, questions, or suggestions.

I also received word that our two other RFP (Loss Control & Managed Care) have been assigned to Procurement Managers and we should hear something very soon.

Thanks!

During the COVID-19 pandemic, we are committed to ensuring our insureds and their injured workers have uninterrupted, high-quality service while our employees remain in the safest environment possible. Many of our employees will remain in our offices to serve the needs of our agency, but our offices will be closed to non-employees. We are fortunate to have the technology to allow some of our staff to work remotely. During that time, these employees will remain fully functional and available to service all needs of our insureds and their injured workers. Additionally, we are working to ensure that all benefit checks and bill payments are sent out in a timely manner.

Matthew Hansford
Director of Insurance Services
SC State Accident Fund
800 Dutch Square Blvd., Suite 160
P.O. Box 102100 (29221)
Columbia, SC 29210
mhansford@saf.sc.gov
803 896 5821

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From: Matthew Hansford
To: Amy V. Cofield
Subject: Project Management List
Date: Wednesday, August 19, 2020 11:52:00 AM
Attachments: image001.png
third party consulting march 3 2020.pdf

Hey!

Attached is that list for Jimmy to review.

Thanks!

During the COVID-19 pandemic, we are committed to ensuring our insureds and their injured workers have uninterrupted, high-quality service while our employees remain in the safest environment possible. Many of our employees will remain in our offices to serve the needs of our agency, but our offices will be closed to non-employees. We are fortunate to have the technology to allow some of our staff to work remotely. During that time, these employees will remain fully functional and available to service all needs of our insureds and their injured workers. Additionally, we are working to ensure that all benefit checks and bill payments are sent out in a timely manner.



Matthew Hansford

Director of Insurance Services
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800 Dutch Square Blvd., Suite 160
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<https://www.procurement.sc.gov/files/contracts/third%20party%20consulting%20march%203%202020.pdf>

Fwd: programmer

From: Amy Cofield (amyvc63@gmail.com)

To: dr1_iron@yahoo.com

Date: Tuesday, March 9, 2021, 05:38 PM EST

Begin forwarded message:

From: Amy Cofield <amyvc63@gmail.com>
Date: August 19, 2020 at 12:45:48 PM EDT
To: Jimmy Terrapin <dr1_iron@yahoo.com>
Subject: programmer

Hey, we need one ASAP. Know any?

*Another time
he helped-*

8/19/20

Attached are just SOME of the jobs Terrapin was applying for between July, 2020 and September, 2020.

This during the period of time he was helping SAF. Again, clearly indicates that there was no intent that

he would ever apply for the PM position at SAF. He took the job at BC/BS 10/19

Thanks again,

Jimmy Terrapin

On Friday, July 17, 2020, 11:33:51 AM EDT, Laura Glickman <laura.glickman@seibels.com> wrote:

Dear Jimmy,

We really appreciate that you took the time to consider working with Seibels Services Group, Inc. We would like for you to participate in the next step in our recruitment process, which is a brief video interview.

Please review the attached handout before clicking on the link below to begin. The video interview can be started and completed at a later time, if you are unable to finish the five questions initially. We kindly ask that you submit your responses by 5:00 p.m. on Tuesday, July 21st.

[Seibels Video Interview – Manager, PMO](#)

Laura Glickman

Human Resources Generalist | Seibels

1501 Lady Street, Columbia, SC 29201

800.525.8835 | Direct: 803.748.2464

laura.glickman@seibels.com



From: "Laura Glickman" <Laura.Glickman@seibels.com>
To: "Jimmy Terrapin" <dr1_iron@yahoo.com>
Cc: "Jeff Rogers" <j.rogers@core-ts.com>
Sent: Fri, Jul 17, 2020 at 12:09 PM
Subject: RE: Seibels Next Steps - Video Interview for Manager, PMO

Hi, Jimmy,

Thank you for your message. You do not need to notify me upon completion as I will receive notification from Spark Hire. Please let me know if you have any questions.

Laura Glickman

Human Resources Generalist | Seibels

1501 Lady Street, Columbia, SC 29201

800.525.8835 | Direct: 803.748.2464

laura.glickman@seibels.com



From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Friday, July 17, 2020 11:56 AM
To: Laura Glickman <Laura.Glickman@seibels.com>
Cc: Jeff Rogers <j.rogers@core-ts.com>
Subject: Re: Seibels Next Steps - Video Interview for Manager, PMO

Hello Laura! And thank you for your interest in me. I will conduct and complete this video interview today. Should I notify you once I have finished?

amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Tuesday, April 13, 2021 8:20 AM
To: Amy Cofield
Subject: Fw: State of South Carolina is hiring for ETL Developers @ Columbia, South Carolina

----- Forwarded Message -----

From: Jimmy Terrapin <dr1_iron@yahoo.com>
To: "harry.s@iserveworld.com" <harry.s@iserveworld.com>
Sent: Monday, July 20, 2020, 05:24:50 PM EDT
Subject: Re: State of South Carolina is hiring for ETL Developers @ Columbia, South Carolina

Yes I am.

On Monday, July 20, 2020, 05:23:21 PM EDT, <harry.s@iserveworld.com> wrote:

Perfect then jimmy , kindly update in your resume as this is the main skill, they are looking for and I will remove your current project with Globalpundits for this one , as this is not relevant for this role.

If you are comfortable

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Monday, July 20, 2020 5:14 PM
To: harry.s@iserveworld.com
Subject: Re: State of South Carolina is hiring for ETL Developers @ Columbia, South Carolina

Yes, plenty of ETL experience.

On Monday, July 20, 2020, 05:11:20 PM EDT, harry.s@iserveworld.com <harry.s@iserveworld.com> wrote:

Do you have experience with ETL?

If yes, then kindly update in resume

From: Jimmy Terrapin <dr1_iron@yahoo.com>

Sent: Monday, July 20, 2020 5:01 PM

To: harry.s@iserveworld.com

Subject: Re: State of South Carolina is hiring for ETL Developers @ Columbia, South Carolina

I'm very light in Tableau

Jimmy

On Monday, July 20, 2020, 04:57:15 PM EDT, <harry.s@iserveworld.com> wrote:

Hi jimmy ,

In your resume experience with ETL and tableau is not showing much and these are main skills for this role,

If you can update your resume a little bit it would be really helpful

From: Jimmy Terrapin <dr1_iron@yahoo.com>

Sent: Monday, July 20, 2020 4:30 PM

To: harry.s@iserveworld.com

Subject: Re: State of South Carolina is hiring for ETL Developers @ Columbia, South Carolina

Attached.

On Monday, July 20, 2020, 04:26:57 PM EDT, <harry.s@iserveworld.com> wrote:

Jimmy ,

Kindly share updated resume

From: Jimmy Terrapin <dr1_iron@yahoo.com>

Sent: Monday, July 20, 2020 4:26 PM

To: Harry Sharma <harry.s@iserveworld.com>

Subject: Re: State of South Carolina is hiring for ETL Developers @ Columbia, South Carolina

Harry:

I am interested.

Jimmy

On Monday, July 20, 2020, 04:13:42 PM EDT, Harry Sharma <harry.s@iserveworld.com> wrote:

Hi Homer,

Hope you are well!!

My name is Harry Sharma and I'm a Technical Recruiter at Instant Serve. I came across your profile and wanted to reach out regarding a position I'm working on. I've attached the job description, please take a look. If you are interested in discussing this role, kindly reply with a phone number, the best time to reach out to you today, and a Word document resume. If not, feel free to send me any referrals who may be a good fit. We offer a referral fee based on the placement so please let me know if you know anyone at all who might be interested

ETL Developers

Position ID: 9460-1

H41 - 1600 Hampton Street, Suite 507 Columbia, South Carolina

State of South Carolina

12+ months Contract

Pay rate: \$55/hr. on W2

SCOPE OF THE PROJECT:

Here at the Division of Integrated Health and Policy Research (IHPR) at UofSC's Institute for Families in Society (IFS), we are committed to using innovative and forward-looking software and development tools to transform large scale diverse data into meaningful insights and to share our research mission with partners and the wider community. The Data Engineer provides high-level professional analytic support in research activities at The Institute is devoted to transforming health systems through actionable cross-disciplinary and collaborative research. This position will lead the ongoing development and maintenance of IHPR's analytic and data management systems.

DAILY DUTIES / RESPONSIBILITIES:

- Management of large databases of health insurance claims from Medicaid, Medicare, and all-payer warehouses, other state administrative datasets, as well as EHR data, and development of validation processes to ensure data quality
- Building out and automating various Extract, Transform, Load (ETL) processes across the Institute
- Coordination and problem-solving with Institute faculty/staff in order to understand needed support and use cases
- Development of innovative solutions to fill gaps in analytics
- Active contribution to the review of working practices and the development of data analysis and management standard operating procedures
- Performance of other research related duties as assigned

REQUIRED SKILLS (RANK IN ORDER OF IMPORTANCE):

- Master's Degree and 3 years of relevant experience; OR Bachelor's Degree with major courses in a technical field and five years of relevant experience or equivalent work experience
- Experience with large relational database administration
- Demonstrated experience in healthcare claims data management and analysis, such as Medicare, Medicaid, and private

insurance data

- Proficiency in R/Python or other scripting language
- Experience working with ETL processes
- Interest in public health or issues relevant to health services research and health program/policy evaluation
- Ability to exercise sound judgment in making decisions and maintain thorough documentation of the decision-making process
- Exemplary communication skills and ability to effectively communicate complicated processes to diverse audiences within and outside OHSU
- Strong commitment to rigorous research methods, objectivity and accuracy of findings, and reproducibility of results

PREFERRED SKILLS (RANK IN ORDER OF IMPORTANCE):

- Experience with Medicaid claims data
- Knowledge of structuring data for Tableau
- Knowledge of SAS
- Strong knowledge of SQL
- Experience working in Windows environment

REQUIRED EDUCATION/CERTIFICATIONS:

Master’s Degree and 3 years of relevant experience; OR Bachelor’s Degree with major courses in a technical field and five years of relevant experience. Or equivalent work experience.

Administrative	Verbal Communication Skills	Yes	1	Advanced	Currently Using	
Administrative	Written Communication Skills	Yes	1	Advanced	Currently Using	
Database Platforms	Scripting Language experience	Yes	1	Advanced	Currently Using	
Education	Bachelor’s degree in a technical or business field	No	1			
Education	Master’s Degree	No	1			
Miscellaneous	Database Administration	Yes	1	Advanced	Currently Using	
Miscellaneous	ETL Process and Development	Yes	1	Advanced	Currently Using	
MMIS - Medicaid Management Information System	Medicaid	No	1	Advanced	Currently Using	
MMIS - Medicaid Management Information System	Medicare	No	1	Advanced	Currently Using	
Specialties	Healthcare Claims Processing	Yes	1	Advanced	Currently Using	

Best Regards,

amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Tuesday, April 13, 2021 8:21 AM
To: Amy Cofield
Subject: Fw: Duck Creek Technologies Phone Interview Availability

----- Forwarded Message -----

From: Jimmy Terrapin <dr1_iron@yahoo.com>
To: Coholan, Ellie <ellie.coholan@duckcreek.com>; DiSciullo, Cassandra <cassandra.disciullo@duckcreek.com>
Sent: Tuesday, July 14, 2020, 08:52:52 AM EDT
Subject: Re: Duck Creek Technologies Phone Interview Availability

Good morning Cassandra! It has been over a week since I've heard from you so I thought I would check-in to see if you had an update for me.

Thanks for your time.

Jimmy

On Saturday, July 4, 2020, 09:33:14 AM EDT, DiSciullo, Cassandra <cassandra.disciullo@duckcreek.com> wrote:

Hi Jimmy!

I have no updates at this time- I will by next week!

Have a great weekend!

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Thursday, July 2, 2020 3:48 PM
To: Coholan, Ellie <ellie.coholan@duckcreek.com>; DiSciullo, Cassandra <cassandra.disciullo@duckcreek.com>
Subject: Re: Duck Creek Technologies Phone Interview Availability

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Cassandra:

I was just checking in to see if there are any updates. My wife and I are headed out of town in the morning for a long weekend getaway and I may not have access to e-mail.

Thanks,

Jimmy

On Tuesday, June 30, 2020, 03:09:59 PM EDT, DiSciullo, Cassandra <cassandra.disciullo@duckcreek.com> wrote:

Hi Jimmy!

I just wanted to let you know that we are still interviewing candidates for the CSM role and we will be coming to a conclusion soon. You are on of our top picks so I should have information for you shortly!

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Tuesday, June 30, 2020 8:51 AM
To: Coholan, Ellie <ellie.coholan@duckcreek.com>
Cc: DiSciullo, Cassandra <cassandra.disciullo@duckcreek.com>
Subject: Re: Duck Creek Technologies Phone Interview Availability

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Ellie:

I had an awesome interview yesterday with Chris Murphy, please tell him 'Thank You' again for me. Also, thanks to the entire Duck Creek team for keeping this interview process moving so smoothly.

Jimmy

On Thursday, June 25, 2020, 02:49:09 PM EDT, Coholan, Ellie <ellie.coholan@duckcreek.com> wrote:

Hi Jimmy,

Thank you for the quick response! I have scheduled you to speak with Chris Murphy, Customer Service Senior Manager, on **Monday, June 29th at 3:30pm EST**. He will be dialing in to the Microsoft Teams invite below. As before, please access this call via a laptop or computer. Let me know if you have any questions.

[Join Microsoft Teams Meeting](#)

+1 857-263-3976 United States, Boston (Toll)

Conference ID: 183 215 387#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Best,

Ellie

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Thursday, June 25, 2020 10:18 AM
To: Coholan, Ellie <ellie.coholan@duckcreek.com>
Cc: DiSciullo, Cassandra <cassandra.disciullo@duckcreek.com>
Subject: Re: Duck Creek Technologies Phone Interview Availability

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Thanks Ellie, that is awesome news!

I am available all day tomorrow or 9 - 11 AM on Monday or after 1 PM on Monday. Please let me know if you need more time options.

Thanks again.

Jimmy

On Thursday, June 25, 2020, 10:06:00 AM EDT, Coholan, Ellie <ellie.coholan@duckcreek.com> wrote:

Hi Jimmy,

Josh really enjoyed speaking with you yesterday and we would like to continue the interview process with you! The next step would be another phone call with a member of the Customer Service team. Can you please send over all days/times that you are available and I can coordinate? Let me know if you have questions!

Best,

Ellie

Ellie Coholan | Senior Analyst - Human Resources

Duck Creek Technologies

22 Boston Witarf Road | Boston, MA 02210

Office: +1 857.302.7271 | ellie.coholan@duckcreek.com

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amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Tuesday, April 13, 2021 8:17 AM
To: Amy Cofield
Subject: Fw: Principal Software Engineer

----- Forwarded Message -----

From: Jimmy Terrapin <dr1_iron@yahoo.com>
To: Melody Gingrich <mgingrich@ncstech.com>
Sent: Tuesday, August 25, 2020, 03:13:56 PM EDT
Subject: Re: Principal Software Engineer

Melody:

My answers below. Did you receive my VM on Monday? Thanks.

Jimmy

On Tuesday, August 25, 2020, 02:56:33 PM EDT, Melody Gingrich <mgingrich@ncstech.com> wrote:

Hi Jimmy, Can you answer these questions below:

- Are you a lead or principal engineer, and do you have application design experience?
I have been a lead engineer in the past and have strong design skills to include screens, databases, and applications.
- Do you have experience in developing applications in Cobol?
Yes, I have over 15 years of COBOL experience and managed several teams of COBOL developers.
- Do you have experience in developing applications in RPG and another language? If so, what?
My RPG skills are over 30 years old but would be willing to go back and brush up on RPG.
I have designed applications in Command Level CICS, VB, and Assembler
- What type of SOA have you used?
I have built WSDLs in SOA to loosely couple applications. These were also consumable by the distributed applications.

How many year of experience?

- 1) ≥ 7 years of software development experience Yes, 15+
- 2) Experience in the design and architecture of front-end applications Yes, 20+
- 3) Experience in leading development in an Agile environment Yes, 5+
- 4) Essential knowledge of one or both the following: Cobol or RPG Yes, 20+ for COBOL and about 2 for RPG

- 5) Experience in the development of applications with current SOA architecture techniques **Yes, 10+**
- 6) Experience in designing multi-tier business logic-based systems **Yes, 15+**
- 7) Experience building stored procedures in applications **Yes, 15+**
- 8) Bachelor's Degree **Yes, from Southern Wesleyan University in Business Admin.**

Best regards,

Melody Gingrich

Technical Recruiter
NCS Technologies, Inc.
15 Corporate Place South
Piscataway, NJ 08854
Office: (732) 562-8880 ext 338

Fax: (732) 562-8883

Cell: (310) 779-8292
mgingrich@ncstech.com
www.ncstech.com



From: Jimmy Terrapin [mailto:dr1_iron@yahoo.com]
Sent: Monday, August 24, 2020 9:59 AM
To: Melody Gingrich
Subject: Re: Principal Software Engineer

Melody, I just left you a VM on your cell phone and would love to discuss my skills and this opportunity further. I can be reached at 803.586.9081.

Jimmy

- On Friday, August 21, 2020, 04:25:14 PM EDT, Melody Gingrich <mgingrich@ncstech.com> wrote:

How strong is your experience in the design and architecture of front-end applications? Can we add that into your resume design architecture?

Best regards,

Melody Gingrich

Technical Recruiter
NCS Technologies, Inc.
15 Corporate Place South
Piscataway, NJ 08854
Office: (732) 562-8880 ext 338

Fax: (732) 562-8883

Cell: (310) 779-8292
mgingrich@ncstech.com
www.ncstech.com



From: Jimmy Terrapin [mailto:dr1_iron@yahoo.com]
Sent: Thursday, August 20, 2020 8:59 PM
To: Melody Gingrich
Subject: Re: Principal Software Engineer

Melody:

I'm interested in this position and have attached my current resume. Is this position 100% remote even after hired by your client? How much are they paying for this position? Thanks so much.

Jimmy Terrapin

On Thursday, August 20, 2020, 03:56:38 PM EDT, Melody Gingrich <mgingrich@ncstech.com> wrote:

Hello Homer,

I'm a Senior Recruiter for NCS Technologies. We've been in business since 1984 and specialize in software solutions. I'd like to speak with you about your experience, and a remote contract to hire position that I have as a Principal Software Engineer with a client of ours. Please reply to mgingrich@ncstech.com with your updated resume. Thanks.

The details of the position are

Job Description:

Principal Software Engineer

Responsibilities:

- Design, modify, develop, and implement technology solutions; build modern, architecturally sound components, tools, and applications to meet strategic business goals
- Oversee a team of developers from external software development partners
- Lead an environment of rapidly transforming software, adhering to best practices and collaborating effectively with your assigned team members
- Ensure quality of service characteristics, such as security, scalability, manageability, and maintainability, into distributed service-based framework to create or expand business or technical capabilities
- Document development iterations; ensure the quality of technical documentation; create progress reports
- Lead in code and design reviews with network, infrastructure, and solutions engineering teams to ensure that solutions meet current enterprise standards

Required Skills and Experience:

- Requires at least seven years of software development experience
- Must have experience in the design and architecture of front-end applications
- Experience in leading development in an Agile environment
- Essential knowledge of one or both the following: Cobol or RPG
- Must have experience in the development of applications with current SOA architecture techniques
- Experience in designing multi-tier business logic-based systems
- Must have experience building stored procedures in applications
- Bachelor's Degree

Please reply to this email with a time and phone number that I can reach you at so that we may speak in more detail. If however you are not interested, would you happen to of a friend who would be?

Thank you very much and I look forward to speaking with you shortly.

Regards,

Melody Gingrich
Senior Technical Recruiter
NCS Technologies, Inc.
15 Corporate Place South

Piscataway, NJ 08854
Office: (732) 562-8880 ext 338
Fax: (732) 562-8883
mgingrich@ncstech.com
www.ncstech.com

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Note: Please allow me to reiterate that I chose to contact you either because your resume had been posted to one of the internet job sites to which we subscribe, or you had previously submitted your resume to us. I assumed that you are either looking for a new employment opportunity, or you are interested in investigating the current job market.

If you are not currently seeking employment, or if you would prefer I contact you at some later date, please let me know your date of availability so that I may honor your request.

Thanks again.

If you are interested in this position, please click [here](#).

If you would like to unsubscribe from NCS Technologies, please click [here](#).



amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Tuesday, April 13, 2021 8:16 AM
To: Amy Cofield
Subject: Fw: SYSTEMTEC update.

----- Forwarded Message -----

From: Jimmy Terrapin <dr1_iron@yahoo.com>
To: Carla Newman <cnewman@systemtec.net>
Cc: Jillyn Maffett <jmaffett@systemtec.net>
Sent: Wednesday, August 26, 2020, 09:14:34 PM EDT
Subject: Re: SYSTEMTEC update.

Thanks for the update Carla. The USC interview went very well but I just don't think it's the right opportunity for me.

Jimmy

On Wednesday, August 26, 2020, 04:59:34 PM EDT, Carla Newman <cnewman@systemtec.net> wrote:

Hi Jimmy,

I hope your week has been good. I wanted to let you know that for # 9489 with the Dept. of Admin, the managers still have not selected candidates to interview. We hope for some good news soon and will keep you updated. #9497 also at Dept. of Admin will close tomorrow, The managers typically take 5 or more business days to review and select candidates. We will certainly keep you updated on both positions.

How did your interview go with USC?

Sincerely,

Carla

Carla Newman

Business Development

cnewman@systemtec.net



Relationships. Resources. Results.

246 Stoneridge Dr | Suite 301 | Columbia, SC 29210

tel (803) 806-8100 ext. 126 | **fax** (803) 806-8177 | **mobile** [\(803\) 920-4404](tel:(803)920-4404)

amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Tuesday, April 13, 2021 8:17 AM
To: Amy Cofield
Subject: Fw: Finalist Interview for Director of Strategic Initiatives Position

----- Forwarded Message -----

From: Jimmy Terrapin <dr1_iron@yahoo.com>
To: WOODLEYR@law.sc.edu <woodleyr@law.sc.edu>
Sent: Friday, August 21, 2020, 10:27:40 AM EDT
Subject: RE: Finalist Interview for Director of Strategic Initiatives Position

Thank you.

[Sent from Yahoo Mail on Android](#)

On Fri, Aug 21, 2020 at 9:42 AM, WOODLEY, RONEE
<WOODLEYR@law.sc.edu> wrote:

Yes, 1pm on Wednesday, August 26th is available. I'll send you a Teams invitation shortly.

Have a nice weeknd!

Ronée L Woodley
Dean's Suite Administrative Coordinator

O: 803-576-6046 | F: 803-777-5827
woodleyr@law.sc.edu

School of Law
University of South Carolina
1525 Senate Street, Suite 273
Columbia, SC 29208



From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Friday, August 21, 2020 9:36 AM
To: WOODLEY, RONEE <WOODLEYR@law.sc.edu>
Subject: Re: Finalist Interview for Director of Strategic Initiatives Position

Good morning Ronee. Could we do 1 PM on Wednesday? Thanks.

Jimmy

On Friday, August 21, 2020, 08:53:55 AM EDT, WOODLEY, RONEE <woodleyr@law.sc.edu> wrote:

Good morning Jimmy,

The 11am spot on Wednesday has been taken. The next spot would be 11:45am on Wednesday or any of the other times. Let me know and I'll get you scheduled.

Thanks!

Ronée L. Woodley
Dean's Suite Administrative Coordinator

O: 803-576-6046 | F: 803-777-5827
woodleyr@law.sc.edu

School of Law
University of South Carolina
1525 Senate Street, Suite 273
Columbia , SC 29208



From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Thursday, August 20, 2020 9:01 PM
To: WOODLEY, RONEE <WOODLEYR@law.sc.edu>
Subject: Re: Finalist Interview for Director of Strategic Initiatives Position

Ronee:

That's awesome news! I would like to be schedule for Wednesday, August 26th at 11 AM if this slot is still available.

Thanks,

Jimmy

On Thursday, August 20, 2020, 03:47:20 PM EDT, WOODLEY, RONEE <woodleyr@law.sc.edu> wrote:

Hi Jimmy,

You have been chosen as one of the finalist for the Director of Strategic Initiatives position. I'd like to schedule a 20-30 minute interview for you with Dean Hubbard via Microsoft Teams. Please let me know when you would be available next week from the following options.

Wednesday, August 26 th	11 am -3pm
Thursday, August 27 th	1-2:30pm or 4:30-6pm
Friday, August 28 th	9am – 5pm

Thanks!

Ronée L Woodley
Dean's Suite Administrative Coordinator

O: 803-576-6046 | F: 803-777-5827
woodleyr@law.sc.edu

School of Law
University of South Carolina
1525 Senate Street, Suite 273
Columbia , SC 29208



BCBS

From: Jimmy Terrapin <dr1_iron@yahoo.com>

Sent: Wednesday, September 09, 2020 4:11 PM

To: NICOLE MCCOMBS

Subject: [EXTERNAL] Re: Position Update: Capture Manager/Business Development Manager- Companion Data Services

WARNING: This is an external email that originated outside of our email system. DO NOT CLICK links or open attachments unless you recognize the sender and know that the content is safe!

Nicole:

I am still very interested in this position, thank you.

Jimmy Terrapin

On Wednesday, September 9, 2020, 04:02:58 PM EDT, Corporate Recruiting <ourhrconnect@myworkday.com> wrote:

Dear Candidates,

We thank you for your patience during this unique time. This message is to inform you that internally, we are now restarting the recruiting process for our Capture Manager/Business Development Manager position with Companion Data Services. We received your application in the past and understand that this is a quick and ever-changing market.

If you are still interested in being considered for this position, please let me know. I would love to set up a quick re-calibration meeting and learn more about your background and skill set and how it aligns with this role.

Thank you,

Nicole McCombs

Corporate Recruiting

BlueCross BlueShield of South Carolina

From: "Jimmy Terrapin" <dr1_iron@yahoo.com>
To: "ASHLEY.MCCOMBS@bcbssc.com" <ASHLEY.MCCOMBS@bcbssc.com>
Sent: Thu, Sep 10, 2020 at 9:02 AM
Subject: Re: [EXTERNAL] Re: Position Update: Capture Manager/Business Development Manager- Companion Data Services
Nicole, 11 AM works great and I can be reached at 803.586.9081. Do you mind sending me the job posting/description again, I don't remember everything about the job. Thank you.

Jimmy

[Sent from Yahoo Mail on Android](#)

Perfect. How about 11 AM, EST? What is your preferred phone number?

A. Nicole McCombs
Corporate Recruiter
BlueCross BlueShield of South Carolina

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Wednesday, September 09, 2020 4:47 PM
To: NICOLE MCCOMBS
Subject: Re: [EXTERNAL] Re: Position Update: Capture Manager/Business Development Manager- Companion Data Services

Nicole:

Next Tuesday works great, what time?

Jimmy

On Wednesday, September 9, 2020, 04:21:47 PM EDT, ASHLEY.MCCOMBS@bcbssc.com <ashley.mccombs@bcbssc.com> wrote:

Jimmy,

Lovely to hear from you. Would you have any time to connect, next Tuesday? The schedule is pretty wide open so far. Just to discuss the role and the time line, etc.

A. Nicole McCombs
Corporate Recruiter
BlueCross BlueShield of South Carolina

Helpful Tips

- When completing the CareerBuilder Questionnaire, be as thorough as possible. This information will be used to perform your background check. Missing information may cause delays.
- List a minimum 10 years of work history. Include work history older than 10 years if it is relevant to the job you are applying for.

At the end of the questionnaire, you will be prompted to schedule your pre-employment Drug Screen and search for a testing site closest to the address of your choosing (e.g., home or work address).

Helpful Tips

- Once the drug scheduling is complete, print and save your ePassport. You will need to provide this form at the drug testing site.
- **There is a 48-hour deadline to complete the drug test. Refer to the deadline found on your ePassport.**
- Be careful drinking water before taking a urine test. Too much water will cause your sample to be diluted and will result in an invalid sample. If dilution occurs, you will be schedule for a different type of drug test.
- The system will require you to complete the drug screen scheduling within 15 minutes. If you do not schedule in time, CareerBuilder will automatically schedule you for the site closest to your home and will email you the site instructions.

Example of Email:

From: CBES [<mailto:admin@webace.careerbuilderscreening.com>]

Sent: Friday, December 15, 2017 3:57 PM

Subject: [EXTERNAL] Blue Cross and Blue Shield of South Carolina - Screening Forms - Action Needed

Blue Cross and Blue Shield of South Carolina has sent you an invitation to complete forms through CareerBuilder Employment Screening. Please click on the link below and log in with the following information. Please complete this form within 48 hours

Secure Access: [Click Here To Complete Candidate Forms](#)

Username:

Password:

Questions? Call CareerBuilder Employment Screening- (844) 220-6741

3. A CareerBuilder representative may contact you by phone or email for additional information. If documentation is needed, CareerBuilder will email a secure link (similar to below) for you to upload employment and education documents (e.g., W-2 Forms, paystubs, school transcripts).

Example of Email:

From: [REDACTED]@careerbuilderscreening.com]
Sent: [REDACTED]
To: [REDACTED]
Subject: [EXTERNAL] Blue Cross and Blue Shield of South Carolina: Documentaton Needed

Hello

Blue Cross and Blue Shield of South Carolina partners with CareerBuilder Employment Screening to conduct employment background screening on their behalf. Add complete the report

Please provide one of the following documents for both the first and last year of employment at

W-2 Status with Corporation Consulting Agency

Offer Letter: On Company Letterhead
Pay Stubs
W-2 stubs
Self-Employment
Article Certificate of Incorporation
1099 Form

We appreciate your prompt response to this request

Please call (844) 220-6741 with any questions

Regards,

Verifications Department
CareerBuilder Employment Screening

To protect your confidential information, please use the secure link below to upload the requested documents. **DO NOT REPLY** to this email, as this mailbox is not m

Secure Access: [Click Here To Upload Form\(s\)](#)

Username: [REDACTED]

Password: FWe3fSD#

4. After your pre-employment screenings have cleared, you will receive a notification that your Workday account has onboarding tasks for you to complete. **You will not be able to log-in and complete these prior to HR orientation, so please disregard these emails.**
5. However as mentioned in your Offer Letter, you will receive an email from CareerBuilder Employment Services about completing section 1 of the I-9 form. **You must complete this prior to orientation and be prepared to show your documentation at orientation.**

If you have any questions, please do not hesitate to contact me. Thank you!

amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Tuesday, April 13, 2021 8:14 AM
To: Amy Cofield
Subject: Fw: urgent need for - Business Analyst - Columbia ,South Carolina

----- Forwarded Message -----

From: Jimmy Terrapin <dr1_iron@yahoo.com>
To: Shashank Sharma <shashank@elegantsolutions.us>
Sent: Monday, September 14, 2020, 11:04:17 AM EDT
Subject: Re: urgent need for - Business Analyst - Columbia ,South Carolina

Shashank:

I am available. What is the bill rate on W2?

I have attached my resume.

Jimmy

On Monday, September 14, 2020, 10:58:30 AM EDT, Shashank Sharma <shashank@elegantsolutions.us> wrote:

Hi Jimmy :

Hope you are doing well today!

This is in reference to your profile I got from our database. I wanted to check your availability for an URGENT position we have.

Please find below the detailed job description for your reference.

If you are interested please send me your updated resume along with your expected hourly rate.

Position: CL - Business Analyst - Consultant

Location: Columbia ,South Carolina

Duration: 12+ Months

Client: State of South Carolina

Job Description:

SCOPE OF THE PROJECT:

THE CFS PROJECT IS PART OF THE DEPARTMENT OF SOCIAL SERVICES (DSS) AND IS RESPONSIBLE FOR DEVELOPING, IMPLEMENTING, MAINTAINING, AND OBTAINING FEDERAL CERTIFICATION OF A FEDERALLY-MANDATED CHILD SUPPORT ENFORCEMENT SYSTEM (CSES) THAT WILL PROVIDE COMPREHENSIVE SUPPORT TO THE OPERATION OF SOUTH CAROLINA'S CHILD SUPPORT ENFORCEMENT (CSE) PROGRAM AS WELL AS FOR COMPLETING THE DEVELOPMENT AND IMPLEMENTATION OF THE FAMILY COURT CASE MANAGEMENT SYSTEM (FCCMS) FOR THE 46 CLERKS OF COURT.

DAILY DUTIES / RESPONSIBILITIES:

Testers report to the Testing Manager to monitor and support the execution of all testing phases related to system development.

Primary Responsibilities

- Work with the State's Subject Matter Experts (SME) and Business Analysts to develop test scenarios/test cases and test scripts
- Review requirements, component designs and use cases and maintain test script traceability to each as applicable
- Prepare test data, including interface data files as needed, for executing test scripts
- Execute test scripts
- Record and verify test results
- Analyze and report test results
- Participate in functional design sessions
- Report defects to Test Manager/Test Team
- Perform Regression Tests
- Reproduce defects/demonstrate defects to development as needed
- Participate in Incident Review Meetings as needed
- Provide data analysis and root cause analysis as needed
- Participate on the monitoring and reporting on the execution of the System Development Contractor's performance under the CFS Project contract as it relates to all testing phases. This involves working with System Development Contractor's tools and appropriately extracting data to produce metrics and reports.

Other Responsibilities include:

- Review Test Plans
- Participate in Test Readiness Reviews
- Review test related work products, including but not limited to system test reports, artifacts and requirements traceability matrix as needed
- Provide input to determine project test reports/metrics

REQUIRED SKILLS (RANK IN ORDER OF IMPORTANCE):

(SEE BEELINE DESCRIPTION)

- 5+ YEARS' EXPERIENCE PREPARING, DOCUMENTING, AND EXECUTING TEST CRITERIA, TEST CASES, TEST SCRIPTS, AND TEST PLANS FOR IT SYSTEMS PROJECTS
- 2+ YEARS' EXPERIENCE TESTING ON CHILD SUPPORT ENFORCEMENT SYSTEM DEVELOPMENT PROJECTS
- THOROUGH KNOWLEDGE OF TESTING CONCEPTS SUCH AS COMPONENT TESTING, INTEGRATION TESTING, SECURITY TESTING, PERFORMANCE TESTING, REGRESSION TESTING, ACCEPTANCE TESTING
- EXPERIENCE TESTING BACK END BATCH PROCESSES AND ABLE TO VERIFY/HANDLE THE OUTPUT DATA FILES
- ABILITY TO READ AND UNDERSTAND DATA MODELS AND ER DIAGRAMS. ABILITY TO USE SQL TO QUERY DATA.

- ABILITY TO PLAN, ORGANIZE, INSTRUCT, AND REVIEW THE WORK OF THE TESTING TEAM
- ABILITY TO USE MS OFFICE, SHAREPOINT, AND WEBEX TOOLS EFFECTIVELY
- ABILITY TO COMMUNICATE (ORALLY AND WRITTEN) EFFECTIVELY WITH TECHNICAL, NON-TECHNICAL STAFF, CUSTOMERS/STAKEHOLDERS (STATE AND FEDERAL) AND EXECUTIVES
- KNOWLEDGE OF INDUSTRY STANDARDS (E.G. ISO, IEEE)

PREFERRED SKILLS (RANK IN ORDER OF IMPORTANCE):
(SEE BEELINE DESCRIPTION)

- EXPERIENCE WITH MICROSOFT TEAM FOUNDATION SERVER (TFS) AND MICROSOFT TEST MANAGER
- UNDERSTANDING OF AGILE OR ITERATIVE SOFTWARE DEVELOPMENT METHODOLOGIES
- A STRONG UNDERSTANDING OF THE BASICS OF FINANCIAL OPERATIONS, FROM RECEIPTS TO DISBURSEMENTS TO RECONCILIATION
- EXPERIENCE WITH AUTOMATED TESTING TOOLS

REQUIRED EDUCATION:

- BS DEGREE
 - Child Support experience is required
 - Automated Testing Tools is preferred
- REQUIRED SKILLS (RANK IN ORDER OF IMPORTANCE): (SEE BEELINE DESCRIPTION)
- 5+ YEARS' EXPERIENCE PREPARING, DOCUMENTING, AND EXECUTING TEST CRITERIA, TEST CASES, TEST SCRIPTS, AND TEST PLANS FOR IT SYSTEMS PROJECTS
 - 2+ YEARS' EXPERIENCE TESTING ON CHILD SUPPORT ENFORCEMENT SYSTEM DEVELOPMENT PROJECTS
 - THOROUGH KNOWLEDGE OF TESTING CONCEPTS SUCH AS COMPONENT TESTING, INTEGRATION TESTING, SECURITY TESTING, PERFORMANCE TESTING, REGRESSION TESTING, ACCEPTANCE TESTING
 - EXPERIENCE TESTING BACK END BATCH PROCESSES AND ABLE TO VERIFY/HANDLE THE OUTPUT DATA FILES
 - ABILITY TO READ AND UNDERSTAND DATA MODELS AND ER DIAGRAMS. ABILITY TO USE SQL TO QUERY DATA.
 - ABILITY TO PLAN, ORGANIZE, INSTRUCT, AND REVIEW THE WORK OF THE TESTING TEAM
 - ABILITY TO USE MS OFFICE, SHAREPOINT, AND WEBEX TOOLS EFFECTIVELY
 - ABILITY TO COMMUNICATE (ORALLY AND WRITTEN) EFFECTIVELY WITH TECHNICAL, NON-TECHNICAL STAFF, CUSTOMERS/STAKEHOLDERS (STATE AND FEDERAL) AND EXECUTIVES
 - KNOWLEDGE OF INDUSTRY STANDARDS (E.G. ISO, IEEE)
- PREFERRED SKILLS (RANK IN ORDER OF IMPORTANCE): (SEE BEELINE DESCRIPTION)
- EXPERIENCE WITH MICROSOFT TEAM FOUNDATION SERVER (TFS) AND MICROSOFT TEST MANAGER
 - UNDERSTANDING OF AGILE OR ITERATIVE SOFTWARE DEVELOPMENT METHODOLOGIES
 - A STRONG UNDERSTANDING OF THE BASICS OF FINANCIAL OPERATIONS, FROM RECEIPTS TO DISBURSEMENTS TO RECONCILIATION
 - EXPERIENCE WITH AUTOMATED TESTING TOOLS

	Category	Name	Required	Importance	Level	Last Used	Experience
	Education	Bachelor's Degree	Yes	1			
Skills:	Program Management	Manual Testing	Yes	5	Advanced	Within 2 Years	4 - 6 Years
	Quality Assurance (QA)	CREATION OF TEST SCENARIOS	Yes	2	Advanced	Within 2 Years	4 - 6 Years
	Quality Assurance (QA)	INTEGRATION TESTING	Yes	6	Intermediate	Within 5 Years	2 - 4 Years

Quality Assurance (QA)	Software Testing	Yes	1	Advanced	Within 2 Years	4 - 6 Years
Quality Assurance (QA)	Test Case Development	Yes	3	Advanced	Within 2 Years	4 - 6 Years
Quality Assurance (QA)	Test Scripts	Yes	3	Advanced	Within 2 Years	4 - 6 Years
Quality Assurance (QA)	Interface Testing	No	6	Intermediate	Within 5 Years	2 - 4 Years
Quality Assurance (QA)	MICROSOFT TEST MANAGER (MTM)	No	5	Intermediate	Within 2 Years	1 - 2 Years
Quality Assurance (QA)	UAT - User Acceptance Testing	No	5	Intermediate	Within 5 Years	1 - 2 Years
Specialties	Business Analysis experience to include data flow diagrams, requirements specifications, use case scenarios, and acceptance testing.	Yes	4	Intermediate	Within 5 Years	2 - 4 Years

Looking forward to working with you!

About Elegant Solutions'

Founded in 2001, Elegant Solutions has employed number of IT professionals with various clients across US. Elegant Solutions, a Small Business Administration 8(a) certified small disadvantaged minority owned business and ISO 9001:2008 certified company provides innovation technology solutions and program management to public and private markets. We are specialized in IT Consulting services and hardware/ software provider to federal, state, local government agencies and commercial clients. We are Prime in over 35 states and providing IT Consulting services to our key clients. To know more, visit our website <http://www.elegantsolutions.us> and for suggestions/ complaints please mail us at info@elegantsolutions.us.

NOTE: For H1b Visa and EAD (GC or OPT) , we need Visa Copy, DL, passport copy and I-94. Please do NOT submit a candidate, if you do not want to share the above said information On the day of joining , we will match copies of visa information, DL submitted with original in person.

Shashank

Direct: 7033482872

Fax: [703-722-6628](tel:703-722-6628)

Email: shashank@elegantsolutions.us

Elegant Enterprise-Wide Solutions, Inc

We Participate in E-Verify

An SBA 8(a), ISO 9001:2008 Company

Prime on GSA Schedule 70, 8(a) STARS II, eFAST, Seaport-e & many State/Local

Contracts <http://www.elegantsolutions.us>

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amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Monday, April 12, 2021 4:54 PM
To: Amy Cofield
Subject: Fw: App Dev Systems Analyst R1010248

----- Forwarded Message -----

From: Jimmy Terrapin <dr1_iron@yahoo.com>
To: KIMBERLY MINTZ <kimberly.mintz@bcbssc.com>
Sent: Wednesday, September 16, 2020, 12:33:04 PM EDT
Subject: Re: App Dev Systems Analyst R1010248

Kimberly, thanks for the call today. After reviewing this job and the needed skills to perform the work, I definitely think I could do this very well. I took the liberty of applying for this position on-line and I look forward to our discussion at 1:30 PM today.

Thanks again,
Jimmy

On Wednesday, September 16, 2020, 10:24:48 AM EDT, KIMBERLY MINTZ <kimberly.mintz@bcbssc.com> wrote:

Hi Jim,

Per our conversation, here is the link to the position I mentioned:

https://ourhrconnect.wd5.myworkdayjobs.com/SCBlues/job/Columbia-South-Carolina/Applications-Development-Systems-Analyst_R1010248

Thank you,

Kimberly Mintz

I/S Recruiter

Office: (803) 264-2327 ~ Fax: (803)264-8096

Email: kimberly.mintz@bcbssc.com

Atrium II, 2nd Floor – Mail Code AF-622

2401 Faraway Dr. Columbia SC 29219

Hours: 8:30 a.m. – 5:00 p.m.

CONFIDENTIALITY NOTICE:

<http://www.bcbssc.com/confidentiality.htm>

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Kimberly Mintz

I/S Recruiter

Office: (803) 264-2327 ~ Fax: (803)264-8096

Email: kimberly.mintz@bcbssc.com

Atrium II, 2nd Floor – Mail Code AF-622

2401 Faraway Dr. Columbia SC 29219

Hours: 8:30 a.m. – 5:00 p.m.

CONFIDENTIALITY NOTICE:

<http://www.bcbssc.com/confidentiality.htm>

EXHIBIT 2

electronic, paper, or otherwise of the communication. Any unauthorized review, use, disclosure, or distribution is strictly prohibited.

From: Justin Plummer
Sent: Wednesday, August 26, 2020 12:49 PM
To: Amy V. Cofield <acofield@saf.sc.gov>
Subject: FW: Required Qualifications

Updated

From: Justin Plummer
Sent: Tuesday, August 25, 2020 1:54 PM
To: Amy V. Cofield <acofield@saf.sc.gov>
Subject: Required Qualifications

Good afternoon,

Please see below for the job requirements for Mike's position.

Programmer

Systems Programmer / Developer III

General Nature of Work:

Performs maintenance, testing and documentation of complex computer programs. Performs maintenance, queries, and documentation of complex databases.

Guidelines for Class Use/Distinguishing Characteristics:

Incumbents perform mid-level to complex programming functions and may supervise other programmers.

Examples of Work:

Provides technical advice and assistance related to complex programming activities. Performs research and analysis required for project proposal, software and systems modifications, and new projects. Develops standards and procedures for programming staff. Develops and implements specialized programs to supplement and enhance systems software. Schedules and assigns projects to programming staff. Develops and implements specialized programs to supplement and enhance systems software. Provides expertise for the design and development of IT systems. May oversee the definition of system scope and objectives based on user needs. Prepares detailed specifications from which programs will be

written. Provides feasibility assessments, designs technical options, authors codes, troubleshoots applications, maintains installed systems, produces and maintains documentation and testing. Analyzes business requirements and revises existing system logic difficulties and documentation. Recommends development of new code or reuse/enhancement of existing code. May participate in architecture design, performance monitoring, product evaluation. May develop and foster the use of systems standards and processes. Develops technical documentation (designs, specifications, processes) and communications. Prepares and implements data verification and testing methods, and reporting. Provides expertise for the design and development of IT systems. Codes and documents scripts and reports. Designs and implements data strategy methods. Develops programs and systems documentation. May supervise or lead teams. Formulates and implements monitoring systems procedures and work plans. Responsible for the preparation and modification of technical and capacity documentation. May develop business continuity practices for IT systems. May perform capacity analysis, monitor, and control use of IT resources. May develop enterprise hardware and virtualization standards. May develop infrastructure to support database or overall data architecture.

Knowledge, Skills and Abilities:

Experienced application level knowledge of capabilities, programming techniques, and intricacies of information systems. Intermediate knowledge of computer languages. Experienced application level ability to write and revise computer programs. Experienced application level ability to understand and carry out technical instructions and requests. Experienced application level ability to analyze and reduce to logical order complex technical data. Ability to communicate in a clear and concise manner. Ability to work effectively with users, vendors, and other IT personnel. Ability to plan, direct, instruct, and review the work of technical personnel. Ability to develop status reports and other technical reports in a clear and concise manner.

Special Requirements:

Must have at least 7 years' experience working with relational databases (Oracle, SQL Server or DB2).

Must have at least 7 years' programming experience working with any form of the C programming language.

Must have at least 7 years' experience working with web based applications (C#, ASP.net, MVC Framework, Stored procedures).

Minimum Requirements:

A high school diploma and work experience in the modification and maintenance of system programs, the design and development of system software, or the testing and debugging of system software. An associate's degree or a bachelor's degree in a related field may be substituted for the required work experience.



Justin Plummer

Director – Information Technology

SC State Accident Fund

800 Dutch Square Blvd., Suite 160

P.O. Box 102100 (29221)

From: Matthew Hansford
To: Amy V. Cofield
Subject: RE: Required Qualifications
Date: Friday, August 28, 2020 11:42:00 AM
Attachments: image001.png

Thank you! I thought of a few more things to add. I'll have a rough draft for you next week.

From: Amy V. Cofield <acofield@saf.sc.gov>
Sent: Friday, August 28, 2020 11:30 AM
To: Matthew Hansford <mhansford@saf.sc.gov>
Subject: FW: Required Qualifications



Amy V. Cofield, Esq.

Executive Director
SC State Accident Fund
800 Dutch Square Blvd., Suite 160
P.O. Box 102100 (29221)
Columbia, SC 29210
acofield@saf.sc.gov
803-896-5840

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From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Friday, August 28, 2020 11:16 AM
To: Amy V. Cofield <acofield@saf.sc.gov>
Subject: Re: Required Qualifications

See how this looks for the PM role. Please make mods as you see fit.

On Wednesday, August 26, 2020, 01:23:18 PM EDT, Amy V. Cofield <acofield@saf.sc.gov> wrote:

Didn't know if you wanted to share this with Joe or not . .

General Description

Responsible for managing and overseeing assigned installation projects from start to finish, ensuring that such projects are completed to customer satisfaction on time and within budget. Strong interaction skills both written and verbal with vendors and subcontractors a must.

POSITION RESPONSIBILITIES AND EXPECTATIONS

- Manages and directs the work of subcontract labor to ensure completion of installation projects, including verification that job site is ready for commencement of project and that subcontractors maintain appropriate schedule and perform work properly.
- Assists Director in developing functional proposals for installation projects.
- Verifies programming of systems installed by subcontractors, including remedying any programming issues before customer acceptance.
- Plans and organizes acceptance of installation project by customer, ensuring system functionality and customer satisfaction.
- Ensures that all assigned installation projects are handled properly in accordance with SAF policies and procedures, are timely completed, and are completed in accordance with budget. Assists Subcontractors with installation.
- Reports timely progress to senior executives and raises issues quickly and planned remediation actions.

MINIMUM QUALIFICATIONS

EDUCATION

- Bachelor's degree in Information Technologies or Business Administration

EXPERIENCE

Must have at least five (5) years prior work experience in system integration projects and data analysis

Must have at least five (5) years' experience in Information Technologies

Must have at least five (5) years' experience in both mainframe and distributed technologies

Must have at least five (5) years' experience in project management best practices

Must have at least five (5) years' experience in vendor relations and managing outside resources

KNOWLEDGE, SKILLS, & COMPETENCY

- Excellent computer skills, including, but not limited to, working knowledge of Microsoft based products (such as MS Word, Excel, and Outlook) and the Internet.
- Knowledge of and/or prior experience with relational databases.
- Must be detail-oriented and have excellent organizational skills.
- Ability to work accurately and efficiently with limited supervision.
- Excellent communication skills, including, but not limited to, the ability to effectively communicate both verbally and in writing.
- Strong time management skills, including ability to meet deadlines.

EXHIBIT 3

 JOB ORDER REQUEST	
Contract Description: Third Party Consulting Solicitation Number: 5400015645	
Job Location /Address:	SC State Accident Fund, 800 Dutch Square Blvd, Columbia
Using Governmental Unit:	SC State Accident Fund
Project Name:	SAF Insurance Software Solution Project Manager
UGU Contact Lead:	Matthew Hansford
Date of Issuance:	10/09/2020
Job Order Quote Due Date:	11/09/2020

DUTY TO INQUIRE. You are expected to examine this Job Order Request and its Exhibit(s) thoroughly and to request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Your failure to do so will be at your risk. You assume responsibility for any patent ambiguity in the Job Order Request that you do not bring to the UGU's attention.

UNBALANCED QUOTES. You warrant that the price offered is not materially unbalanced between portions of the work. A quote is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE. You warrant and represent that your Job Order Quote identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of a Job Order. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award of a Job Order. Before withholding award of a Job Order on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your Job Order Quote identifies any services that relate to either the solicitation, this Job Order Request, or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either.

SUBMISSION INSTRUCTIONS

The Statement of Work is attached as Exhibit 1. All JOQs must contain a detailed response to each item outlined in the Statement of Work and include:

- Proposed methodology/work plan
- Discrete tasks and deliverables
- Estimated project timelines
- Proposed personnel resources – designate the number of personnel resources and the personnel category type of each
- Proposed personnel resumes
- Number of hours for each type of personnel resource
- Itemized price by personnel category



JOB ORDER

Contract Description: Third Party Consulting
Solicitation Number: 5400015645

Job Location/Address:	SAF / 800 Dutch Square Blvd, Columbia, SC 29210
Using Governmental Unit:	South Carolina State Accident Fund
Contractor:	Globalpundits
Contract Number:	5400015645
Project Name:	Third Party Consulting
Total Job Order Price:	\$150.00 per hour x 4,000 hours = \$600,000.00
UGU Purchase Order Number:	

This Job Order is issued against the Contract identified by number above. Definitions provided in the Contract apply to this Job Order. You agree to comply with all terms of the Contract identified above, the terms of which supersede any terms in this Job Order. The solicitation's Default clause and Termination for Convenience clause shall apply to each Job Order as if it were a separate contract. The terms of this Job Order supersede the terms of any exhibit attached to this document.

- Exhibit 1 - JOR, including attached SOW
- Exhibit 2 - JOQ
- Exhibit 3 - Negotiated Changes to the JOQ

By signing this Job Order, you represent that you have read and understand the JOR and that your JOQ was made in compliance with the Solicitation. You agree to perform all work outlined in the Exhibits for the Total Job Order Price stated above. The term of this Job Order shall begin [insert Commencement Date] and conclude on [insert Estimated Project Completion Date].

Certification

With regard to this Job Order, you hereby certify that you have complied with Regulation 19-445.2165 (no gifts to agencies) and with the following clauses: "Certification Regarding Debarment And Other Responsibility Matters (Jan 2004)," "Disclosure of Conflicts of Interest or Unfair Competitive Advantage" (Feb 2015)," and "Ethics Certificate (May 2008)". For purposes of applying these clauses for this certification, your Job Order Quote is an offer, this Job Order is an award of a contract, and the date of this Job Order will be deemed to be the date for the "posting of a final statement of award" and "the Opening Date."

SIGNATURE OF PERSON AUTHORIZED TO ENTER A CONTRACT ON BEHALF OF JOB ORDER CONTRACTOR:

By:
(authorized signature)

Joseph C. DOYLE
(printed name of person signing above)

As: Vice President
(title of person signing above)

Date: 1/6/2021

SIGNATURE OF PERSON AUTHORIZED TO EXECUTE JOB ORDER ON BEHALF OF UGU:

By:
(authorized signature)

Matthew Hansford
(printed name of person signing above)

As: Deputy Director
(title of person signing above)

Date: 1/6/2021

NOT VALID WITHOUT THE FOLLOWING SIGNATURE:

Authorized by SFAA IT Procurement Officer:

Date: January 8, 2021



South Carolina State Accident Fund

Henry D. McMaster
Governor

Amy V. Cofield, Esq.
Executive Director

STATEMENT OF WORK

1. Background

The State Accident Fund (SAF) and South Carolina Procurement Services will be releasing a Request for Proposal (RFP) in the very near future that seeks to find a new Workers' Compensation Claims, Policy, and Billing Software Solution to replace SAF's existing systems. This is a very complex I.T./Business implementation of a software system which performs most of the daily functions of the SAF. As a result, the SAF seeks to select the most qualified Project Manager to consult, as SAF deems necessary, regarding the selection and implementation of this software solution. The SAF is the largest workers' compensation carrier in South Carolina and insures approximately 575 state agencies and other local governmental entities.

2. Objectives

To advise the SAF in the procurement, implementation, and "go-live" of a new Claims, Policy, and Billing Software Solution.

Project Commencement Date: 01/01/2021

Estimated Project Completion Date: 12/31/2022

3. Scope

The Contractor shall:

1. Have a minimum of five (5) years of successful Information Technology Project Management experience including, but not limited to, the successful implementation and "go live" of an insurance, claims, policy, and billing software solution for a medium to large sized insurance company or insurance pool;
2. A medium to large sized insurance company is defined as having a minimum of \$50 Million Dollars in annual premium;



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3. Provide examples of work described in #1 above;
4. Provide a detailed description of your company, including size, number of employees, number of offices providing Information Technology Project Management services and locations, which of these offices will be directly involved in providing Project Management for SAF, primary business/main business activities, length of time you have been in the business of providing Information Technology Project Management, current number of clients being serviced and any other descriptive material;
5. Provide your proposed team structure for this account (include an organizational chart). Include the names, titles, biographies, availability, and responsibilities of staff that will be assigned to this Contract. Include proposed team's biographies/resumes, list of all current clients;
6. Provide a detailed description of your company's qualifications and experience in performing Information Technology Project Management for a state fund or other similar insurance group. Include a listing of clientele for whom your company has provided similar services in the past three (3) years. The listing should include company names and addresses, contact names and telephone numbers and dates of contract periods for SAF to contact for references;
7. Has a client terminated your services in the past three years? If so, provide the names, addresses, contact names and telephone numbers and dates of contract periods for all clients that have terminated;
8. Is your organization affiliated with, related to, or a subsidiary of another organization? If yes, identify your parent organization(s) and each affiliated or related business entity and specify the nature of such affiliation(s) or relationship(s);
9. Describe current licensure and accreditations. Provide names, titles and credentials of staff (including, but not inclusive, management, professional, clinical, technical and support);
10. Provide a brief narrative of your company's stability and financial strengths. Please include your most recent audited financial statement and annual report;
11. Provide a description of your company's experience with other AASCIF members, past or current;
12. Provide information on any pending or prior lawsuits, current litigation, regulatory



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- inquiries, or other legal actions involving your firm. Explain their expected impact or outcome;
13. Have at least five (5) years of prior PM experience in insurance system integration projects and large scale data analysis;
 14. Coordinate with selected vendor and SAF management to develop a project implementation plan including but not limited to milestone dates, weekly objectives, working groups, and tasks list;
 15. Manage and direct the work of the selected vendor to ensure completion of all milestone dates and successful "go-live" of all selected systems;
 16. Assist with coordinating assignments between SAF staff and the selected vendor in all project activities required for configuration and the ongoing maintenance of the system;
 17. Ensure that all assigned installation projects are handled properly in accordance with SAF policies and procedures, are timely completed, and are completed in accordance with budget;
 18. Provide a South Carolina Project Manager that is available to meet in person with SAF staff at least one (1) day per week at the SAF office in Lexington, SC;
 19. Provide administrative and day-to-day management of Project Manager (s) and associated staff's daily needs;
 20. Assign at least one (1) person (other than the PM) to serve as the Executive Contact who will work to resolve problems, provide necessary reports and respond to service quality issues and/or problems within twenty-four (24) hours. The Executive Contact will be responsive to the SAF Director;
 21. Provide easily accessible toll-free customer support Monday through Friday, 8:00 am to 5:00 pm Eastern Standard Time, and designate staff to be available, 24 hours per day - 7 days per week, to resolve any emergency issues;
 22. Respond to all inquiries within 24 hours;
 23. Disclose anything that may create a conflict or appearance of a conflict of interest for the duration of the contract;
 24. Attend all meetings between the SAF and selected vendor. Meetings will be held at the SAF offices in Lexington, SC;
 25. Provide a written summary to SAF Management every seven (7) days detailing the work completed during the prior seven (7) days and the plan for work for the next seven (7) days;



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26. Verify programming of systems installed by selected vendor, including remedying any programming issues before acceptance by SAF;
27. Plans and organizes acceptance of installation project by the SAF, ensuring system functionality and customer satisfaction;
28. Maintain a process that recognizes that Federal and State laws prohibit the selected vendor from disclosing non-public personal information to nonaffiliated third parties unless otherwise permitted or required by law. "Non-public personal information" is information that personally identifies an individual and which is not otherwise available to the public and as otherwise defined by federal and state privacy laws. Non-public personal information includes both financial and Protected Health Information ("PHI");
29. Maintain a process to protect the confidentiality of all information provided to it by the SAF, obtained from or on behalf of the SAF, in performing the above-mentioned service obligations to SAF (collectively "SAF's Confidential Information"). This includes, but is not limited to, non-public personal information and PHI. The Contractor further agrees to not disclose any such information outside the Contractor's organization except as explicitly authorized in writing by SAF. If the Contractor is required to disclose any such information by law or any court or other legal authority, or by subpoena or discovery in a lawsuit, the Contractor may make only those disclosures which its lawyers conclude are necessary to comply with the disclosure requirement. However, the Contractor will notify the SAF prior to such disclosure so that the SAF may seek an appropriate remedy to prevent or limit the disclosure;
30. Maintain a process to restrict access to all of the SAF's Confidential Information obtained from or on behalf of the SAF to only those individuals in the organization that require such information in order to perform the service obligations to the SAF. The Contractor will maintain practices and procedures to protect the confidentiality of all the SAF's Confidential Information obtained from or on behalf of the SAF and to allow the SAF, with reasonable notice, to audit the Contractor's practices and procedures for protecting such information;
31. Maintain a process to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the SAF's Confidential Information, including, but not limited to, PHI held by the Contractor, and to prevent Use and/or Disclosure of the SAF's Confidential Information other than as provided for in this



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Agreement and as mandated by the Privacy Standards, the Electronic Transactions Standards, and the Security Standards promulgated under the Administrative Simplifications subtitle of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA");

32. Agree that a breach of the foregoing obligations of confidentiality and non-disclosure may give rise to an irreparable injury to the SAF and the State of South Carolina, for which they will not be adequately compensated through monetary damages. Accordingly, the SAF and the State of South Carolina may seek (without the posting of any bond or other security) injunctive relief against any such breach, in addition to any other legal and equitable remedies which may be available, and the Contractor consents to the obtaining of such injunctive relief;
 33. The State shall be entitled to audit the books and records of the Contractor to the extent that such books and records relate to the performance of the work. Such books and records shall be maintained by the Contractor for a period of three years from the date of final payment under the Contract and by any subcontractor for period of three years from the date of final payment under the subcontract, unless a shorter period is otherwise authorized in writing by the Chief Procurement Officer. The SAF shall decide if audit is to occur on State or Contractor premises. The SAF shall not incur any expenses related to such audit.
-



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Amy V. Cofield, Esq.
Executive Director

4. Requirements

The Contractor will be required to:

1. Have a minimum of five (5) years of successful Information Technology Project Management experience including, but not limited to, the successful implementation and "go live" of an insurance, claims, policy, and billing software solution for a medium to large sized insurance company or insurance pool;
2. Have at least five (5) years of prior Technology Project Management experience in insurance system integration projects and large scale data analysis;
3. Work, in conjunction with SAF staff, to serve as Project Manager during the selection and implementation of a new claims, policy, and billing hosted software solution;
4. Work with SAF and selected vendor to select appropriate project milestones and projected milestone completion dates;
5. Work with SAF to ensure the selected vendor and SAF staff are completing necessary daily tasks to meet larger project milestones;
6. Provide SAF the necessary guidance to complete the project, on-time, under budget, and to "go-live" with all three (3) systems working cohesively and according to the SAF's desired specifications;
7. Provide the same high-quality customer service, provided by SAF, to all known stakeholders involved in the project;
8. Adhere to pre-approved billing hours during duration of the project;
9. Maintain and protect the confidentiality of SAF's data.



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Executive Director

4.1. Tasks

1. Take part in the procurement process by being a SME (Subject Matter Expert) that is available for consultation, as required by the SAF, to assist with the selection of the most qualified insurance software solution.
2. Work with the SAF and the selected vendor to create an implementation plan, milestone objectives, milestone dates, and any other planning the Contractor deems necessary to the completion of the project:
3. Deliver a Project Management Update (in e-mail form) every fourteen (14) days to SAF detailing the Contractor's and selected vendors activity of the last fourteen (14) days and what is expected to occur over the next fourteen (14) days. The Contractor must complete this report every two weeks until the selected solution has a successful implementation.
4. Meet in-person every thirty (30) days with the SAF to discuss overall status of the project and the projected implementation timeline;



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4.2. Desired Skills and Knowledge

- 1. At least five (5) years of experience in Information Technology Project Management pertaining to insurance claims, policy, and billing software. The Contractor must have successful experience managing an insurance software solution for a medium to large insurance group. The said experience must include the successful "go-live" of a selected software solution.**
- 2. Have at least five (5) years of prior work experience in Insurance system integration projects and large scale data analysis;**
- 3. Have at least five (5) years of experience in Information Technology Program Management;**
- 4. Have a least five (5) years of successful experience managing and migrating a large data set.**

EXHIBIT 4

From: Hutto, Kristen
To: Matthew Hansford
Cc: Matthew Hansford
Subject: RE: [External] State Accident Fund Project Manager
Date: Thursday, December 3, 2020 1:28:15 PM
Attachments: Image003.png

Hi Matthew,

Thank you for following up. I spoke to Stacy and based on the information provided, we don't believe it will be a problem so long as Amy's husband has no ownership stake in the companies and Amy is not involved in and does not influence the evaluation or selection process in any way. I encourage you (and Amy) to review the new regulations on conflict of interest ([SC Code of Regulations, Chapter 19-445.2127](#)) having the knowledge of all of the facts and details of the situation to ensure there is no conflict of interest present before proceeding.

Let me know if you have any further questions!

Best,
Kristen



Kristen M. Hutto, CPPB | Procurement Manager | State Term Contracting Team
Office of State Procurement | Division of Procurement Services | SC State Fiscal Accountability Authority
1201 Main Street, Suite 600 | Columbia, SC 29201 | Phone: (803) 737-7685 | khutto@mms.sc.gov

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From: Matthew Hansford <mhansford@saf.sc.gov>
Sent: Thursday, December 3, 2020 1:03 PM
To: Hutto, Kristen <khutto@mms.sc.gov>
Cc: SC - HANSFORD MATTHEW <MHANSFORD@SAF.SC.GOV>
Subject: RE: [External] State Accident Fund Project Manager

Hi Kristen,

Hope all is well. I was following up to see if you had a chance to speak with Stacey yet regarding Amy's husband being hired by one of the Project Management companies.

Great appreciate your assistance!

During the COVID-19 pandemic, we are committed to ensuring our insureds and their injured workers have uninterrupted, high-quality service while our employees remain in the safest environment possible. Many of our employees will remain in our offices to serve the needs of our agency, but our offices will be closed to non-

From: Hutto, Kristen
To: Matthew Hansford
Cc: Matthew Hansford
Subject: RE: [External] FW: Globalpundits: South Carolina State Accident Fund - Project Manager
Date: Monday, December 14, 2020 1:43:56 PM
Attachments: [image002.png](#)

So Random Bit didn't get back to you after submitting all of those questions? Regardless, I'd still wait until the December 18th deadline you originally gave before taking any action. If GlobalPundits is the only Job Order Quote you receive, you can move forward by issuing the purchase order. If you want to setup an interview, that's totally fine but it's not required.



Kristen M. Hutto, CPPB | Procurement Manager | State Term Contracting Team
Office of State Procurement | Division of Procurement Services | SC State Fiscal Accountability Authority
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From: Matthew Hansford <mhansford@saf.sc.gov>
Sent: Monday, December 14, 2020 1:26 PM
To: Hutto, Kristen <khutto@mso.sc.gov>
Cc: SC - HANSFORD MATTHEW <MHANSFORD@SAF.SC.GOV>
Subject: [External] FW: Globalpundits: South Carolina State Accident Fund - Project Manager

Hi Kristen,

After sending the solicitation back out to Global Pundits and Random Bit we received the attached from Global Pundits. I will start reviewing but in addition to that please let me know what the next steps will be and if we need to setup an interview with GlobalPundits.

Have a great week!

During the COVID-19 pandemic, we are committed to ensuring our insureds and their injured workers have uninterrupted, high-quality service while our employees remain in the safest environment possible. Many of our employees will remain in our offices to serve the needs of our agency, but our offices will be closed to non-employees. We are fortunate to have the technology to allow some of our staff to work remotely. During that time, these employees will remain fully functional and available to service all needs of our insureds and their injured workers. Additionally, we are working to ensure that all benefit checks and bill payments are sent out in a timely manner.



Matthew Hansford
Director of Insurance Services
SC State Accident Fund
800 Dutch Square Blvd., Suite 160
P.O. Box 102100 (29221)
Columbia, SC 29210
mhansford@saf.sc.gov
803 896 5821

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EXHIBIT 5

From: [Amy V. Cofield](#)
To: [Matthew Hansford](#); [Patricia Kiley](#); [Justin Plummer](#)
Subject: Project Mgr.
Date: Monday, December 14, 2020 1:54:53 PM
Attachments: [image001.png](#)

Do y'all think it's possible to squeeze the interview in before the holidays?



Amy V. Cofield, Esq.

Executive Director
SC State Accident Fund
800 Dutch Square Blvd., Suite 160
P.O. Box 102100 (29221)
Columbia, SC 29210
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EXHIBIT 6(A)

From: Hutto, Kristen
To: Matthew Hansford
Cc: Matthew Hansford
Subject: RE: [External] State Accident Fund Project Manager
Date: Thursday, December 3, 2020 1:28:15 PM
Attachments: Image003.png

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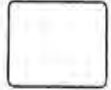
EXHIBIT 6(B)

Evaluation of SC Code Reg. 19-445.2127

Organizational Conflict of Interest.

1. This is the Statute sent to us by Hutto/SFAA to confirm no conflict of interest. There's nothing in this statute about a "spouse". She had already acknowledged in her e-mail that he wasn't considered to be a conflict IF he had no ownership interest in the company and Cofield did not supervise his work.
2. Unfair Competitive Advantage – The IG alleges that Terrapin's assistance with the SOW constituted an "unfair competitive advantage"
 - a. 19.445.2127A(2)(b) – defines "unfair competitive advantage – none of this existed or resulted from any of Terrapin's actions
 - b. 19.445.2127C. Preparing specifications or work statements – requires the furnishing of "specifications", then the contractor may not be allowed to furnish these items for a "reasonable period of time, including, at least, the duration of the initial contract for purchase of the items."
 - i. Terrapin was not a "contractor" at the time any assistance was given to Hansford;
 - ii. Terrapin was not submitted as a potential candidate by Global Pundits until after a full RFP passed and failed to produce any bids;
 - iii. C(2) – if contractor assists in preparing a work statement to be used in a specific acquisition of a system or services..."leading directly, predictably, and without delay" to such a work statement. Terrapin's assistance with "boiler plate language" he found on the internet and provided to Hansford. Hansford used very little of the initial assistance as can be seen comparing Terrapin's initial email and the final SOW.

JX




Statutes, codes, and regulations

South Carolina Code ...

Chapter 19 - STATE B...

Article 4 - OFFICE OF...

S.C. Code Regs. § 19-445.2127

 Download

Current through Register Vol. 45, No. 3, March 26, 2021

Section 19-445.2127 - Organizational Conflicts of Interest

A. General.

(1) "Organizational conflict of interest" occurs when, because of other activities or relationships with the State or with other businesses:

(a) a business is unable or potentially unable to render impartial assistance or advice to the State, or

(b) the business' objectivity in performing the contract work is or might be otherwise impaired, or

(c) a business has an unfair competitive advantage.

(2) This regulation applies to acquisitions of supplies, services and information technology, except for acquisitions made pursuant to Section 11-35-1550. Unless the procurement uses a project delivery method identified in Section 11-35-3005(1)(e), 1(f), or (2)(a), this regulation does not apply to acquisitions under Article 9 (Construction, Architect-Engineer, Construction Management, and Land Surveying Services).

(3) The general rules in sections B (Providing systems engineering and technical direction), C (Preparing specifications or work statements), and D (Providing evaluation of offers) below prescribe limitations on contracting as the means of avoiding organizational conflicts of interest that might otherwise exist in the stated situations. Conflicts may arise in situations not expressly covered in sections B, C, and D. Each individual contracting situation should be examined on the basis of its particular facts and the nature of the proposed contract. The exercise of common sense, good judgment, and sound discretion is required in both the decision on whether a significant potential conflict exists and, if it does, the development of an appropriate means for resolving it. The two underlying principles are

(a) Preventing the existence of conflicting roles that might bias a contractor's judgment; and

alleged
None
not
(b) Preventing unfair competitive advantage. Without limitation, an unfair competitive advantage exists where a business competing for award of a State contract possesses (i) proprietary information that was obtained from the State without authorization; or (ii) source selection information (R.19-445.2010C) that is relevant to the contract but is not available to all competitors, and such information would assist that business in obtaining the contract.

(4) The terms "contractor" and "subcontractor" are defined by Section 11-35-310.

B. Providing systems engineering and technical direction. *None provided*

(1) A business shall not be awarded a contract to supply a system or any of its major components, or be a subcontractor or consultant, if that business, as a contractor, provided or provides a combination of substantially all of the following activities:

(a) determining specifications or developing work statements,

(b) determining parameters,

(c) identifying and resolving interface problems,

(d) developing test requirements,

(e) evaluating test data,

(f) supervising design,

(g) directing other contractors' operations, and

(h) resolving technical controversies.

(2) This section B does not prohibit a contractor providing systems engineering and technical direction, from developing or producing a system if the entire effort is conducted under a single contract.

C. Preparing specifications or work statements.

(1) If a contractor prepares and furnishes specifications for a specific acquisition of tangible supplies or information resources, or their components, that contractor shall not be allowed to furnish these items, either as a contractor or as a subcontractor at any tier, for a reasonable period of time including, at least, the duration of the initial contract for purchase of the items.

(2) If a contractor prepares, or assists in preparing, a work statement to be used in a specific acquisition of a system or services-or provides material leading directly, predictably, and without delay to such a work statement-that contractor may not supply the system, major components of the system, or the services, either as a contractor or as a subcontractor at any tier, unless (a) the acquisition is a sole source under R.19-445.2105; (b) it has participated in the development and design work; or (c) more than one contractor has been involved in preparing the work statement.

D. Providing evaluation of offers. If a contractor evaluates or supports the evaluation of a bid or proposal for a contract with a governmental body, that contractor and its affiliates are barred from performing under that contract as either a contractor or as a subcontractor at any tier.

E. Procurement Officer Responsibilities.

(1) The responsible procurement officer shall (a) analyze planned acquisitions in order to identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible; and (b) review plans to avoid, neutralize, or mitigate significant potential conflicts before contract award.

(2) The responsible procurement officer shall determine whether the apparent successful offeror has an organizational conflict of interest. The responsible procurement officer shall award the contract to the apparent successful offeror unless (i) a conflict of interest is determined to exist that cannot be avoided or mitigated, or (ii) the conflict is not waived as

JX




Statutes, codes, and regulations

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(3) The general rules in sections B (Providing systems engineering and technical direction), C (Preparing specifications or work statements), and D (Providing evaluation of offers) below prescribe limitations on contracting as the means of avoiding organizational conflicts of interest that might otherwise exist in the stated situations. Conflicts may arise in situations not expressly covered in sections B, C, and D. Each individual contracting situation should be examined on the basis of its particular facts and the nature of the proposed contract. The exercise of common sense, good judgment, and sound discretion is required in both the decision on whether a significant potential conflict exists and, if it does, the development of an appropriate means for resolving it. The two underlying principles are

(a) Preventing the existence of conflicting roles that might bias a contractor's judgment; and

(b) Preventing unfair competitive advantage. Without limitation, an unfair competitive advantage exists where a business competing for award of a State contract possesses (i) proprietary information that was obtained from the State without authorization; or (ii) source selection information (R.19-445.2010C) that is relevant to the contract but is not available to all competitors, and such information would assist that business in obtaining the contract.

(4) The terms "contractor" and "subcontractor" are defined by Section 11-35-310.

B. Providing systems engineering and technical direction.

(1) A business shall not be awarded a contract to supply a system or any of its major components, or be a subcontractor or consultant, if that business, as a contractor, provided or provides a combination of substantially all of the following activities:

(a) determining specifications or developing work statements,

(b) determining parameters,

(c) identifying and resolving interface problems,

(d) developing test requirements,

(e) evaluating test data,

(f) supervising design,

State Register Volume 31, Issue No. 5, eff May 25, 2007; SCSR43-8 Doc. No. 4895, eff August 23, 2019 (interim).

19-445.2005. Internal Procurement Procedures; Procurement Records.

A. Procedures Manual.

All governmental bodies shall develop and maintain an internal procurement procedures manual and forward a copy, and any revisions, of such to the Materials Management Officer. Upon receipt of the respective governmental body's internal procurement procedures manual, the Materials Management Office shall be responsible for the following review:

(1) Determine that written internal operations procedures as submitted (a) are consistent with the South Carolina Consolidated Procurement Code and Regulations, (b) are consistent with any policies or procedures published by the chief procurement officers for their respective areas of responsibility, and (c) establish a clear means by which vendors can identify the governmental body's procurement officers and the limits of their authority.

(2) Notify the governmental body of its findings in writing.

B. Procurement Records.

Each governmental body must maintain procurement files sufficient to satisfy the requirements of external audit.

HISTORY: Added by State Register Volume 6, Issue No. 7, eff May 7, 1982. Amended by State Register Volume 19, Issue No. 2, eff February 24, 1995; State Register Volume 31, Issue No. 5, eff May 25, 2007.

19-445.2010. Disclosure of Procurement Information.

A. Reserved.

B. Prior to the issuance of an award or notification of intent to award, whichever is earlier, state personnel involved in an acquisition shall forward or refer all requests for information regarding the procurement to the responsible procurement officer. The procurement officer will respond to the request.

C. Prior to the issuance of an award or notification of intent to award, whichever is earlier, state personnel involved in an acquisition shall not engage in conduct that knowingly furnishes source selection information to anyone other than the responsible procurement officer, unless otherwise authorized in writing by the responsible procurement officer. "Source selection information" means any of the following information that is related to or involved in the evaluation of an offer (e.g., bid or proposal) to enter into a procurement contract, if that information has not been previously made available to the public or disclosed publicly: (1) Proposed costs or prices submitted in response to an agency solicitation, or lists of those proposed costs or prices, (2) source selection plans, (3) technical evaluation plans, (4) technical evaluations of proposals, (5) cost or price evaluations of proposals, (6) information regarding which proposals are determined to be reasonably susceptible of being selected for award, (7) rankings of responses, proposals, or competitors, (8) reports, evaluations of source selection committees or evaluations panels, (9) other information based on a case-by-case determination by the procurement officer that its disclosure would jeopardize the integrity or successful completion of the procurement to which the information relates.

D. In procurements conducted pursuant to Section 11-35-1530 or Section 11-35-1535, state personnel with access to proposal information shall not disclose either the number of offerors or their identity prior to the issuance of an award or notification of intent to award, whichever is earlier, except as otherwise required by law.

E. Prior to the issuance of an award or notification of intent to award, whichever is earlier, the procurement officer shall not release to any individual information obtained in response to an RFP, without first obtaining from that individual a written agreement, in a form approved by the responsible chief procurement officer, regarding restrictions on the use and disclosure of such information. Such agreements are binding and enforceable.

F. The release of a proposal to non-state personnel for evaluation does not constitute public disclosure or a release of information for purposes of the Freedom of Information Act.

EXHIBIT 7

<https://www.procurement.sc.gov/files/contracts/third%20party%20consulting%20march%203%202020.pdf>

The bill rates for GP are as follows:

THIRD PARTY CONSULTING										
<i>Solicitation 5400015645 Bid Schedule</i>										
Personnel Category	Ceiling Hourly Rate	Consulting & Assessment Categories						Offered Hourly Rate		
		Operational		Financial		Knowledge		Operational Management	Financial Management	Knowledge Management
		<i>Bidding</i>	<i>Not Bidding</i>	<i>Bidding</i>	<i>Not Bidding</i>	<i>Bidding</i>	<i>Not Bidding</i>			
Junior Associate	\$140.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$135.00	\$135.00	\$135.00
Intermediate Associate	\$150.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$145.00	\$145.00	\$145.00
Senior Associate	\$160.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$155.00	\$155.00	\$155.00
Junior Consultant	\$210.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$205.00	\$205.00	\$205.00
Intermediate Consultant	\$255.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$250.00	\$250.00	\$250.00
Senior Consultant	\$345.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$340.00	\$340.00	\$340.00
Intermediate Analytical Consultant	\$210.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$205.00	\$205.00	\$205.00
Senior Analytical Consultant	\$345.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$340.00	\$340.00	\$340.00
Intermediate Engagement Manager	\$350.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$345.00	\$345.00	\$345.00
Intermediate Lead Engagement Manger	\$380.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$375.00	\$375.00	\$375.00
Senior Engagement Principal	\$420.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$415.00	\$415.00	\$415.00
Intermediate Engagement Quality Assurance	\$260.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$255.00	\$255.00	\$255.00
Intermediate Enterprise Architect	\$220.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$215.00	\$215.00	\$215.00
Senior Enterprise Architect	\$260.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$255.00	\$255.00	\$255.00
Intermediate Systems Engineer	\$220.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$215.00	\$215.00	\$215.00
Senior Systems Engineer	\$260.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$255.00	\$255.00	\$255.00
Intermediate Training Specialist	\$220.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$215.00	\$215.00	\$215.00

So, with over 35 years of IT knowledge and skills, GP is only billing me out as an Intermediate Associate but clearly could have billed me out as a Senior Consultant for \$345 per hour.

EXHIBIT 8

From: Matthew Hansford
To: Amy V. Coffield
Subject: Project Management List
Date: Wednesday, August 19, 2020 11:52:00 AM
Attachments: image001.png
third party consulting march 3 2020.pdf

Hey!

Attached is that list for Jimmy to review.

Thanks!

During the COVID-19 pandemic, we are committed to ensuring our insureds and their injured workers have uninterrupted, high-quality service while our employees remain in the safest environment possible. Many of our employees will remain in our offices to serve the needs of our agency, but our offices will be closed to non-employees. We are fortunate to have the technology to allow some of our staff to work remotely. During that time, these employees will remain fully functional and available to service all needs of our insureds and their injured workers. Additionally, we are working to ensure that all benefit checks and bill payments are sent out in a timely manner.



Matthew Hansford

Director of Insurance Services
SC State Accident Fund
800 Dutch Square Blvd., Suite 160
P.O. Box 102100 (29221)
Columbia, SC 29210
mhansford@saf.sc.gov
803 896 5821

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This message, including any attachments, contains information which may be confidential, privileged, and/or otherwise exempt from disclosure under applicable law. The information is intended for the sole use of the individual(s) or entity named above. If you are not the intended recipient, please notify the sender immediately and destroy any copies, electronic, paper, or otherwise of the communication. Any unauthorized review, use, disclosure, or distribution is strictly prohibited.

Third Party Consulting
Solicitation Number 5400015645

Contract Period:
01/08/2019 – 01/07/2024

[Contract Terms & Conditions](#)

SFAA ITMO Procurement Manager

Kristen Hutto
(803) 737-7685
khutto@mmo.sc.gov

[Last Updated: 03/03/2020](#)

CONTRACTORS

[Ahead, LLC](#)
[The Autumn Group, LLC](#)
[BerryDunn](#)
[Civic Initiatives, LLC](#)
[Coeur Business Group, Inc.](#)
[Elyon Enterprise Strategies, Inc.](#)
[Ernst & Young, LLP](#)
[Flex Technologies](#)
[Gartner, Inc.](#)
[GlobalPundits, Inc.](#)
[Grant Thornton, LLP](#)
[High Performance Technologies](#)
[Ikaso Consulting, LLC](#)
[ISF, Inc.](#)
[ISG Public Sector](#)
[JDR Consulting, LLC](#)
[Microstaff IT Holdings](#)
[Nova Strategic Solutions, LLC](#)
[Public Consulting Group](#)
[Random Bit, LLC](#)
[TekSystems Global Services LLC](#)

CONTRACT OVERVIEW

These contracts are for the performance of approved [Consulting and Assessment](#) services performed by specified [Personnel Category](#) resources as outlined in the solicitation. UGUs will identify their consulting needs, request, receive, and evaluate potential consulting service solutions, select a Contractor, and formalize the specifics to fulfil their stated needs utilizing the [Job Order Process](#). A fully executed and complete Job Order should be attached to the purchase order to be incorporated into the contract.

KEY CONTRACT NOTES

- These contracts are for consultants to assess the financial management, operational management, and knowledge management of UGUs. The results of the assessment must be documented in a management report that will outline recommendations to improve UGU performance, reduce operational cost, and enhance the quality and effectiveness of UGU programs and services.
- The Contractor's offered hourly rates include all travel and expenses.
- The Contractor may offer lower hourly rates than their established contract hourly rate in a Job Order Quote at their discretion. In no event may they offer an hourly rate for a Personnel Category that is higher than their contract hourly rate.
- This contract **WILL NOT** be used to perform or provide the acquisition, installation, or implementation of hardware, software, and/or additional services and/or products that were reported in the Contactor's final assessment report.

CONSULTING & ASSESSMENT CATEGORIES

See Section III of the solicitation document for detailed descriptions of these categories and specific "Consulting Services Within General Scope" outlined.

- **Operational Management** is the function responsible for the overseeing, designing, and controlling of the business processes that ensures business operations are efficient and effective.
- **Financial Management** is the sound stewardship of the monetary resources of the organization. Within an organization it is visible in three main processes: budgeting, accounting, and charging.
- **Knowledge Management** is the transferring of information from one source to be identified, stored centrally, and transferred within an agency.

JOB ORDER PERSONNEL CATEGORIES

See the solicitation document for detailed descriptions of applicable skill sets, education, and experience requirements for each category.

- Junior Associate
- Intermediate Associate
- Senior Associate
- Junior Consultant
- Intermediate Consultant
- Senior Consultant
- Intermediate Analytical Consultant
- Senior Analytical Consultant
- Intermediate Engagement Manager
- Intermediate Lead Engagement Manager
- Senior Engagement Principal
- Intermediate Engagement Quality Assurance
- Intermediate Enterprise Architect
- Senior Enterprise Architect
- Intermediate Systems Engineer
- Senior System Engineer
- Intermediate Training Specialist

Note: Not all Contractors offer all Consulting and Assessment Categories. Additionally, not all Contractors offer all Personnel Categories within a Consulting and Assessment Category. Check the "Contract Pricing by Personnel Category" link for each Contractor to see what Consulting and Assessment Categories and corresponding Personnel Categories are available.

JOB ORDER PROCESS

The Job Order Process summarized below must be utilized to select a Contractor and issue purchase orders under these contracts. See Section VIII B "Job Orders" provision in solicitation for details.

Step 1. Statement of Work (SOW) Development – UGU must draft the SOW utilizing [this template](#).

Step 2. Job Order Request (JOR) – UGUs must fill out this [JOR form](#), attach the completed SOW from Step 1, and send to a minimum of two Contractors requesting responses.

Step 3. Job Order Quote (JOQ) – Contractors must respond to JORs with either: (1) a JOQ that, at minimum, includes the Contractor's: (a) proposed methodology and Personnel Category resource(s) to best meet the needs outlined by the UGU in the SOW, (b) proposed number of hours per proposed Personnel Category resource, and (c) the Contractor's offered hourly rates per Personnel Category; or (2) a letter electing not to respond that outlines their reasons for declining to provide a JOQ to the UGU by the date designated in the JOR. The JOQ must not contain any additional terms and conditions.

Step 4. JOQ Review, Selection, & Negotiation – JOQs are reviewed by the UGU. The lowest price JOQ will be selected unless otherwise justified in writing. Upon selection of the Contractor, negotiations may be conducted but are limited to price only.

Step 5. Job Order Execution – To memorialize the Job Order, the Contractor and the UGU must execute the [Job Order form](#) complete with all applicable Exhibits as finalized between UGU and Contractor. All final Job Orders must be signed by the SFAA IT Procurement Manager prior to issuing the purchase order and commencing performance.

Step 6. Change Management – For the duration of the Job Order, all modifications must be documented with the [Job Order Modification form](#). If a Job Order Modification alters the total Job Order Price by more than ten percent, the SFAA IT Procurement Manager must countersign the Job Order Modification.

CONTRACT 4400020275

Contractor: Ahead, LLC
Vendor Number: 7000258000

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:
Will Moncrief
(704) 989-1785
will.moncrief@ThinkAHEAD.com

CONTRACT 4400020276

Contractor: The Autumn Group, LLC
Vendor Number: 7000256055

Awarded Consulting & Assessment Categories

- Operational Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:
Kelly Montgomery
O: (919) 893-3500
C: (919) 274-8808
kelly@theautumngroupllc.com

CONTRACT 4400020274

Contractor: BerryDunn
Vendor Number: 7000050411

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:
Kevin Scheirer
(207) 541-2200
pacv@berrydunn.com

CONTRACT 4400022555

Contractor: Civic Initiatives, LLC
Vendor Number: 7000251225

Awarded Consulting & Assessment Categories

- Operational Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Derrek Davis

o: (512) 523-4834

c: (512) 694-5216

ddavis@civicinitiatives.com

CONTRACT 4400020277

Contractor: Coeur Business Group, Inc.

Vendor Number: 7000179437

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Daniel McLane

(321) 313-0344

Dan.Mclane@coeurgroup.com

CONTRACT 4400020290

Contractor: Elyon Enterprise Strategies, Inc.

Vendor Number: 7000264723

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Karen Morphy

(916) 952-7789

karenmorphy@elyonstrategies.com

CONTRACT 4400020291

Contractor: Ernst & Young, LLP

Vendor Number: 7000097650

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Chris Estes

(919) 791-1656

chris.c.estes@ey.com

CONTRACT 4400022557

Contractor: Flex Technologies
Vendor Number: 7000269079

Awarded Consulting & Assessment Categories

- Operational Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:
David Marshall
(803) 395-0334
david@sparcos.net

CONTRACT 4400020292

Contractor: Gartner, Inc.
Vendor Number: 7000145882

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:
Rick Nessel
(917) 862-4573
richard.nessel@gartner.com

CONTRACT 4400020293

Contractor: GlobalPundits, Inc.
Vendor Number: 7000045896

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:
Joe Doyle
(803) 404-0088, Extension 4040088
joe@globalpundits.com

CONTRACT 4400020294

Contractor: Grant Thornton, LLP
Vendor Number: 7000078526

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Scott King

(210) 881-1802

scott.king2@us.gt.com, and copy PubSecStateandLocalGovtContracts@us.gt.com

or

Christian Fuellgraff

(513) 345-4524

christian.fuellgraf@us.gt.com and copy PubSecStateandLocalGovtContracts@us.gt.com

CONTRACT 4400023426

Contractor: High Performance Technologies

Vendor Number: 7000278086

Awarded Consulting & Assessment Categories

- Operational Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Candace Martin

(803) 487-5484

candace.martin@highperftech.com

CONTRACT 4400020295

Contractor: Ikaso Consulting, LLC

Vendor Number: 7000220727

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Reiko Osaki

(415) 734-6858

rosaki@ikasoconsulting.com

CONTRACT 4400022556

Contractor: ISF, Inc.

Vendor Number: 7000264556

Awarded Consulting & Assessment Categories

- Operational Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Aaron Dienger

(850) 671-1054

adienger@isf.com

CONTRACT 4400020296

Contractor: International Consulting Acquisition Corp DBA ISG Public Sector

Vendor Number: 7000246603

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Milford Sprecher

(301) 830-2198

Milford.sprecher@isg-one.com

CONTRACT 4400020297

Contractor: JDR Consulting, LLC

Vendor Number: 7000264901

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Mandy Cooke

(888) 481-7755 x816

mcooke@jdrconsulting.net

CONTRACT 4400020298

Contractor: Microstaff IT Holdings

Vendor Number: 7000049149

Awarded Consulting & Assessment Categories

- Operational Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Dianne Caro

(803) 799-7321, Extension 301

dianne.caro@WeKnowITOnline.com

CONTRACT 4400020300

Contractor: Nova Strategic Solutions, LLC

Vendor Number: 7000241868

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Latisa Fosu
(3020) 388-5673
Latisa.f@novastrats.com

CONTRACT 4400020301

Contractor: Public Consulting Group
Vendor Number: 7000096520

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Mark English
(443) 934-313
menglish@pcgus.com

CONTRACT 4400020302

Contractor: RandomBit, LLC
Vendor Number: 7000231588

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Susanne Ungerer
(704) 207-1716
susanne@randombitcorp.com

CONTRACT 4400023427

Contractor: TekSystems Global Services, LLC
Vendor Number: 7000278048

Awarded Consulting & Assessment Categories

- Operational Management
- Financial Management
- Knowledge Management

Contract Pricing by Personnel Category

Send Job Order Requests to:

Jena Nash
(803) 576-4886
jenash@TEKsystems.com

EXHIBIT 9

amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Monday, April 12, 2021 4:51 PM
To: Amy Cofield
Subject: Fw: Required Qualifications
Attachments: PM skills for SAF Agency.docx

----- Forwarded Message -----

From: Jimmy Terrapin <dr1_iron@yahoo.com>
To: Amy V. Cofield <acofield@saf.sc.gov>
Sent: Friday, August 28, 2020, 11:16:27 AM EDT
Subject: Re: Required Qualifications

See how this looks for the PM role. Please make mods as you see fit.

LUM

On Wednesday, August 26, 2020, 01:23:18 PM EDT, Amy V. Cofield <acofield@saf.sc.gov> wrote:

Programmer info

Didn't know if you wanted to share this with Joe or not....

Amy V. Cofield, Esq.

Executive Director

SC State Accident Fund

800 Dutch Square Blvd., Suite 160

P.O. Box 102100 (29221)

Columbia, SC 29210

acofield@saf.sc.gov

803-896-5840



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EXHIBIT 10

General Description

Responsible for managing and overseeing assigned installation projects from start to finish, ensuring that such projects are completed to customer satisfaction on time and within budget. Strong interaction skills both written and verbal with vendors and subcontractors a must.

POSITION RESPONSIBILITIES AND EXPECTATIONS

- Manages and directs the work of subcontract labor to ensure completion of installation projects, including verification that job site is ready for commencement of project and that subcontractors maintain appropriate schedule and perform work properly.
- Assists Director in developing functional proposals for installation projects.
- Verifies programming of systems installed by subcontractors, including remedying any programming issues before customer acceptance.
- Plans and organizes acceptance of installation project by customer, ensuring system functionality and customer satisfaction.
- Ensures that all assigned installation projects are handled properly in accordance with SAF policies and procedures, are timely completed, and are completed in accordance with budget. Assists Subcontractors with installation.
- Reports timely progress to senior executives and raises issues quickly and planned remediation actions.

MINIMUM QUALIFICATIONS

EDUCATION

- Bachelor's degree in Information Technologies or Business Administration

EXPERIENCE

Must have at least five (5) years prior work experience in system integration projects and data analysis

Must have at least five (5) years' experience in Information Technologies

Must have at least five (5) years' experience in both mainframe and distributed technologies

Must have at least five (5) years' experience in project management best practices

Must have at least five (5) years' experience in vendor relations and managing outside resources

KNOWLEDGE, SKILLS, & COMPETENCY

- Excellent computer skills, including, but not limited to, working knowledge of Microsoft based products (such as MS Word, Excel, and Outlook) and the Internet.
- Knowledge of and/or prior experience with relational databases.
- Must be detail-oriented and have excellent organizational skills.
- Ability to work accurately and efficiently with limited supervision.
- Excellent communication skills, including, but not limited to, the ability to effectively communicate both verbally and in writing.
- Strong time management skills, including ability to meet deadlines.

EXHIBIT 11

Let me know if I can help in any way!

Best,
Kristen



Kristen M. Hutto, CPPB | Procurement Manager | State Term Contracting Team
Office of State Procurement | Division of Procurement Services | SC State Fiscal Accountability Authority
1201 Main Street, Suite 600 | Columbia, SC 29201 | Phone: (803) 737-7685 | khutto@mmo.sc.gov

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From: Matthew Hansford <mhansford@saf.sc.gov>
Sent: Monday, November 16, 2020 12:22 PM
To: Hutto, Kristen <khutto@mmo.sc.gov>
Cc: SC - HANSFORD MATTHEW <MHANSFORD@SAF.SC.GOV>; Dawson, Nathan <ndawson@mmo.sc.gov>
Subject: [External] State Accident Fund Project Manager

Hi Kristen,

Happy Monday to you! We received zero responses to the attached. What do I do now? We have given recent thought to abandoning this request and giving the assignment to an internal employee. However, still let me know what you would normally do from here.

Thank you!

During the COVID-19 pandemic, we are committed to ensuring our insureds and their injured workers have uninterrupted, high-quality service while our employees remain in the safest environment possible. Many of our employees will remain in our offices to serve the needs of our agency, but our offices will be closed to non-employees. We are fortunate to have the technology to allow some of our staff to work remotely. During that time, these employees will remain fully functional and available to service all needs of our insureds and their injured workers. Additionally, we are working to ensure that all benefit checks and bill payments are sent out in a timely manner.



Matthew Hansford

Director of Insurance Services
SC State Accident Fund
800 Dutch Square Blvd., Suite 160
P.O. Box 102100 (29221)
Columbia, SC 29210
mhansford@saf.sc.gov
803 896 5821

EXHIBIT 12

From: Susanne Ungerer <susanne@randombitcorp.com>
Date: December 4, 2020 at 11:18:28 AM EST
To: Matthew Hansford <mhansford@saf.sc.gov>
Cc: "Amy V. Cofield" <acofield@saf.sc.gov>, "Hutto, Kristen" <khutto@mmo.sc.gov>
Subject: RE: South Carolina State Accident Fund - Project Manager

Mr. Hansford,

Thank you very much for reaching out and providing Random Bit this opportunity. We will put a proposal together and get it back to you by December 18th.

Thank you again!

Susanne



From: Matthew Hansford <mhansford@saf.sc.gov>
Sent: Friday, December 4, 2020 9:57 AM
To: Susanne Ungerer <susanne@randombitcorp.com>
Cc: Amy V. Cofield <acofield@saf.sc.gov>; Hutto, Kristen <khutto@mmo.sc.gov>; Matthew Hansford <mhansford@saf.sc.gov>
Subject: South Carolina State Accident Fund - Project Manager

Good Morning Ms. Ungerer,

I hope you have had a good week. I'm reaching out this morning because SAF has not filled the Project Manager position for our upcoming Insurance Software Solution Implementation. We would like to give you one more opportunity to bid on this request. If interested, please have a proposed quote to me by Friday, December the 18th.

Re: Fwd: South Carolina State Accident Fund - Project Manager

From: Jimmy Terrapin (dr1_iron@yahoo.com)
To: acofield@saf.sc.gov
Date: Friday, December 4, 2020, 01:40 PM EST

[Sent from Yahoo Mail on Android](#)

On Fri, Dec 4, 2020 at 11:46 AM, Amy V. Cofield <acofield@saf.sc.gov> wrote:

Yep, that's Gerhard's wife. Will we know her per hour rate in time to make sure ours comes under?

Begin forwarded message:

From: Susanne Ungerer <susanne@randombitcorp.com>
Date: December 4, 2020 at 11:18:28 AM EST
To: Matthew Hansford <mhansford@saf.sc.gov>
Cc: "Amy V. Cofield" <acofield@saf.sc.gov>, "Hutto, Kristen" <khutto@mmo.sc.gov>
Subject: RE: South Carolina State Accident Fund - Project Manager

Mr. Hansford,

Thank you very much for reaching out and providing Random Bit this opportunity. We will put a proposal together and get it back to you by December 18th.

Thank you again!

Susanne

Susanne H. Ungerer
Chief Executive Officer
(704) 207-1716
susanne@randombitcorp.com
www.randombitcorp.com

From: Matthew Hansford <mhansford@saf.sc.gov>
Sent: Friday, December 4, 2020 9:57 AM
To: Susanne Ungerer <susanne@randombitcorp.com>
Cc: Amy V. Cofield <acofield@saf.sc.gov>; Hutto, Kristen <khutto@mmo.sc.gov>; Matthew Hansford <mhansford@saf.sc.gov>
Subject: South Carolina State Accident Fund - Project Manager

Good Morning Ms. Ungerer,

solicitation on November 9, 2020 and allowed thirty (days) for a response we are utilizing this as the extension. I would be more than happy to answer your questions as long as you intend to formally submit a proposal by 12/18/2020. If so, please notify me by 12:00pm tomorrow and I will turn these answers around promptly.

Have a good evening!

During the COVID-19 pandemic, we are committed to ensuring our insureds and their injured workers have uninterrupted, high-quality service while our employees remain in the safest environment possible. Many of our employees will remain in our offices to serve the needs of our agency, but our offices will be closed to non-employees. We are fortunate to have the technology to allow some of our staff to work remotely. During that time, these employees will remain fully functional and available to service all needs of our insureds and their injured workers. Additionally, we are working to ensure that all benefit checks and bill payments are sent out in a timely manner.



Matthew Hansford

Director of Insurance Services
SC State Accident Fund
800 Dutch Square Blvd., Suite 160
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Columbia, SC 29210
mhansford@saf.sc.gov
803 896 5821

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From: Susanne Ungerer <susanne@randombitcorp.com>

Sent: Friday, December 4, 2020 4:54 PM

To: Matthew Hansford <mhansford@saf.sc.gov>

Cc: Amy V. Cofield <acofield@saf.sc.gov>; Hutto, Kristen <khutto@mmo.sc.gov>; Susanne Ungerer <susanne@randombitcorp.com>

Subject: RE: South Carolina State Accident Fund - Project Manager

Mr. Hansford,

Would you be able to answer the following questions regarding this SOW so that we can better respond?

1. The scope of work seems to indicate a single project manager, but details indicate

additional needs. Would you please clarify the scope?:

- a. A project management office
- b. Release management
- c. User Acceptance Testing
- d. Architecture
- e. Compliance and Information Security requirements

2. Submission instructions seem to indicate a PMO with support for multiple positions, methodology, etc. The SOW background and Job Order Request indicates "Project Manager".

3. The Statement of Work background (section 1) indicates that "the SAF seeks to select the most qualified Project Manager to consult, as SAF deems necessary, regarding the selection and implementation of this software solution". Is this engagement only a part-time consulting role?

4. Section 5 mentions "the team structure for this account (including organizational chart)" for the engagement. This seems to indicate a wider involvement beyond a single project manager.

5. Section 21 indicates a toll-free customer support capability that can resolve emergency issues. Does this SOW intend to outsource a call-center? What is the responsibility of this call-center as it relates to "emergency issues"?

6. Section 26 and 27 seems to imply a level of user acceptance testing. Does this SOW intend to outsource a user acceptance test function? Or the coordination of a formal sign-off process for implementations?

7. Sections 28 – 32 seems to indicate the need for compliance and/or information security services. Is it the intention of the SAF to establish an information assurance / compliance / governance / policy management function as part of this SOW?

8. If Randóm Bit submits a project manager, will it preclude us from providing services such as Release Management, Architecture, and Information Assurance implied elsewhere in this SOW?

9. Is the project commencement date still 01/01/2021?

10. We aim to provide the best solution to the SAF. However, a two-week turnaround would not allow us to provide the level of service that we pride ourselves in. Is there any chance to extend the due-date?

Thank you for your consideration!

From: [Susanne Ungerer](#)
To: [Matthew Hansford](#)
Cc: [Susanne Ungerer](#)
Subject: RE: South Carolina State Accident Fund - Project Manager
Date: Tuesday, December 8, 2020 11:33:05 AM
Attachments: [image001.png](#)
[image008.png](#)
[image011.png](#)

Hi Matthew –

3
Thank you for getting back to me. Somehow I missed the first request from November 9th and regret my failure see it and to respond.

I apologize for not asking these clarifying questions earlier and I do understand the situation that puts you in. At Random Bit, we strive to perform a highly professional job with the utmost quality on anything that we take on, including solicitation responses. After talking with my team, we do not believe that we can produce a response that we can be proud of within the timeframe required and with the information available at this time.

Therefore, and with great regret, we decline to respond to this solicitation. We are highly interested in responding to other requests in the future and hope that you will keep us on your list.

Thank you again for this opportunity.

Susanne Ungerer



Susanne H. Ungerer
Chief Executive Officer
(704) 207-1716
susanne@randombitcorp.com
www.randombitcorp.com



2
From: Matthew Hansford <mhansford@saf.sc.gov>
Sent: Monday, December 7, 2020 4:51 PM
To: Susanne Ungerer <susanne@randombitcorp.com>
Cc: Hutto, Kristen <khutto@mmo.sc.gov>; Matthew Hansford <mhansford@saf.sc.gov>
Subject: RE: South Carolina State Accident Fund - Project Manager

Hi Susanne,

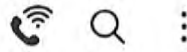
I hope you are well and thank you very much for the quick response. Given that we first sent the

EXHIBIT 13

10:48



< Joe Doyle
(803) 404-0088



Monday, December 7, 2020

8:22 AM Do you need anything from me for the SOW for SAF?

J Make sure I have your updated resume 8:23 AM

8:23 AM I will send it today

10:40 AM Resume just sent



Tuesday, December 8, 2020

10:09 AM Just sent you my response for the RFP



Wednesday, December 9, 2020

J Can you call me before 10:30? 11:07 AM

2:11 PM How did the meeting go?

J We are talking this afternoon 2:23 PM

2:25 PM Ok, thx



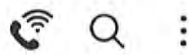
Friday, December 11, 2020



10:49



< Joe Doyle
(803) 404-0088



Friday, December 11, 2020

10:42 AM Will the SAF response be submitted today?

J Yes 11:09 AM

J I spoke to Matt you're the only one submit I think this is good to go 11:10 AM

J Just sent a draft take a look at it and if you're OK I will submit today. Call with questions 2:59 PM

3:01 PM Will do

Tuesday, December 15, 2020

J Can you interview anytime on Friday? Joe 5:07 PM

5:08 PM Phone or in-person? Lunch time would work best.

J Thursday 10 in person? 5:22 PM

Thursday? Not Friday? That should work



amyvc63@gmail.com

From: Jimmy Terrapin <dr1_iron@yahoo.com>
Sent: Tuesday, April 13, 2021 2:24 PM
To: Amy Cofield
Subject: Fw: SAF response for Jimmy
Attachments: Jimmy's skills for SAF.docx

[Sent from Yahoo Mail on Android](#)

----- Forwarded Message -----

From: "Jimmy Terrapin" <dr1_iron@yahoo.com>

To: "Joe Doyle" <joe@globalpundits.com>

Sent: Tue, Dec 8, 2020 at 9:40 AM

Subject: SAF response for Jimmy

Joe:

Let me know what you think.

Jimmy

Jimmy Terrapin

121 Driftwood Dr., Lexington, SC 29072 | 803.586.9081 | Dr1_Iron@yahoo.com

Mr. Terrapin has over 30 years of Information Technology experience which includes project management, program management, vendor relationship management, Federal Government program (TRICARE) experience and asset management that included several offshore technical teams. In his career, Mr. Terrapin has managed large projects for the federal government that included converting the TRICARE claims processing system to handle the new HIPAA 837 5010 format. This project spanned 2 years with a budget of \$3M dollars and a mandated implementation date set forth by TRICARE. He also managed the expansion of the ICD-9 billing code to the new ICD-10 code. This effort took 1 ½ years with an estimated budget of over \$2M dollars and required Mr. Terrapin to manage cross team coordination with the entire TRICARE technical staff. Both projects required in-depth data analysis, data mapping, and large data conversion were necessary within the claims & billing systems. Both projects were implemented successfully on time and within the budgeted dollars.

Mr. Terrapin also has a solid background in vendor relationship management. These vendor engagements handled acquisitions for both technical resources and software packages to support the current business needs. Vendors were required to meet weekly to discuss milestone dates, project plans, and deliverables to ensure the implementations were staying on schedule. Mr. Terrapin was also required to report a weekly status and handle Q&A sessions with the executive leadership team.

EXHIBIT 14

Exhibit 2



Globalpundits

**Job Order Request
Globalpundits Response to**



**Third Party Consulting
Solicitation Number: 5400015645
Matthew Hansford
mhansford@saf.sc.gov**

**Project Name: SAF Insurance Software Solution Project
Manager**

**Globalpundits Technology Consultancy Inc. dba Globalpundits
4715D Sunset Blvd, Lexington, SC 29072
www.globalpundits.com
803-354-9400
ATTN: Joe Doyle, Vice President
joe@globalpundits.com**



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Scope:9



Proposed methodology/work plan

Mr. Terrapin has over 30 years of Information Technology experience which includes project management, program management, vendor relationship management, Federal Government program (TRICARE) experience and asset management that included several offshore technical teams. In his career, Mr. Terrapin has managed large projects for the federal government that included converting the TRICARE claims processing system to handle the new HIPAA 837 5010 format. This project spanned 2 years with a budget of \$3M dollars and a mandated implementation date set forth by TRICARE. He also managed the expansion of the ICD-9 billing code to the new ICD-10 code. This effort took 1 ½ years with an estimated budget of over \$2M dollars and required Mr. Terrapin to manage cross team coordination with the entire TRICARE technical staff. Both projects required in-depth data analysis, data mapping, and large data conversion were necessary within the claims & billing systems. Both projects were implemented successfully on time and within the budgeted dollars.

Mr. Terrapin also has a solid background in vendor relationship management. These vendor engagements handled acquisitions for both technical resources and software packages to support the current business needs. Vendors were required to meet weekly to discuss milestone dates, project plans, and deliverables to ensure the implementations were staying on schedule. Mr. Terrapin was also required to report a weekly status and handle Q&A sessions with the executive leadership team.

Discrete tasks and deliverables:

1. Take part in the procurement process by being a SME (Subject Matter Expert) that is available for consultation, as required by the SAF, to assist with the selection of the most qualified insurance software solution.
2. Work with the SAF and the selected vendor to create an implementation plan, milestone objectives, milestone dates, and any other planning the Contractor deems necessary to the completion of the project:
3. Deliver a Project Management Update (in e-mail form) every fourteen (14) days to SAF detailing the Contractor's and selected vendors activity of the last fourteen (14) days and what is expected to occur over the next fourteen (14) days. The Contractor must complete this report every two weeks until the selected solution has a successful implementation.
4. Meet in-person every thirty (30) days with the SAF to discuss overall status of the project and the projected implementation timeline;



Globalpundits

Estimated project timelines:

Project Commencement 01/01/2021

Estimated Project Completion Date: 12/31/2022

Proposed personnel resources:

Software Solution Project Manager



Proposed personnel resume:

Homer James (Jimmy) Terrapin

121 Driftwood Dr. Lexington, SC 29072 (803) 586-9081

SUMMARY

A senior information technology professional with more than 30 years of experience in project management, IT leadership, and software development. He has provided solution delivery for business process and technology improvements. He has led multiple enterprise development and implementation projects and is adept at formulating technical resolutions for business issues and opportunities.

EXPERIENCE

BCBSSC – Application Development Senior Analyst

10/2020 – present

- Currently reviewing the EDIG X12 file intake processes to identify inefficient & erroneous logic
- Designing automated processes to resolve the issues identified with the X12 files
- Monitoring the AIX servers daily for errors
- Correcting X12 files sent in by the Trading Partners to ensure these files will process through the system
- Cross training the distributed team on mainframe technologies and processes

Technologies:

Windows Servers, AIX Servers, Power Shell, VM Ware

Methodologies:

Agile and Scrum

BenefitFocus – Program Manager

10/2019 – 5/2020

- Managed several projects using Agile/Scrum for our MarketPlace and Enrollment platforms
- Responsible for managing one of our datacenter transitions from AWS to an on-prem solution
- Responsible for maintaining our DataHub warehouse using SQL Server Management Studio (SSMS) and SQL Server Integrated Services (SSIS)
- Built and ran T-SQL scripts to deliver data for our end users
- Converted several SmartSheet reports to Power BI to reduce costs

Technologies:



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SQL Server, SSMS, SSIS, Power BI, T-SQL, SmartSheet, Jira, Confluence, Sharepoint, MS Teams, MS Project, MS One Drive

Methodologies:

Agile and Scrum

T M Floyd - Consultant

11/2018 – 10/2019

Worked on site at SCDHHS as Acting Program Manager for the Medicaid Enterprise System (MES)

- Responsible for overseeing the buildout of the MES to support the SCDHHS technical and delivery vision
- Help design our analytics strategy using Tableau as the data gathering engine
- Built Power BI dashboards for the end users
- Acted as the Scrum Master for the 3 Agile teams until hiring a full time Scrum Master
- Responsible for the interviewing, hiring, and firing of the technical team that supports the MES
- Responsible for vendor oversight as it relates to software to support the MES and resources that bring the technical skills needed to support software solution delivery
- Work closely with internal and external business owners to understand their needs and worked with the business analyst to translate into technical requirements
- Work closely with the enterprise architects, technical architects, and solution architects to understand system and design limitations for business requirements
- Produce monthly status reports that are sent to CMS to show the progress on the Medicaid rewrite
- Ensure training is procured and administered for the MES team to advance their technical knowledge to support the future technologies used within the MES applications
- Responsible for updating the Enterprise Advanced Planning Document which is sent to CMS to acquire federal funding for the MES program. The MES program was funded 90% by the Fed.
- Monitored and reported on KPIs weekly & monthly to upper management:
 - Files/records received from AppleOne, SCEIS, and Active Directory
 - Processing time per file through MarkLogic harmonization
 - Record matching process error rate per file

Technologies:

MarkLogic no-SQL, Apache Nifi, Oracle Fusion Middleware, Jira, Gherkin, Jenkins, Confluence, Sharepoint, Slack, Splunk, Tableau for analytics and data mining, Power BI

Methodologies:

SDLC/Waterfall, Agile and Scrum

Colonial Life/UNUM - Technology Capability Manager (TCM) -

5/2016 – 11/2018

- Responsible for overseeing two Agile teams that were responsible for developing and maintaining mainframe and distributed code that supported the other technical delivery areas within Colonial Life
- Acted as Scrum Master when needed, conducting daily standups or backlog grooming activities
- Worked very closely with our legal department, data compliance, and senior leadership to define GDPR & PII fields needed in the TDM obfuscation project
- Evaluated vendors in the TDM space and selected the best fit for an enterprise strategy



- Worked closely with the product owners and Scrum Masters to understand and prioritize work for the teams, helped build out logical design of solutions with the technical teams, ensured impediments were removed, and helped with the various ceremony's teams attended
- Worked closely with business owners to understand the business needs and worked with the business analyst to translate into technical requirements
- Worked with enterprise architects, technical architects, and business architects to understand system and design limitations for business requirements
- Worked with the business partners and technical teams on RPA tasks to include design, build, and implement scripts using Pega automation
- Performed monthly 1x1 coaching and career path development sessions for each member of the staff
- Responsible for mid-year and year-end performance evaluations
- Assigned point of contact for a staffing effort that would see 30 onshore and offshore technical resources for two major projects within the Colonial Life delivery space
- Worked to get partners assigned to the system, acquired any necessary technical equipment and software, and ensured VM pool access was granted to the offshore partners and that performance was adequate
- Built training sessions to ensure knowledge transfer to partners was occurring

Technologies:

COBOL, JCL, MVS, IMS DB/DC, DB2, SQL, C#, Jira, Gherkin, PEGA (RPA), Selenium, Jenkins, VUEJS, JAVA, ASP .Net, Agile Central

Methodologies:

Agile, SAF and Scrum

BlueCross BlueShield of South Carolina/TRICARE - Application Dev Manager 7/2002 - 5/2016

- Promoted to the application manager over the front-end claims staff in 2002
- Managed a staff of 15 technical staff members supporting our CICS, COBOL, IMS, DB2, and EDI applications. These team members represented two distinct teams: data source and claims inquiry
- Managed a staff of 8 system solution designers who were responsible for overseeing the technical design for each work effort within TRICARE
- Managed staff responsible for receiving claims from various channels, DDE, HIPAA 837 P & I, into the TRICARE claims system and ensured that each claim passed a rigorous edit process prior to claims adjudication
- Worked with the TRICARE contracts requiring extensive meetings with internal teams (DBAs, network, SOA, EDI, and app dev) to understand business requirements in the published RFPs
- Experienced in designing, implementing, and supporting enterprise-grade technical solutions meeting complex business requirements
- Responsible for performing annual performance reviews, interfacing with internal and external customers to satisfy data requests and answer technical questions, providing RFP reviews and responses, representing TRICARE at the ASC X12 conferences held every four months, and ensuring on-time delivery for each project and work effort assigned to staff
- Promoted to application manager over the informational reporting group in TRICARE in 2002
- Managed eight technicians and was responsible for monitoring and assigning work for each staff member



- Monitored hours and dates for each work effort to ensure on-time delivery
- Met with internal operations staff and external primes to satisfy data requests and answer technical questions
- Managed several very large projects that exceeded 2 years in duration for our TRICARE contracts:
 - ICD-9 to ICD-10 drug code expansion
 - HIPAA 837 4010 to 5010 guide changes
 - 837 front-end editor changes from Sybase to TIBCO
- Assisted several of the teams assigned to the RFP process for new contracts
- Was on the internal team that helped TRICARE earn CMMI Level 3 through documenting our repeatable processes and capturing the needed artifacts for:
 - Change Management
 - Risk Management
 - Resource Management
- Monitored and reported on KPIs weekly & monthly to the Federal Government:
 - Number of EDI 837 claims received per day
 - Number of paper claims received per day
 - Claim errors reported by error type
 - Number of claims adjudicated and paid in 24 hours
 - Number of outstanding claims not paid broken out in 30 days, 45 days, & 60-day increments

Technologies:

CICS, COBOL, JCL, MVS, IMS DB/DC, DB2, SQL, EDI X12, Data Warehouse

Methodologies:

SDLC/Waterfall

Senior Mainframe Programmer, BlueCross BlueShield of South Carolina 9/2001 – 7/2002

- Hired by the TRICARE division of BCSSC as a technician in the data warehouse group and was responsible for the technical aspects for a server-based product called BusinessObjects
- Designed and built DB star schemas to support the reporting and data analytics for the business
- Used advanced SQL to gather data
- Maintained APS code on the mainframe for nightly batch processes
- Built and maintained the ETL processes used to load the Data Warehouse

Technologies:

CICS, COBOL, JCL, MVS, IMS DB, DB2, SQL, Informatica, ETL

EDUCATION

BA, Business Administration, Southern Wesleyan University

AS, Data Processing, Midlands Technical College



Globalpundits

Number of hours for each type of personnel resource:

Estimated Hours: 4,000 hours

Itemized price by personnel category:

Software Solution Project Manager: \$150.00 per hour

Scope:

1. Have a minimum of five (5) years of successful Information Technology Project Management experience including, but not limited to, the successful implementation and "go live" of an insurance, claims, policy, and billing software solution for a medium to large sized insurance company or insurance pool; Mr. Terrapin has more than 30 years' experience in Project Management, IT Leadership and software development to include multiple assignments at BCBS, SCDHHS, BenefitFocus and Colonial Life/Unum.
2. A medium to large sized insurance company is defined as having a minimum of \$50 Million Dollars in annual premium; BCBS, BenefitFocus and Colonial/Unum all meet this criterion.
3. Provide examples of work described in #1 above; Mr. Terrapin worked multiple assignments at BCBS, SCDHHS, BenefitFocus and Colonial Life/Unum.
4. Provide a detailed description of your company, including size, number of employees, number of offices providing Information Technology Project Management services and locations, which of these offices will be directly involved in providing Project Management for SAF, primary business/main business activities, length of time you have been in the business of providing Information Technology Project Management, current number of clients being serviced and any other descriptive material; Globalpundits has provided IT Consulting and Staff Augmentation services for over 20 years. Globalpundits has over 100 current consultants supporting approximately 20 clients. Globalpundits has offices in Lexington, SC, Aiken, SC and Cincinnati Ohio. Globalpundits has had over 100 project management resources supporting BCBS, State of SC, Savannah River Remediation, Dominion Energy, Boeing, HP, Harso Rail, Xylem, Clemson University, Yale University, College of Charleston and others.
5. Provide your proposed team structure for this account (include an organizational chart). Include the names, titles, biographies, availability, and responsibilities of staff that will be assigned to this Contract. Include proposed team's biographies/resumes, list of all current clients; Globalpundits Team: Homer James (Jimmy) Terrapin, SAF Software Solution Project Manager. Joe Doyle, Vice President will be the Program Manager in support of this contract.
6. Provide a detailed description of your company's qualifications and experience in performing Information Technology Project Management for a state fund or other similar insurance group. Include a listing of clientele for whom your company has provided similar services in the past three (3) years. The listing should include company names and addresses, contact names and telephone numbers and dates of contract periods for SAF to contact for references; See #4. BCBS, Wendy Upham, Program Manager, 803-264-3178, Since 2008, State of SC Cynthia Holt 208-914-5760 since 2006, Savannah River Nuclear Solutions, Sheri Alexander Procurement 803-952-9576 since 2008, Harso Rail Troy Penny CIO 803-920-4146 since 2015.



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7. Has a client terminated your services in the past three years? If so, provide the names, addresses, contact names and telephone numbers and dates of contract periods for all clients that have terminated; **No Clients have terminated Globalpundits services in the past three years.**
8. Is your organization affiliated with, related to, or a subsidiary of another organization? If yes, identify your parent organization(s) and each affiliated or related business entity and specify the nature of such affiliation(s) or relationship(s); **No**
9. Describe current licensure and accreditations. Provide names, titles and credentials of staff (including, but not inclusive, management, professional, clinical, technical and support); **Globalpundits has multiple Project Managers with their PMP certifications. Globalpundits other technical resources have technical certifications and licenses that are applicable to their respective expertise.**
10. Provide a brief narrative of your company's stability and financial strengths. Please include your most recent audited financial statement and annual report; **Globalpundits was founded in 2000 and has over 100 consultants currently supporting approximately 20 clients. Globalpundits has no debt. Attached are most recent financial statements.**
11. Provide a description of your company's experience with other AASCIF members, past or current; **Globalpundits has supporting multiple SC State Agencies to include not limited to DOI, DOR, DOA, DHHS, DHEC, DEW, DOT, DOE, and SCRS.**
12. Provide information on any pending or prior lawsuits, current litigation, regulatory inquiries, or other legal actions involving your firm. Explain their expected impact or outcome; **Globalpundits has never had any lawsuits, Litigation or regulatory Inquires.**
13. Have at least five (5) years of prior PM experience in insurance system integration projects and large-scale data analysis; **Mr. Terrapin has more than 30 years of prior PM experience in insurance system integration projects and large-scale data analysis.**
14. Coordinate with selected vendor and SAF management to develop a project implementation plan including but not limited to milestone dates, weekly objectives, working groups, and tasklist; **Mr. Terrapin is very capable of performing all of these tasks.**
15. Manage and direct the work of the selected vendor to ensure completion of all milestone dates and successful "go-live" of all selected systems; **Mr. Terrapin is very capable of performing all of these tasks.**
16. Assist with coordinating assignments between SAF staff and the selected vendor in all project activities required for configuration and the ongoing maintenance of the system; **Mr. Terrapin is very capable of performing all of these tasks.**
17. Ensure that all assigned installation projects are handled properly in accordance with SAF policies and procedures, are timely completed, and are completed in accordance with budget; **Mr. Terrapin is very capable of performing all of these tasks.**
18. Provide a South Carolina Project Manager that is available to meet in person with SAF staff at least one (1) day per week at the SAF office in Lexington, SC; **Mr. Terrapin is very capable of performing all of these tasks.**
19. Provide administrative and day-to-day management of Project Manager (s) and associated staff's daily needs; **Mr. Terrapin is very capable of performing all of these tasks.**
20. Assign at least one (1) person (other than the PM) to serve as the Executive Contact who will work to resolve problems, provide necessary reports and respond to service quality issues and/or problems within twenty-four (24) hours. The Executive Contact will be responsive to the SAF



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Director; **Joe Doyle, Vice President will serve as the Executive Contact / Program Manager to resolve any problems.**

21. Provide easily accessible toll-free customer support Monday through Friday, 8:00 am to 5:00 pm Eastern Standard Time, and designate staff to be available, 24 hours per day –7 days per week, to resolve any emergency issues; **Globalpundits can be reached at 803-354-9400.**
22. Respond to all inquiries within 24 hours; **Joe Doyle, VP/Program Manager is available at 803-404-0088.**
23. Disclose anything that may create a conflict or appearance of a conflict of interest for the duration of the contract; **Nothing will create a conflict or appearance of conflict of interest for the duration of the contract.**
24. Attend all meetings between the SAF and selected vendor. Meetings will be held at the SAF offices in Lexington, SC; **Mr. Terrapin is very capable of performing all of these tasks.**
25. Provide a written summary to SAF Management every seven (7) days detailing the work completed during the prior seven (7) days and the plan for work for the next seven (7) days; **Mr. Terrapin is very capable of performing all of these tasks.**
26. Verify programming of systems installed by selected vendor, including remedying any programming issues before acceptance by SAF; **Mr. Terrapin is very capable of performing all of these tasks.**
27. Plans and organizes acceptance of installation project by the SAF, ensuring system functionality and customer satisfaction; **Mr. Terrapin is very capable of performing all of these tasks.**
28. Maintain a process that recognizes that Federal and State laws prohibit the selected vendor from disclosing non-public personal information to nonaffiliated third parties unless otherwise permitted or required by law. "Non-public personal information" is information that personally identifies an individual and which is not otherwise available to the public and as otherwise defined by federal and state privacy laws. Non-public personal information includes both financial and Protected Health Information ("PHI"); **Globalpundits will comply.**
29. Maintain a process to protect the confidentiality of all information provided to it by the SAF, obtained from or on behalf of the SAF, in performing the above-mentioned service obligations to SAF (collectively "SAF's Confidential Information"). This includes, but is not limited to, non-public personal information and PHI. The Contractor further agrees to not disclose any such information outside the Contractor's organization except as explicitly authorized in writing by SAF. If the Contractor is required to disclose any such information by law or any court or other legal authority, or by subpoena or discovery in a lawsuit, the Contractor may make only those disclosures which its lawyers conclude are necessary to comply with the disclosure requirement. However, the Contractor will notify the SAF prior to such disclosure so that the SAF may seek an appropriate remedy to prevent or limit the disclosure; **Globalpundits will comply.**
30. Maintain a process to restrict access to all of the SAF's Confidential Information obtained from or on behalf of the SAF to only those individuals in the organization that require such information in order to perform the service obligations to the SAF. The Contractor will maintain practices and procedures to protect the confidentiality of all the SAF's Confidential Information obtained from or on behalf of the SAF and to allow the SAF, with reasonable notice, to audit the Contractor's practices and procedures for protecting such information; **Globalpundits will comply.**
31. Maintain a process to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the SAF's Confidential Information, including, but not limited to, PHI held by the Contractor, and to prevent Use and/or Disclosure of the SAF's Confidential Information other than as provided for in this



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32. Agreement and as mandated by the Privacy Standards, the Electronic Transactions Standards, and the Security Standards promulgated under the Administrative Simplifications subtitle of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"); **Globalpundits will comply.**
33. Agree that a breach of the foregoing obligations of confidentiality and non-disclosure may give rise to an irreparable injury to the SAF and the State of South Carolina, for which they will not be adequately compensated through monetary damages. Accordingly, the SAF and the State of South Carolina may seek (without the posting of any bond or other security) injunctive relief against any such breach, in addition to any other legal and equitable remedies which may be available, and the Contractor consents to the obtaining of such injunctive relief; **Globalpundits will comply.**
34. The State shall be entitled to audit the books and records of the Contractor to the extent that such books and records relate to the performance of the work. Such books and records shall be maintained by the Contractor for a period of three years from the date of final payment under the Contract and by any subcontractor for period of three years from the date of final payment under the subcontract, unless a shorter period is otherwise authorized in writing by the Chief Procurement Officer. The SAF shall decide if audit is to occur on State or Contractor premises. The SAF shall not incur any expenses related to such audit. **Globalpundits will comply.**