

FINANCE AND AUDIT COMMITTEE AGENDA

**Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Conference Room 251 (TEAMS)
Columbia, South Carolina**

July 6, 2022

3:30 p.m.

1. Call to Order *Robin Blackwood, Committee Chair*
2. Statement of Announcement *Robin Blackwood, Committee Chair*
3. Invocation *Robin Blackwood, Committee Chair*
4. Adoption of the Agenda
5. Review Minutes from the June Meeting **Page 2**
6. Financial Approval & Threshold Report *Candis Golston*
Lawn Care Service for Central Office **Page 6**
7. Annual Report of All Non-Service Expenditures by Vendor *Nancy Rumbaugh*
Over \$200,000 **Pages 7-9**
8. Financial Update **Page 10** *Nancy Rumbaugh*
9. Sale of Property Update *Andrew Tharin*
York County Property on Diane Road-1.6 acres **Page 11**
10. Consideration of Bids for Coastal 110 Roof Replacement **Pages 12 -15** *Andrew Tharin*
11. Internal Audit Update *Courtney Crosby*
12. Chief Financial Update *Nancy Rumbaugh*
13. Next Meeting Date – TBD
14. Adjournment

FINANCE AND AUDIT COMMITTEE AGENDA

**Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Conference Room 180 (TEAMS)
Columbia, South Carolina**

June 6, 2022

3:00 p.m.

In attendance: Robin Blackwood, Chair; Barry Malphrus; Michelle Woodhead; Michelle Fry; Courtney Crosby; Tracey Hunt; Janet Priest; Candis Golston; Debra Leopard; Rob McBurney; Debbie Punzirudu; Nancy Rumbaugh; Preston Southern; Andrew Tharin; and Kimberly Cochran.

1. Call to Order *Robin Blackwood, Committee Chair*

[The meeting was called to order at 3:02 p.m.](#)

2. Statement of Announcement *Robin Blackwood, Committee Chair*

[Commissioner Blackwood read a statement of announcement about the meeting that was distributed to the appropriate media, interested persons, and posted at the Central Office and on the website in accordance with the Freedom of Information Act.](#)

3. Adoption of the Agenda

[Brief Summary:](#) Agenda was presented.

[Committee Member\(s\) Guidance \(if any\):](#) None

[Committee Vote\(s\) \(if any\):](#) Commissioner Malphrus made a motion to approve the agenda as written, seconded by Commissioner Woodhead and unanimously approved by the committee.

4. Review Minutes of the May 4, 2022 Meeting

[Brief Summary:](#) The May 4, 2022 minutes were presented to the committee for approval.

[Committee Member\(s\) Guidance \(if any\):](#) None

[Committee Vote\(s\) \(if any\):](#) On a motion by Commissioner Malphrus, seconded by Commissioner Woodhead, the minutes were unanimously approved.

5. Financial Approval & Threshold Report for June 2022 *Candis Golston*

[Brief Summary:](#) Ms. Golston presented Solicitation 5400019193 – LPN/RN Support Service: A fixed priced bid contract was solicited on 2/12/2020 for Supplemental License Nursing

Personnel. The contract period for this was established as a one (1) year contract with four (4) renewals. At the current time, one additional vendor has applied to be qualified and awarded a fixed price bid contract. This vendor will be added to provide the Regional Centers and option to procure services as needed. This is a routine solicitation and does not require a formal vote from the commission; only approval from the committee.

Committee Member(s) Guidance (if any): None

Committee Vote(s) (if any): Commissioner Malphrus made a motion to approve the fixed price bid, seconded by Commissioner Woodhead and unanimously approved by the committee.

6. Financial Update

Nancy Rumbaugh

Ms. Rumbaugh presented the spending plan vs actual expenditures as of May 31, 2022. To date, the agency is 5.79% under budget. This information will be presented and voted on at the June 16, 2022 Commission meeting.

7. Administration for Community Living (ACL) and Department of Transportation (DOT) Grants

Rob McBurney

Mr. McBurney briefed the committee on a Federal grant introduced by the Administration for Community Living (ACL) Traumatic Brain Injury (TBI) State Partnership Program. The four-year project period would begin on August 1, 2022 and include a single award of \$200,000 with a 2:1 state match. In the application, DDSN proposes to support the work of the South Carolina Brain Injury Leadership Council (SCBILC) to best serve those with a traumatic brain injury in the underserved populations of SC through new partnerships. The goals of the project include expanding SCBILC membership, conducting a needs assessment to identify gaps in data collection, prevention, service delivery, trainings and support provision to drive revisions to our state's TBI plan, and implementation of resource facilitation (RF), trainings, service delivery, and screening for TBI in coordination with the SCBIL and Brain Injury Association of South Carolina (BIASC). It is also planned to revive our state's TBI registry in order to better collect data on those with TBI, their health outcomes, and their services to ensure data driven decisions are made to best support those with TBI and their families. DDSN, in coordination with its partners, hopes to develop new services, trainings, and screenings, coordinate provision of resources, and disseminate updates on the proposed project to local, regional, and national audiences. The federal funding will be used to support contracts (for the needs assessment) and to hire a full-time staff member, as required by the grant. The deadline for the grant application is June 10, 2022.

In addition, Mr. McBurney briefed the committee on announcement of the Enhanced Mobility of Seniors and Individuals with Disabilities Program. The grant will award monies for the purchase of a purpose-built vehicle that is compliant with the Americans with Disabilities Act of 1990. The grant award includes an 85 percent federal share and 15 percent local match. The deadline for the grant application is June 10, 2022.

8. Sale of Property

Andrew Tharin

Mr. Tharin stood before the committee to request an updated approval for the surplus of two lots of DDSN-owned land located on Diane Road in York County. The Commission had previously approved the surplus of the lots in 2019; however due to the COVID-19 pandemic and delayed processes, the surplus of the land did not take place. Due to the time lapse in the previous approval by the Commission an updated approval is required. DDSN has no plans to use the lots on Diane Road. An appraisal from April 2019, gave an opinion of the market value of \$20,000.

Commissioner Blackwood requested Mr. Tharin provide the committee with new/updated appraisal. Mr. Tharin will update the committee on findings of the new appraisal once it has been completed. Once the lots are fully approved as surplus property by all involved parties and approval is made by the Commission, DDSN will work with staff at the Division of Real Property Services and the State Fiscal Accountability Authority (SFAA) to list the property with the state contracted realtor for marketing and selling the property. The property has to be sold on the open market at or above the appraised value. Proceeds from the sale will be split between DDSN and the State after reimbursing DDSN for its outlay for the appraisal.

9. Interdisciplinary Technical Advisory Team

Janet Priest

Ms. Priest presented to the committee a proposal to form the Interdisciplinary Technical Advisory Committee (ITAC). ITAC would consist of five (5) specially trained and educated individuals that would review and discuss and better understand the unique needs and often challenging behaviors of consumers with an intellectual or intellectually-related disability (ID/RD), autism spectrum disorder (ASD), traumatic brain injury (TBI), and/or spinal cord injury (SCI). The diagnosis alone of an individual with an ID/RD, ASD, TBI and/or SCI is not sufficient to completely understand how to safely and appropriately support the individual. ITAC would advise the agency on the best course to take in order to safely provide services to the individual and inform DDSN of policies and standards that govern service delivery. The committee would meet for approximately four (4) hours each week to review consumer information, discuss the individual or topic, assess why the negative behavior is occurring and from that discussion produce recommendations. The estimated annual cost for this ITAC is approximately \$128,000.

10. Internal Audit (IA) Update

Courtney Crosby

Ms. Crosby began with the Agreed-Upon Procedures (AUP) Report; IA has completed the review of 34 of the 40 reports and six (6) are in process. The review is completed for seven (7) of the nine (9) private providers with a year end of June 30th. There are three (3) private providers with a year end of September 30th. Reports were due on April 30th for 32 private providers with a year end of December 31st. IA has received 31 of these reports; 23 are complete and reviews for eight (8) are in process. IA is working to complete several ongoing audits, Technical Assistance Visits (TAVs), and follow up procedures. Members of the IA department

have been involved in a number of professional development opportunities within the last month. Ms. Crosby is continuing to work on the FY 2023 audit plan and has requested that any Audit Planning Surveys that have not already been returned be done so as soon as possible to ensure the information is considered in the audit plan development.

11. Chief Financial Update

Tracey Hunt

Ms. Hunt began by discussing the 2021 cost report. The 2021 cost report is being reviewed by the cost report consultant and will be submitted for approval on June 10, 2022. After Ms. Hunt has signed the cost report it will then be sent to the Department of Health and Human Services (HHS). Ms. Hunt hopes to have the FY2020 cost report completed before August 15, 2022.

In regards to the FMAP funds, DDSN is continuing to meet regularly with the Department of Health and Human Services (HHS). The Commission and the providers will be updated once an update from HHS has been received. This far, \$4,633,000 (92.7%) of FMAP funds have been paid out to 79 providers. In January 2022, \$5 million was offered to providers for the retention of staff. DDSN has disbursed 6.2% of those funds. Of the providers that remain unpaid, there are 35 private providers and this represents \$367,000 (7.3%) of the \$5 million, with many them being under \$1000. Two (2) memos went out to the providers to request funds. The majority of the funding not requested from private providers is from seven (7) providers equaling \$297,000 (6%) of the total. The other 31 providers will be sent an email by the of the week inquiring on their intent to request the funds.

The House Ways and Means' and Senate approved all of DDSN priorities for recurring and non-recurring budget requests. The executive staff will meet to review the divisional budget and how the administrative division costs relate to the DDSN/HHS administration contract, review the FY23 spending plan and discuss earmarked state appropriated dollars.

The State Auditors submitted workpaper to their supervisor for review. DDSN is waiting on the results of the submission and will update the committee once that report is received.

A revised quote from a state contract approved vendor for the Financial Strengthening Project for providers has been received and is being reviewed. DDSN staff will meet to review the deals and discuss the next step. Ms. Hunt will provide the committee with an update at the next month's meeting.

11. Next Meeting Date and Time: July 6, 2022 at 3:30 p.m.

12. Adjournment

There being no further business, at 4:18 PM on a motion by Commissioner Malphrus and seconded by Commissioner Woodhead, the meeting was adjourned.

Monthly DDSN Staff Report - Financial Approval & Threshold Reporting for July 2022

The purpose of this monthly report is to ensure staff comprehensively reports on all Executive Limitation Policy (800-CP-03) financial transactions for approval and financial threshold reporting requirements. The Finance and Audit Committee will decide which items require presentation to the Commission for a formal vote, as well as which items need only be reported via this monthly report to the Commission to ensure transparent reporting. After the Finance and Audit Committee’s decisions, this report will highlight item wording in **red to notify Commission this will not need a formal vote** and highlight items in **yellow indicating item will require a formal Commission vote to approve**.

I. **New Non-Service Contracts \$200,000 or Greater:**
Solicitation 5400023330 Grounds Maintenance- Central Office -

An Invitation for Bid (IFB) was issued on April 29, 2022 for Ground Maintenance Services for Central Office. We received three (3) bids during the bid opening on May 27, 2022. The lowest bid received was in the amount of \$255,060 for over a 5 year period. There is a onetime fee for the vendor to perform a clean-up service around the generator. The total potential contract award with the one time service is \$ 257,010.

II. **Existing Service Contracts Increasing \$200,000 or Greater (simple list if based on individual choice; detail summary if not):**

None

III. **\$200,000 or Greater Increase in Personnel Positions for a Program or Division:**

None

IV. **New CPIP or Re-Scoping of an Existing CPIP:**

V. **New Consulting Contract:**

None

VI. **New Federal Grant:**

None

(NOTE: In July of each year, a report of all prior FY non-service expenditures by vendor over \$200,000 will be presented as a “post-payment” review. This will add visibility for expenditures from contracts originated in prior FYs and vendors with separate purchases aggregating over \$200,000 in current FY.)

Purchase Order History

Filter Information

FY 2022 Purchase Order History - run date 7-01-2022

Vendor Name	Purchase Order #	Invoiced Amount	Good Description of Vendor	Reviewer Assessment
ADVANCED HEALTHCARE STAFFING	4600845960	-\$ 496,561.13		
ADVANCED HEALTHCARE STAFFING	Result	-\$ 496,561.13	Advanced Healthcare Staffing provides Temp Personnel (i.e. DSP, LPNs, and RNs) to care for individuals at the regional centers.	Reasonable
ROPER PERSONNEL SERVICES INC	4600840796	-\$ 235,219.51		
ROPER PERSONNEL SERVICES INC	4600858966	-\$ 39,040.66		
ROPER PERSONNEL SERVICES INC	Result	-\$ 274,260.17	Roper Personnel Services Inc. provides general temporary administrative personnel.	Reasonable
ALADDIN TEMP-RITE LLC	4600844713	-\$ 332,734.38		
ALADDIN TEMP-RITE LLC	4600880259	-\$ 338.61		
ALADDIN TEMP-RITE LLC	4600882549	-\$ 598.39		
ALADDIN TEMP RITE LLC	4600832956	-\$ 109,473.17		
ALADDIN TEMP RITE LLC	4600855645	-\$ 102,228.53		
ALADDIN TEMP RITE LLC	Result	-\$ 545,373.08	Aladdin Temp Tire LLC provides food service rethermalization systems to provide meals for individuals at the regional centers.	Reasonable
PALMETTO BUS SALES LLC	4600825335	-\$ 70,840.00		
PALMETTO BUS SALES LLC	4600825337	-\$ 68,959.00		
PALMETTO BUS SALES LLC	4600826295	-\$ 70,840.00		
PALMETTO BUS SALES LLC	4600826296	-\$ 70,840.00		
PALMETTO BUS SALES LLC	4600826299	-\$ 70,840.00		
PALMETTO BUS SALES LLC	Result	-\$ 352,319.00	Palmetto Bus Sales, a statewide contractor, provides ADA and Buses for DDSN and other state agencies.	Reasonable
CONDUSTRIAL INC	4600836518	-\$ 72,080.00		
CONDUSTRIAL INC	4600841447	-\$ 94,468.00		
CONDUSTRIAL INC	4600850295	-\$ 48,541.50		
CONDUSTRIAL INC	4600879856	-\$ 39,822.50		
CONDUSTRIAL INC	4600879996	-\$ 93,540.50		
CONDUSTRIAL INC	4600880270	-\$ 126,167.50		
CONDUSTRIAL INC	4600846492	-\$ 196,494.33		
CONDUSTRIAL INC	Result	-\$ 671,114.33	Condustrial Inc provides Temp Personnel (i.e DSP, LPNs, and RNs) to care for individuals at the regional centers.	Reasonable
GROVE MEDICAL INC	4600833300	-\$ 184,958.41		
GROVE MEDICAL INC	4600833318	-\$ 45,477.47		
GROVE MEDICAL INC	4600834353	-\$ 307,387.27		
GROVE MEDICAL INC	4600835274	-\$ 60,126.91		
GROVE MEDICAL INC	4600835342	-\$ 104,019.49		
GROVE MEDICAL INC	4600835362	-\$ 54,865.26		
GROVE MEDICAL INC	4600839317	-\$ 301,600.95		
GROVE MEDICAL INC	4600846597	-\$ 984.09		
GROVE MEDICAL INC	4600860080	-\$ 977.98		
GROVE MEDICAL INC	4600861326	-\$ 210.45		
GROVE MEDICAL INC	4600862212	-\$ 5,804.32		
GROVE MEDICAL INC	4600863798	-\$ 95.79		
GROVE MEDICAL INC	4600866800	-\$ 1,866.75		
GROVE MEDICAL INC	4600869383	-\$ 606.36		
GROVE MEDICAL INC	4600869518	-\$ 1,082.03		
GROVE MEDICAL INC	4600869596	-\$ 47,581.20		
GROVE MEDICAL INC	4600869598	-\$ 13,801.97		
GROVE MEDICAL INC	4600869616	-\$ 539.58		
GROVE MEDICAL INC	4600869624	-\$ 514.68		
GROVE MEDICAL INC	4600869647	-\$ 917.60		
GROVE MEDICAL INC	4600870794	-\$ 10,371.77		
GROVE MEDICAL INC	4600873673	-\$ 2,690.97		
GROVE MEDICAL INC	4600873782	-\$ 19,937.80		
GROVE MEDICAL INC	4600873797	-\$ 83,017.30		
GROVE MEDICAL INC	4600873848	-\$ 118,213.20		
GROVE MEDICAL INC	4600873851	-\$ 91,051.06		
GROVE MEDICAL INC	4600873854	-\$ 27,348.59		
GROVE MEDICAL INC	4600873856	-\$ 49,992.43		
GROVE MEDICAL INC	4600874543	-\$ 3,239.79		
GROVE MEDICAL INC	4600880252	-\$ 140.65		
GROVE MEDICAL INC	4600884074	-\$ 140.65		
GROVE MEDICAL INC	Result	-\$ 1,539,562.77	Grove Medical Inc., a statewide contractor, provides medical equipment and supplies for DDSN and other state agencies.	Reasonable

FY 2022 Over \$200k By Vendor- run date 7-01-2022 9pm

DRAFT 7/2/2022

Vendor Name	Purchase Order #	Invoiced Amount	Good Description of Vendor	Reviewer Assessment
MEDFIRST STAFFING LLC	4600836519	-\$ 170,094.00		
MEDFIRST STAFFING LLC	4600843005	-\$ 154,873.24		
MEDFIRST STAFFING LLC	4600843698	-\$ 4,856.00		
MEDFIRST STAFFING LLC	4600850264	-\$ 71,704.00		
MEDFIRST STAFFING LLC	4600879857	-\$ 139,929.00		
MEDFIRST STAFFING LLC	4600879997	-\$ 149,450.75		
MEDFIRST STAFFING LLC	4600880325	-\$ 137,153.00		
MEDFIRST STAFFING LLC	4600880328	-\$ 62,980.00		
MEDFIRST STAFFING LLC	Result	-\$ 891,039.99	Medfirst Staffing provides Temp Personnel (i.e DSP, LPNs, and RNs) to care for individuals at the regional centers.	Reasonable
MAXIM HEALTHCARE SERVICES INC	4600844430	-\$ 180,865.24		
MAXIM HEALTHCARE SERVICES INC	4600867633	-\$ 88,260.39		
MAXIM HEALTHCARE SERVICES INC	Result	-\$ 269,125.63	Maxim Healthcare provides Temp Personnel (i.e DSP, LPNs, and RNs) to care for individuals at the regional centers.	Reasonable
ALSCO	4600833255	-\$ 238,025.40		
ALSCO	4600835237	-\$ 190,349.49		
ALSCO	4600835426	-\$ 117,313.41		
ALSCO	4600835427	-\$ 142,213.48		
ALSCO	4600855329	-\$ 1,220.40		
ALSCO	4600885860	-\$ 75,877.20		
ALSCO	Result	-\$ 764,999.38	ALSCO, a laundry service, provides linen to Whitten Regional Center	Reasonable
TAPFIN PROCESS SOLUTIONS	4600808475	-\$ 293,353.37		
TAPFIN PROCESS SOLUTIONS	Result	-\$ 293,353.37	TAPFIN Process Solutions is statewide contractor providing IT solutions for DDSN and other state agencies.	Reasonable
CONSOLIDATED MEDICAL STAFFING	4600844474	-\$ 123,140.00		
CONSOLIDATED MEDICAL STAFFING	4600846192	-\$ 98,949.42		
CONSOLIDATED MEDICAL STAFFING	4600875149	-\$ 20,622.25		
CONSOLIDATED MEDICAL STAFFING	4600879998	-\$ 62,760.00		
CONSOLIDATED MEDICAL STAFFING	4600880731	-\$ 190,463.00		
CONSOLIDATED MEDICAL STAFFING	Result	-\$ 495,934.67	Consolidated Medical Staffing provides Temp Personnel (i.e. DSPs, LPNs, AND RNs) to care for individuals at the regional centers.	Reasonable
ALLIANT ASO INC	4600837290	-\$ 1,575,543.16		
ALLIANT ASO INC	Result	-\$ 1,575,543.16	Alliant ASO provides Quality Assurance & Compliance service to DDSN Provider network.	Reasonable
SHI INTERNATIONAL CORP	4600825168	-\$ 90,720.00		
SHI INTERNATIONAL CORP	4600831090	-\$ 2,328.89		
SHI INTERNATIONAL CORP	4600842486	-\$ 333.02		
SHI INTERNATIONAL CORP	4600848464	-\$ 493,337.77		
SHI INTERNATIONAL CORP	4600848501	-\$ 8,110.10		
SHI INTERNATIONAL CORP	4600853560	-\$ 30,216.88		
SHI INTERNATIONAL CORP	4600878739	-\$ 1,917.18		
SHI INTERNATIONAL CORP	4600879635	-\$ 1,874.09		
SHI INTERNATIONAL CORP	4600882614	-\$ 2,536.70		
SHI INTERNATIONAL CORP	Result	-\$ 631,374.63	SHI International Corp is a statewide contractor providing IT solutions for DDSN and other state agencies.	Reasonable
THERAP SERVICES LLC	4600858984	-\$ 282,632.90		
THERAP SERVICES LLC	4600863553	-\$ 896,581.80		
THERAP SERVICES LLC	Result	-\$ 1,179,214.70	Therap Services provides Software as a Service IT solution for DDSN.	Reasonable
OPEN DOOR PERSONNEL LLC	4600836520	-\$ 206,781.28		
OPEN DOOR PERSONNEL LLC	4600842836	-\$ 252,649.12		
OPEN DOOR PERSONNEL LLC	4600842982	-\$ 96,129.53		
OPEN DOOR PERSONNEL LLC	4600844813	-\$ 8,422.63		
OPEN DOOR PERSONNEL LLC	4600844857	-\$ 12,722.38		
OPEN DOOR PERSONNEL LLC	4600848260	-\$ 46,968.00		
OPEN DOOR PERSONNEL LLC	4600852291	-\$ 470.00		
OPEN DOOR PERSONNEL LLC	4600859799	-\$ 18,109.76		
OPEN DOOR PERSONNEL LLC	4600864745	-\$ 760.75		
OPEN DOOR PERSONNEL LLC	4600865594	-\$ 2,800.00		
OPEN DOOR PERSONNEL LLC	4600879858	-\$ 196,982.94		
OPEN DOOR PERSONNEL LLC	4600880054	-\$ 182,870.66		
OPEN DOOR PERSONNEL LLC	4600880732	-\$ 7,813.00		
OPEN DOOR PERSONNEL LLC	4600880904	-\$ 147,884.63		
OPEN DOOR PERSONNEL LLC	4600887613	-\$ 28,816.00		
OPEN DOOR PERSONNEL LLC	Result	-\$ 1,210,180.68	Open Door Personnel provides Temp Personnel (i.e. DSP, LPNs, and RNs) to care for individuals at the regional centers.	Reasonable
CORRECT CARE OF SOUTH CAROLINA	4600847671	-\$ 2,865,082.86		
CORRECT CARE OF SOUTH CAROLINA	Result	-\$ 2,865,082.86	Correct Care of South Carolina/ Wellpath provides residential services for individuals.	Reasonable

FY 2022 Over \$200k By Vendor- run date 7-01-2022 9pm

DRAFT^{7/2/2022}

Vendor Name	Purchase Order #	Invoiced Amount	Good Description of Vendor	Reviewer Assessment
GORDON FOOD SERVICE INC	4600833121	-\$ 677,466.47		
GORDON FOOD SERVICE INC	4600833299	-\$ 142,919.44		
GORDON FOOD SERVICE INC	4600835392	-\$ 193,724.99		
GORDON FOOD SERVICE INC	4600835422	-\$ 489,652.76		
GORDON FOOD SERVICE INC	4600837427	-\$ 752,132.18		
GORDON FOOD SERVICE INC	Result	-\$ 2,255,895.84	Gordon Food Services provides food and/or household provisions to the regional center.	Reasonable
PINE GROVE YOUTH ACADEMY	4600847604	-\$ 500,776.50		
PINE GROVE YOUTH ACADEMY	Result	-\$ 500,776.50	Pine Grove Youth Academy provides residential services for individuals.	Reasonable
BROADSTEP ACADEMY SC	4600840810	-\$ 91,867.32		
BROADSTEP ACADEMY SC	4600876910	-\$ 116,959.30		
BROADSTEP ACADEMY SC	4600843011	-\$ 433,190.55		
BROADSTEP ACADEMY SC	Result	-\$ 642,017.17	Broadstep Academy SC provides residential services for individuals.	Reasonable
COASTAL AUTISM ACADEMY	4600841031	-\$ 326,375.00		
COASTAL AUTISM ACADEMY	Result	-\$ 326,375.00	Coastal Autism Academy provides residential services for individuals.	Reasonable
SHARESTAFF LLC	4600851537	-\$ 21,503.33		
SHARESTAFF LLC	4600851937	-\$ 27,004.96		
SHARESTAFF LLC	4600860121	-\$ 68,743.96		
SHARESTAFF LLC	4600880298	-\$ 107,829.00		
SHARESTAFF LLC	4600880905	-\$ 4,216.00		
SHARESTAFF LLC	Result	-\$ 229,297.25	Sharestaff LLC provides Temp Personnel (i.e. DSP, LPNs, and RNs) to care for individuals at the regional centers.	Reasonable
		-\$ 18,009,401.31		

FY22 Spending Plan VS Actual Expenditures as of 6/29/2022

Category	Spending Plan	Cash Expenditures YTD	SCDHHS Monthly "Wash" Expenditures with Revenue YTD *	Total Monthly Expenditures YTD	Remaining Spending Plan	Spending Plan Deviation with Actual
DDSN spending plan budget	\$ 851,170,837	\$ 621,761,556	\$ 190,477,014	\$ 812,238,570	\$ 38,932,267	REASONABLE
Percent of total spending plan remaining	100.00%	73.05%	22.38%	95.43%	4.57%	
% of FY Remaining					0.00%	
Difference % - over (under) budgeted expenditures					-4.57%	

* In June 2022, providers billed & paid by SCDHHS for approximately \$251 million in services (waiver services + state plan services). DDSN paid the \$ 60.5 million state match to SCDHHS recorded as a cash expenditure and the \$190,477,014 difference was the "wash" Medicaid reimbursement revenue & expense added to maintain "apples to apples" comparison to FY22 spending plan.

Methodology & Report Owner: DDSN Budget Division

Consideration of Surplus Property

Disposition of Lots 2 and 3 – Diane Road, York, SC

Staff needs Commission approval to surplus Lots 2 and 3 Diane Road, York, SC. Commission has previously approved the surplus of these lots in 2019. However, due to the time lapse in the previous approval an updated approval is being sought. The relevant facts are:

- The lots were bequeathed to the SC Department of Mental Retardation in 1985, per the deed recorded in York County courthouse. These two un-improved residential lots are recorded in a single plat totaling 1.6 acres.
- DDSN was unaware of owning these lots until February 2019 after researching question raised by a York realtor. The two lots do in fact belong to DDSN and not Mental Health or any other agency.
- DDSN has no plans for these Diane Road Lots.
- An appraisal in April 2019, gave an opinion of the market value of \$20,000.
- Once the lots are fully approved as surpluses property by all involved parties, DDSN will move forward via the Division of Real Property Services, State Fiscal Accountability Authority's (SFAA), to list the property with the state contracted realtor (CBRE) for marketing and selling the property. The property has to be sold on the open market at or above the appraised value.
- Proceeds from such sale will be split between DDSN and the State after reimbursing DDSN for its outlay for the appraisal.
- Upon approval by the Commission DDSN will work with staff at the Division of Real Property Service (SFAA) to complete the sale.

UPDATE:

- A new appraisal was received on 6/21/2022 that showed the property has a market value of \$35,000.

CONSIDERATION OF BID

COASTAL CENTER – HIGHLANDS 110 ROOF REPLACEMENT

The project scope includes the complete replacement of the roof at Coastal Center’s Highlands 110 dormitory. This roofing structure consists of approximately 9,529 sqft of steep slope roof with asphalt shingles, approximately 3130 sqft of low slope two-ply modified bitumen roof membrane, with sheet metal flashing and trim. The existing roof was installed in 2001 and is 21 years old. This roof is experience regular leaks, and is in poor condition. DDSN consulted with REI Engineers (a building envelope consultant) out of Charleston, SC for design and construction services.

This project was approved by the Commission as part of the 5-Year Capital Permanent Improvement Plan (CPIP) on May 20th, 2021. At that time this project had a cost estimate of \$285,000.

The project was advertised through South Carolina Business Opportunities (SCBO), and bidding was closed on May 25th, 2022. Two bids were received by with a low bid of **\$382,836 by Exterior Solutions of GA dba Bone Dry Roofing Co.** This contractor has been determined to be responsive and responsible contractor, and is on the South Carolina approved vendor list.

The low bid is higher than expected. After discussions with REI Engineers and other State agencies (DMH) these higher prices are typical industry wide, and are a result of ongoing labor and supply chain issues from the Covid-19 pandemic. Although this bid is higher than expected, due to the poor condition of the roof it is recommend that a contract be awarded to Bone Dry Roofing Co. for the full amount of the Base Bid.

Historical numbers to consider:

- Aiken Cost Consultants provided a construction estimate on November 18, 2021 of \$339,147.
- In 2019, Highlands 310 roof (which is identical to 110) was replaced for a cost of \$274,875.

ATTACHMENTS: Bid Tabulation / Letter from REI Roofing Consultants

FUNDS: J16-9933

BID DATE: May 25th, 2022

BADE BID: \$382,836.00

PROJECT NO.: J16-9933
PROJECT NAME: Coastal Center - Highlands 110 Roof Replacement
ARCHITECT/ENGINEER: SCDDSN Engineering and Planning
BID DATE: Wednesday, 25th 2022
TIME: 1:00 PM
LOCATION: SCDDSN Central Office, Suite 178

DRAFT
 SCDDSN Engineering and Planning Division
 344Harden St. Extension
 Columbia, SC 29203
 Phone: (803) 898-9796
 Fax: (803) 832-8188

BID TABULATION					
	CONTRACTOR NAME	Addendum #1	Addendum #2	Bid Bond	Base Bid
1	Exterior Solution of GA dba Bone Dry Roofing Co.	X	X	X	\$382,836
2	Rike Roofing Services, Inc.	X	X	X	\$390,000


 5/26/2022

Project Manager Andrew Tharin, P.E.



June 30, 2022

SC Department of Disabilities and Special Needs
3440 Harden Street Extension
Columbia, SC 29203

Attention: Andrew Tharin, PE
Director of Engineering and Planning

Reference: Contract Award Recommendation
Coastal Center Highlands 110
Roof Replacement
REI Project No. 22CHS-005

Dear Mr. Tharin:

Bids were opened at 1:00PM on Wednesday, May 25, 2022 for the above referenced project. Exterior Solutions of GA dba Bone Dry Roofing submitted the lowest total base bid in the amount of \$382,836.

An outside cost estimating firm, Aiken Cost Consultants, assisted REI Engineers in preparation of the estimated construction cost in November of 2021 which set an estimate of \$339,147. In addition to the base bid being higher than the estimate provided, the base bid cost exceeded a similar project at the same campus, \$274,875 which bid in September of 2018.

REI has been in contact with the apparent low bidder (Bone Dry Roofing) for the above captioned project regarding any cost savings that could be realized. After these discussions, it is apparent that any cost savings would be minimal. Removing the metal soffit and wall panel system and re-using the existing wall mounted ladders were discussed as a possible way to reduce the cost of the project. Removing both of these items would negatively impact the overall performance and service life of the project as well as include re-using roof access ladders that do not meet current safety standards.

The materials for the specified roofing systems for the project have had monthly increases since the first quarter of 2021. REI has noted these cost increases are due to supply, demand, transportation cost increases and the effects of COVID on the available workforce and subsequent production. The Texas ice storms of 2021 created a stoppage of raw material production for a component of the most commonly used roof insulating material, polyisocyanurate roof insulation board. Adhesives and other components of the roof system were also affected. This result in immediate shutdowns of plants producing these materials which has created cost increases and material shortages.

REI currently has 12 roof replacement projects throughout the country for the Army Corps of Engineers that have lead time on materials anywhere from 8-22 months out. A recent example of cost increases experienced by State Agencies include the University of South Carolina and the Colonial Life Arena Roof Replacement and Exterior Wall Remediation Project. The initial cost estimate provided in April of 2021 for the roof increased by \$622,016 in January of 2022 which resulted a drastic scope reduction for the exterior wall improvement. Additional increases were seen when the Project bid in April of 2022.

The National Roofing Contractors Association (NRCA) has continued to update the industry on cost increases. Many articles can be found here: <https://www.nrca.net/resources/supply-chain-shortage> and are attached.

Please contact our office if you have any questions regarding the bidding and awarding of this project.

Sincerely,

REI Engineers



Michael Ross
RRO, BEI, CEI
Project Manager



Keith Parker
RBEC, RRC, REWC, RWC, RRO, CCS, CCCA
Senior Project Manager

Enc: Certified Bid Tabulation
Copy of Exterior Solutions of GA dba Bone Dry Roofing Bid Form
NRCA Industry Update
NRCA Letter on Supply Chain Shortages