



BACKGROUND CHECKS

and

IT Temporary Staff

What are your entity's practices and policies for interviewing and vetting a potential full-time employee? For example, does the hiring manager review and verify employment history and check references on each candidate? Are there specific standards and requirements on background and criminal history checks on all potential employees? Do you require applicants to complete and sign an entity application containing questions about prior or pending criminal charges, convictions or sex offender registry requirements?

Entities utilizing the Statewide Term Contract for Information Technology Temporary Staff Augmentation, should vet temporary staff candidates utilizing those same standards. Hiring managers should seek human resources authority guidance on best practices, policies and specific background report requirements and recommendations for your entity. An Information Technology temporary staff candidate, by nature of the assignment, will often require exposure to situations, systems and materials that are sensitive and may include access to personally identifiable information (PII).

The Statewide Contract requires that the supplier (candidate's employer) conduct certain background checks on all candidates. The supplier reviews and provides the reports to TAPFIN (the State's Managed Service Provider and Beeline System Manager) who in turn validates the results and provides the completed report and results to the hiring manager. It is highly recommended that hiring managers also review the background reports and reference checks with the same diligence as they would a full-time employee.

The minimum, automatic reports that will be done on each candidate are as follows:

- Nationwide criminal history check, which must include Federal, State and County records for the states (or countries if applicable) where the supplier's employee has resided in the past seven years.

- Credit history check

- E-Verify in compliance with FAR E-Verify clause FAR 52.222-54, Employment Verification. As proof of enrollment supplier will provide entity a copy of its "Maintain Company" page from E-Verify.

Entities also have the option of selecting additional reports. When posting a position in the Beeline System, additional reports may be selected from a drop-down menu. These will be provided at no additional charge to the entity. Options include, but are not limited to:

- Education verification

- Employment verification – seven-year history

- Professional reference checks

- Fingerprinting

- Office of Foreign Asset Control (OFAC) compliance

- Certification verifications

- Sex offender registry

Please consult with your human resources authority for best practices and specific background report requirements that may be unique to your entity. If you have any questions about the requirements of the contract, you can contact Carol Norfleet at cnorfleet@mmo.sc.gov or by phone at 803-737-3224. The Contract Terms and Conditions and other information are available at: [5400008056 Contract Terms and Conditions](#).



Let's Shed Some **Light** on the Lamps and Ballasts STC



DisPatcheS readers have posed us with questions lately on the proper use of the Lamps & Ballasts contract. Here is some clarification — or *illumination* — if you'll forgive what we promise is the last pun.

The Lamps & Ballasts contracts were created using a market basket for specific items in each manufacturer's catalog. As part of the solicitation process, vendors were permitted to submit an "or equal" part to match the identified part number for a manufacturer, if the exact match was not available. So, while the market basket items and their associated prices are considered contractual, the main purpose of the market basket was to permit the State to make an apples-to-apples evaluation of the offers we would receive.

Along with the market basket, each vendor bid a percent discount for each category of products. This gives our customers access to the vendor's entire catalog of products for each awarded lot and its corresponding products. This means that each Contractor may sell items within their established catalog, for each corresponding lot awarded, for at least that minimum discount off of the manufacturer's published price list.

For example, *Company A* was awarded contracts for Lot A (*Phillips Lamps & Accessories*), Lot C (*General Electric Lamps & Accessories*) & Lot D (*Retrofit Service for All Phillips, Sylvania, and General Electric Lamps & Accessories*). Each lot contains a specific market basket list of lamps, ballasts and accessories, related to that lot. However, *Company A* is not limited to providing only those items referenced in the market basket listing in the contract. They may provide anything in their catalog **that fits within one of the awarded lots**, even if it is not specifically listed in the market basket.

What happens if a specific lamp in a lot is no longer available, or was replaced by a newer version? The contract has accounted for that circumstance as well. Specific market basket items that are replaced by later versions of the same item, are automatically incorporated into the contract for the same market basket price. New items that may have come along after the market basket was established are automatically incorporated into the contract through the minimum percent discount for that particular lot.

These contracts have been specifically designed to permit maximum access to the various product lines that our customers need. Just because an item is not specifically listed on the contract sheet, or in the contractor's response, does not mean that it is not available under the contract, **as long as it falls within the contractor's awarded lot category**. Always ask the Contractor for availability of an item before trying to purchase it outside the contract. Chances are the item is available and for a better price than you will find elsewhere. Along those same lines, as with all state term contracts, when buying in bulk, do not hesitate to ask the contractor if additional discounts are available. They often will lower their pricing when agencies are purchasing in larger quantities.

Our office has created a new, easier to read contract sheet for these contracts. You may find it at the link below, and feel free to contact DeAna Reed-Sharpe (drsharpe@mmo.sc.gov) at 803-896-6389 with any questions.
(<https://procurement.sc.gov/files/contracts/Lamps%20and%20Ballasts%20Contract%20Sheet%20002.13.2020.pdf>)

See the *Market Research and Agency Input Requests for NEW State Term Contracts (STC)* for information regarding future Light Bulb Recycling programs.





Statewide Contract News

IT Updates

DO YOU HAVE AN INSTALLED BASE OF ORACLE SOFTWARE PRODUCTS? At this time, we do **not** have a statewide term contract in place for Oracle Software & Maintenance. If your agency has an upcoming Oracle Software Update License & Support or true-up purchase in 2020, please send the details of the transaction (including product names, license types, and quantities of each) to Kristen Hutto at khutto@mmo.sc.gov by **March 5, 2020**.

COMMERCIAL-OFF-THE-SHELF INFORMATION TECHNOLOGY STATEWIDE TERM CONTRACT APPROACH

Through the **Master Information Technology Manufacturer Agreement Program (MITMAP)**, the State of South Carolina (State) seeks manufacturers of commercially-available off-the-shelf (COTS) hardware, software, and SaaS to establish a mutual agreement and understanding re: availability of manufacturers' offerings on statewide term contract. The MITMAP Recruitment Solicitation establishes the prequalification standards for manufacturers to be eligible for enrollment, the application process, the review and approval process, and the inclusion on and publication of the Enrolled Manufacturers List (EML) which will be a Qualified Suppliers List (QSL) under SC Code of Regulations Chapter 19-445.2130 (B).

The complementary **Statewide Term Information Technology Reseller (STIR) Master Contract** solicitation seeks to establish contracts with those vendors who are eligible to sell MITMAP Enrolled Manufacturers' Offerings using the competitive fixed price bid source selection method. The STIR Master Contract solicitation will address all contractual requirements and obligations (excluding the license and/or use rights of Offerings) and all terms regarding pricing, payment, and delivery of all Offerings. Using the contracts established pursuant to this STIR Master Contract solicitation, the Using Governmental Units (UGUs) will pay awarded vendors in order to acquire license and use rights from the Enrolled Manufacturer under the terms governed by the applicable Master Information Technology Agreement (MITA).

Together, the MITMAP and the STIR Master Contracts will increase the availability of in-demand, COTS IT offerings, establish multiple sources of supply for those offerings, and increase the speed to market for new COTS IT offerings.

MITMAP RECRUITMENT REQUEST FOR COMMENT (RFC)

We expect this shift in approach to *significantly* affect the status quo of IT statewide term contracts. Our goal is to better serve you, our customers, and we value your input immensely. During this pre-solicitation phase, we ask that you please really do take the time to review these RFC documents. Consider how the approach will impact your entity, and get back to us with any concerns, sources of confusion, and suggested revisions or improvements you may have. You do not need to provide a formal response; feedback in any form is welcomed via email.

The Master Information Technology Manufacturer Agreement Program (MITMAP) Recruitment Solicitation Request for Comment document (titled "*Manufacturer RFC*") has been published here -

<http://webprod.cio.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400018752>

The Statewide Information Technology Reseller (STIR) Master Contract Solicitation Request for Comment document (titled "*Reseller RFC*") has been published here -

<http://webprod.cio.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400018751>

PLEASE REVIEW AND SUBMIT REQUEST FOR COMMENT FEEDBACK TO khutto@mmo.sc.gov BY MARCH 25, 2020!

Market Research and Agency Input Requests for NEW State Term Contracts (STC): *The Office of State Procurement*

(OSP) is seeking input on the following recommendations for new State Term Contracts (STCs). If you have any information you can share, please contact the appropriate procurement manager. Our goal is to put contracts in place that will meet your needs, but we need your input to ensure success.

Type A-2 Buses – In conjunction with the SC Department of Education, we’re exploring the opportunity to contract for Type A-2 buses. Operation of these buses requires a commercial driver’s license (CDL), but they are smaller than a Type C or D and could potentially provide some flexibility in a bus fleet. Please contact Ellicia Thompson (ethompson@mmo.sc.gov) if you are interested in this type of bus or have any questions related to it by April 3, 2020.

Tasers – We’re actively looking for input regarding a possible state term contract for Tasers. Any and all information is appreciated, but we’re specifically looking for what’s being used now, where those items are purchased, what associated supplies/accessories are important (or required) for use during/after the purchase, and are purchases made by buying several at a time (maintaining a stock) or mostly as needed. We would also like to know if, other than the obvious law enforcement related agencies, there are any other users who would purchase off a resulting contract should one be awarded. Please contact Michael Speakmon, mspeakmon@mmo.sc.gov, with any info or input you may have. We’re hoping to complete the market research phase by April 3, 2020.

Educational Supplies – There have been some requests for a contract for educational supplies, but we need a lot more information before we can begin to truly research this. Our primary concern is how to properly define what an “educational supply” is. Many of the items that are used in a classroom (paper, pens/pencils, crayons, etc.) are already available under existing office supply contracts <https://procurement.sc.gov/files/contracts/Office%20Supplies%20Contract%20Sheet%20%2011%206%202019.pdf>. Education items related specifically to science education are available under the existing Science Education Supply contracts (<https://procurement.sc.gov/files/contracts/Science%20Ed%20Contract%20Sheet%2010.08.2019%20%28003%29.pdf>). What we’re looking for is a clear way to define a group of products which don’t interfere with items already available on the current state term contracts, but would be considered educational supplies which could be separately contracted for. Contact Kelly Cobian, kcobian@mmo.sc.gov, with any input you can share. We’re hoping to complete the market research phase by April 3, 2020.

Light Bulb Recycling – It’s come to our attention there may be a number of facilities looking for a way to dispose of/recycle lamps & lightbulbs. There are programs through which an agency may purchase a box and fill it with old lamps and bulbs. The contractor picks up the box, disposes of/recycles the materials, and submits a report sufficient for compliance to the user. All costs associated with service are included in the cost the box. If you or your facility manager are interested in this type of service, contact DeAna Reed-Sharpe at desharpe@mmo.sc.gov by March 31, 2020.

Fire Sprinkler Annual Testing & Inspection – Through another contract we’ve become aware of the need for annual facility fire systems testing and inspection. Our initial research indicates this may be something easily put into place and could provide a valuable service to our customers. Any input is appreciated by contacting Ellicia Thompson, ethompson@mmo.sc.gov, as soon as possible. Also, if you think there are other regular facility inspection requirements that may make a good state term contract, provide that information as well. We’re hoping to complete the market research phase by April 3, 2020.

IT Solicitations on hold awaiting approval of SaaS Piggyback: If your agency is in immediate need of the pending services below awaiting approval of SaaS piggyback, we recommended you conduct the procurement in accordance with the SC Consolidated Procurement Code. We’ll update accordingly when the piggyback is approved.

Proofpoint Software – An email protection system that provides encryption and threat detection is pending solicitation upon approval of our SaaS piggyback or the MIPMAP solicitation process. Any questions or concerns, please contact Carol Norfleet at cnorfleet@mmo.sc.gov or 803-737-3224.

Varonis Data Security - Varonis Data Security protects enterprise data against insider threats, data breaches and cyberattacks. Any questions or concerns please contact Will Butler at wbutler@mmo.sc.gov or (803) 737-9854.

Market Research and Agency Input Requests for existing State Term Contracts:

Self-Funded Web Portal – The current contract 4400008796 resulting from solicitation 5400007500 expires July 15, 2021. OSP will publish an RFP July/August. If you have any input or suggestions for this RFP please contact Randy Barr, Sr. no later than May 15th at rbarr@mmo.sc.gov or 803-896-5232.

Records Conversion – Paper to Digital – OSP will publish a solicitation resoliciting services that include the digitization and temporary storage of paper records. If you have any input or suggestions for this procurement, please contact Will Butler no later than March 1st at wbutler@mmo.sc.gov or 803-737-9854.

Traffic Signaling Software and Equipment (5400004439) -- Current contract 4400007945 will expire August 12, 2020. The OSP will publish an RFP mid-March. If you have any input or suggestions for this RFP, please contact Randy Barr, Sr. at rbarr@mmo.sc.gov or (803) 896- 5232.

SAP SuccessFactors LMS Statewide (540009365) -- Current contract 4400010768 will expire June 28, 2020. Please send an email to Kristen Hutto at khutto@mmo.sc.gov by March 10, 2020 if your entity: (1) has used this contract in the last five years; or (2) has definite plans to use SAP SuccessFactors in the future. Please include details regarding your current use, suggested improvements, and any other input you'd like for us to consider during the re-solicitation process.

Household Appliances – Kelly Cobian (kcobian@mmo.sc.gov) is researching a new household appliance contract. We have already had some internal discussions about some changes to this contract (additional appliances), however we'd like to consider recommendations you may have. If you're a current user of this contract, or if you would be if there were additional offerings, please contact Kelly as soon as possible with your comments or questions.

Large Tractors and Mowers – DeAna Reed-Sharpe(drsharp@mmo.sc.gov) is working with SCDOT to finalize specs for the equipment that will be included in this solicitation, with an anticipated solicitation publication date of February 2020. If you have questions, comments or input to provide, please contact her as soon as possible.

Vehicle Rental Services – The current contracts expire on November 30, 2020. Michael Speakmon (mspeakmon@mmo.sc.gov) is in the business analysis phase of this project and is looking for ideas to improve this contract. We're considering a nationwide component for travel outside South Carolina. Is this something you would like to see added to the contract? Are there other issues you need addressed? If so, please contact Michael as soon as possible.

Trash Can Liners (High/Low Density) – Kelly Cobian (kcobian@mmo.sc.gov) is researching for the next iteration of these contracts that expire on March 2, 2021. Please contact her with input (good/bad/indifferent) related to your experience with the current contract and/or suggestions for improvement.

Solar Flashers – Ellicia Thompson (ethompson@mmo.sc.gov) is finalizing her research into this contract and needs your comments on its use and performance. We can see who is buying what, but that doesn't give us the "total customer experience" we are looking for. Please contact her as soon as possible with any information you have.

Backhoes/Loaders & Motor Graders – The current contracts expire February 20, 2021, but NOW is the time to provide your input for the next version. Do we need to make changes to the specs? Is there new equipment that should be on the next contract? Has newer technology made some of the equipment outdated? Only you can answer these questions, so we need your input. Contact Ellicia Thompson (ethompson@mmo.sc.gov) as soon as possible.

Light Bars – Law Enforcement – DeAna Reed Sharpe, drsharp@mmo.sc.gov) is researching for next iteration of these contracts. Please contact her ASAP with suggestions, recommendations, and/or improvements. Are there products that

need to be added? Removed? Replaced? Let us know how we can make these contracts work better for you.

State Term Contracts that will NOT be renewed or resolicited:

Nothing new to report.

Currently Published Solicitations:

Biometric RFP (5400019140) – The current solicitation was published on January 16th and will open on March 4th. We anticipate awarding after the panel review in early June 2020. If you have any questions or concerns please contact Randy Barr, Sr. at rbarr@mmo.sc.gov or (803) 896 – 5232.

Telematics (After Market Fleet Monitoring) (5400018151) – The RFP to establish a STC for Telematics is currently in the evaluation phase with an anticipated award in March. If you have any questions or concerns, please contact Will Butler at wbutler@mmo.sc.gov or (803) 737-9854.

Oracle (5400018160) – The RFP for Oracle is currently opened and in the evaluation stage. **DO YOU HAVE AN INSTALLED BASE OF ORACLE SOFTWARE PRODUCTS?** At this time, we do **not** have a statewide term contract in place for Oracle Software & Maintenance. If your agency has an upcoming Oracle Software Update License & Support or true-up purchase in 2020, please send the details of the transaction (including product names, license types, and quantities of each) to Kristen Hutto at khutto@mmo.sc.gov by **March 5, 2020**.

Mosquito Control Chemicals – We received no responsive offers for this solicitation. We're now reevaluating the specs and working with the manufacturers to develop a new solicitation. Until such time as new contracts are awarded, users will need to procure the supplies they need in accordance with the Procurement Code.

Mail Services Presort & Barcode (5400019419) – Ellicia Thompson (ethomspn@mmo.sc.gov) published this solicitation on February 21, 2020 with a potential award date of March 25, 2020 and a contract start date of April 4, 2020. We don't anticipate a break between the existing and new contracts. One of the biggest changes to this contract is the agency's ability to decide if they will meter their own mail or have the Contractor do it for them. There are pros and cons to each, but this version will give the agency the ability to choose which is best for them.

Newly Awarded State Term Contracts (STC):

Remanufactured Toner Cartridges (5400018519) – The Remanufactured Toner Cartridges contract award was effective January 7th, 2020. New contract information can be found at: <https://procurement.sc.gov/files/contracts/Remanufactured%20Toner%20Cartridges%20%2026%202020.pdf>. If you have any questions or concerns, please contact Will Butler at wbutler@mmo.sc.gov or (803) 737- 9854.

Type A-1 Buses (5400018792) – Contracts for the Jacob's Law buses are for a maximum of 14 passengers and do not require a commercial driver's license. The awards are posted and are final. The contract start date is February 22, 2020. The information sheets on our site (<https://procurement.sc.gov/files/contracts/Type%20A-1%20CS%20%20feb%2021%202020s.pdf>) are updated to reflect the new contracts.

Currently Advertised Cooperative Purchasing Contracts

Copier/Output Device NASPO Contracts (Nevada as Lead State to Agreement #3091) These contracts have been extended up to March 31, 2020. Participating Addendum for new NASPO Contracts awarded by Colorado as Lead State on NP-18-01 are to be negotiated and awarded prior to that expiration date. Questions may be directed to Carol Norfleet, cnor-

fleet@mmo.sc.gov, 803-737-3224.

Copy and Print Output Device Program – Reviews are underway on a Statewide Request for Proposals for a comprehensive copy and print output device program contract. It will bring acquisition of copy, print, scan, and duplication devices and equipment, as well as managed print and cost per copy agreements, under one STC. We're aiming to streamline the processes, improve customer convenience and save money. A customer survey goes out soon and we encourage everyone to participate as we decide how to structure this RFP. Questions/comments may be directed to Carol Norfleet (cnorfleet@mmo.sc.gov) or 803-737-3224.

Data Communications Products & Services NASPO Contracts (Utah as Lead State to Agreement #JP14001) – Contracts under this Agreement expire May 31, 2020 and a new Utah issued a new RFP under Agreement SK18001. **The State intends to position new contracts according to the needs of the end users. Please provide feedback on products you utilize, or plan to utilize in the future, from the awarded vendors.** Review these contracts at <https://www.naspo.valuepoint.org/portfolio/data-communications-2019-2026/>. Questions/comments may be directed to Carol Norfleet (cnorfleet@mmo.sc.gov) or 803-737-3224.

Computer Equipment (PCs, Servers, Storage, Peripherals) (NASPO) – Our office is working with individual contractors (manufacturers) in order to extend these contracts beyond their current term. If you have any questions or concerns, please contact Will Butler at wbutler@mmo.sc.gov or (803) 737-9854.

Information Security Services NASPO Contracts (Idaho as Lead State to RFP # 20200339) – The State's current statewide term contracts for Information Security and Privacy Services will not be affected by any Participating Addenda potentially entered into by the State pursuant to the NASPO Information Security Services. Please direct any questions to Will Butler at wbutler@mmo.sc.gov or 803-737-9854.



The State of South Carolina's Office of Small and Minority Business Contracting and Certification (SMBCC), in collaboration with the State Procurement Committee, are pleased to announce plans for our annual *Small and Minority Business Contracting and Certification Trade Show – "20/20 Vision-Focused on Success"*, scheduled for April 23, 2020. This year's event will be held at the Richland Two Institute of Innovation (R2I2), 763 Fashion Drive, Columbia, SC 29229.

Were you aware that the procurement laws have changed? Join us for sessions on these changes and how they impact you in the bidding process! [CLICK HERE FOR MORE.](#)

The Backpage (employees only)

Το Backpage (εμπλόκες ομλ)



Our team has a lot of heart.



The first Friday of February is designated National Wear Red Day. On this day, men and women across the country are encouraged to wear red as a symbol of their support of women's heart health.

Do you know what causes cardiovascular disease in women? What about the survival rate? Or whether women of all ethnicities share the same risk?

The fact is: cardiovascular disease is the No. 1 killer of women, causing 1 in 3 deaths each year. That's approximately one woman every minute!

But it doesn't affect all women alike, and the warning signs for women aren't the same in men. What's more: These facts only begin to scratch the surface...



[Learn more HERE](#)