



**Fiscal Year FY 2024-2025**

**Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

**OPERATING  
REQUESTS**

**(FORM B1)**

<b>For FY 2024-2025, my agency is (mark "X"):</b>	
<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
<input checked="" type="checkbox"/>	Requesting Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**NON-RECURRING  
REQUESTS**

**(FORM B2)**

<b>For FY 2024-2025, my agency is (mark "X"):</b>	
<input checked="" type="checkbox"/>	Requesting Non-Recurring Appropriations.
<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**CAPITAL  
REQUESTS**

**(FORM C)**

<b>For FY 2024-2025, my agency is (mark "X"):</b>	
<input type="checkbox"/>	Requesting funding for Capital Projects.
<input checked="" type="checkbox"/>	Not requesting any changes.

**PROVISOS**

**(FORM D)**

<b>For FY 2024-2025, my agency is (mark "X"):</b>	
<input checked="" type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
<input type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<b>PRIMARY CONTACT:</b>	Jason Epting	(803) 737-3061	jason.epting@admin.sc.gov
<b>SECONDARY CONTACT:</b>	Thomas Kaminer	(803) 737-0526	thomas.kaminer@admin.sc.gov

I have reviewed and approved the enclosed FY 2024-2025 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<i>Agency Director</i>	<i>Board or Commission Chair</i>
<b>SIGN/DATE:</b>	<i>Marcia S. Adams</i>	
<b>TYPE/PRINT NAME:</b>	Marcia S. Adams	

*This form must be signed by the agency head – not a delegate.*

### Fiscal Year 2024-2025 Executive Summary

<b>Agency Code:</b>	D500
<b>Agency Name:</b>	Department of Administration
<b>Section:</b>	93

Agency Priority	Request Type	Title	General Dollars	Federal Dollars	Earmarked Dollars	Restricted Dollars	Total Dollars	General FTEs	Federal FTEs	Earmarked FTEs	Restricted FTEs	Total FTEs
1	B1 - Recurring	Division of Information Security – Enhance Monitoring and Protection Tools and Agency Information Security Assistance	\$5,069,537	\$0	\$0	\$0	\$5,069,537	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Rent Increase for State-Owned Buildings	\$5,000,000	\$0	\$0	\$0	\$5,000,000	0.00	0.00	0.00	0.00	0.00
3	B2 - Non-Recurring	South Carolina Department of Administration Emergency Services	\$1,000,000	\$0	\$0	\$0	\$1,000,000	0.00	0.00	0.00	0.00	0.00
4	B1 - Recurring	Surplus Property – Restricted Funds Authorization	\$0	\$0	\$0	\$850,000	\$850,000	0.00	0.00	0.00	0.00	0.00
<b>Subtotal:</b>			<b>\$11,069,537</b>	<b>\$0</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$11,919,537</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>1</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Division of Information Security – Enhance Monitoring and Protection Tools and Agency Information Security Assistance</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$5,069,537</b></p> <p><b>Federal: \$0</b></p> <p><b>Other: \$0</b></p> <p><b>Total: \$5,069,537</b></p>
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*What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>0.00</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input checked="" type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input checked="" type="checkbox"/>	IT Technology/Security related	
<input checked="" type="checkbox"/>	Consulted DTO during development	
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
	<input checked="" type="checkbox"/>	Government and Citizens

<b>ACCOUNTABILITY OF FUNDS</b>	<p>Advance the protection of citizen's data.</p> <p>This request provides resources for the Department of Administration's (Admin) Division of Information Security (DIS) to scale up meeting the growing cybersecurity needs of the state. These funds will be used to fund DIS vacancies and technology needs. Evaluation of fund use will be based on DIS vacant position percentile and data/reporting results provided by the added or enhanced solutions.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF</b>	Operational funds will be used for hiring DIS full time staff in line with the Department of Administration's (Admin) human resources policies and processes. Technology enhancements and procurements will be spent at the supervision of Admin's
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**FUNDS**

procurement manager and the State Financial Accountability Authority (SFAA).

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION OF REQUEST**

As threats in the cybersecurity landscape continue to increase exponentially, the Division of Information Security (DIS) is requesting additional funding to enhance its statewide security monitoring capabilities which provide the ability to further protect the state and its data resources. As security technology continues to evolve, the importance of having qualified cybersecurity professionals to operate technologies and provide agency assistance is equally as critical.

The following budget requests help to strengthen the statewide information security posture:

Monitoring and Protection Tools (\$4,022,162)

- Enhancements to the state’s auditing, logging and monitoring solution would further assist in identifying and responding to cyber threats. Improvements would allow for additional data collection to occur and improve the archiving and retention of security log data. Implementing these enhancements would expedite DIS’s detection and response time for the state.
- Statewide asset discovery and inventory would allow DIS to proactively identify new assets and validate security control coverage to meet executive and legislative mandates and baseline security requirements. An asset management and discovery solution would better allow for the identification of unauthorized or misconfigured devices, thus helping to reduce risk and safeguard the state’s networks and facilitate faster incident response.
- Additional investment into the statewide vulnerability program will enable greater scanning coverage and frequency. As new threats emerge, the need to improve the state’s scanning methods and technology are important in preventing exploitation or exposure of state systems. With this investment, the state’s vulnerability management program will be able to expand to address new areas of cyber risk.

Agency Information Security Assistance (\$1,047,375)

Recruiting qualified cybersecurity professionals to state government has been difficult when competing with highly compensated positions in the private sector. This demand has led to increased salary expectations, thereby increasing the cost to bring this skill set into the agency. Additional funding to fill six current vacancies would allow for DIS to enhance the identification, tracking and remediation of security-related risks, while reducing the potential for cyberattacks and data disclosure.

As DIS gathers more cyber intelligence and information from monitoring and protection tools, a state information security risk profile aids in identifying significant statewide risk commonalities. Cybersecurity professionals in DIS can begin to prioritize the statewide risk and deploy additional statewide technologies while also providing additional remediation assistance to state agencies.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	2
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Rent Increase for State-Owned Buildings</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$5,000,000</b> <b>Federal: \$0</b> <b>Other: \$0</b> <b>Total: \$5,000,000</b>
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*What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	0.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input checked="" type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development	
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input checked="" type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	<p><b>1.1 Improve Recruitment and retention resources:</b></p> <ul style="list-style-type: none"> <li>-enhance training programs for FMPS Staff</li> <li>-identify staff members to become certified in asbestos testing to support new in-house asbestos abatement team and complete training &amp; begin asbestos testing</li> <li>-create career path for one additional FMPS office area</li> </ul> <p><b>3.1 Collaborate with customers to identify needs, measure satisfaction &amp; enhance services:</b></p> <ul style="list-style-type: none"> <li>-Ensure all FMPS FY24 CPIP projects reach Phase 2 by the end of the fiscal year</li> <li>-Work with DTO and Procurement to provide a Sharepoint or comparable site for posting minor construction documents for bids within our delegation authority and for accessing design documents from A/E firms</li> <li>-Create Crosswalk of asset identifiers to assist with Plant Maintenance ease of use.</li> </ul>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that*

## RECIPIENTS OF FUNDS

Payroll and associated employer contributions for Facilities Management and Real Property Services staff due to inflationary increases in the cost of personnel services, inflationary increases in operating costs to include contractor expenses, building supply expenses, and utility costs.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

## JUSTIFICATION OF REQUEST

For buildings owned and maintained by Admin, 2016 facility condition assessments identified over \$93M in deferred maintenance and over \$825M in projected capital costs over the next 30 years. As a result of those assessments, the General Assembly worked with Admin to provide approximately \$50M in non-recurring funds over several fiscal years, and \$10M in recurring funds in FY24 that has allowed the agency to greatly reduce a large amount of its deferred maintenance.

While Admin has been working to catch up old, deferred maintenance, new projects continue to be added to the agency's deferred maintenance liability because Admin's total funding from rental rates and appropriations is not sufficient to address building operating costs, capital costs, and remaining deferred maintenance.

The state rental rate of \$11.29/SF has not increased since 1998 and lags the \$18-\$20/SF average commercial rate in the Columbia area. After Admin pays for facility operations costs and real property services staff, there are not sufficient funds left to address deferred maintenance and capital needs each year. As a result, deferred maintenance will continue to grow, even after the investment of \$50M of one-time funds, the \$10M in recurring funds and the significant progress that has been made since the 2016 assessments. Admin estimates that an additional \$5M is needed annually to address increased operating costs, to cover current capital costs, and to address deferred maintenance.

There are two options to secure the needed funding:

- Admin could include rent escalation provisions like those in commercial leases to cover the increases in operating costs, to cover capital costs, and to continue to address deferred maintenance. This would require each agency to seek appropriations from the General Assembly each year to cover increased rent.
- The General Assembly could provide a recurring appropriation of \$5M which would allow Admin to eliminate deferred maintenance and support operational and capital needs in all buildings it maintains for the next 10 years. This avoids any additional incremental funding requests through FY 33.

Admin has chosen to request funding from the General Assembly for the second option.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	4
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Surplus Property – Restricted Funds Authorization</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$0</b> <b>Federal: \$0</b> <b>Other: \$850,000</b> <b>Total: \$850,000</b>
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*What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	0.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	2.1 – Identify and advance services provided through Admin
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF</b>	U.S. General Services Administration (GSA)
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**FUNDS**

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION OF REQUEST**

The Surplus Property Office routinely purchases used vehicles from the U.S. General Services Administration (GSA) for resale to state agencies and other approved organizations within the state. These vehicles are purchased for resale through Surplus Property's federal surplus property subfund, which requires restricted authorization to purchase the vehicles. Due to an increase in the volume of vehicles sold through this program over the past few years, Admin is requesting an increase in restricted authorization to allow the agency to meet the increased demand from customer agencies.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*



Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM B2 – NON-RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	3
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	South Carolina Department of Administration Emergency Services
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$1,000,000
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*What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input checked="" type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input checked="" type="checkbox"/>	IT Technology/Security related
	<input checked="" type="checkbox"/>	Consulted DTO during development
	<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/>	Related to a Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	<p>Provide Public Safety Grade Coverage</p> <p>The equipment purchased with these funds will allow Admin's Emergency Services team to provide public safety grade coverage, enhance statewide interoperability and provide agencies with superior communications technology at an economical price to meet their public safety communications needs.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	<p>Non-recurring funds will be used to procure communications equipment to provide communications and internet connectivity services to South Carolina's state agencies, counties and citizens in the event of a natural disaster or emergency incident.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION  
OF REQUEST**

The South Carolina Department of Administration's (Admin) Emergency Services team — part of the Office of Technology and Information Services (OTIS) — is tasked with the mission of ensuring communications interoperability and coordination between the state's law enforcement, fire and emergency medical service responders.

As inclement weather and other events cause emergency communications disruptions in South Carolina, it is important to have modern and up-to-date emergency communications technology to provide connectivity during such times.

Admin's Emergency Services team needs to modernize certain communications technology related to satellite, radio, 911 dispatch and the Palmetto 800 radio network. Some of the current equipment is over a decade old, has reached its end-of-life and cannot be repaired if damaged. In the event of an emergency activation, the Emergency Services team is frequently called upon to dispatch 800mhz radios to first responders. With the current aged inventory, if a radio fails, it may not be able to be repaired and may not be available to support life-saving operations.

The Emergency Services team, which supports the 800mhz first responder interoperability radio network, is called upon to provide rapid response in the event of 911 outages. Equipment trucks and satellite trailers needed to assist during disruptions are outdated and no longer supported. As a potential result, the Emergency Services team may not be able to assist cities and counties in the event of a 911 outage.

Lastly, specialized equipment needed to monitor the 800mhz network for frequency interference is aged and no longer repairable. The Emergency Services team is tasked with monitoring the 800mhz bandwidth for rogue signals and remediating them as they occur. Failure to do so could result in Federal Communications Commission fines that far outweigh the cost of refreshing the outdated monitoring equipment.

Modernizing and refreshing outdated technology and equipment allows Admin's Emergency Services team to provide cutting-edge communication services during an emergency event to South Carolina's state agencies, counties and citizens. Updated equipment also leads to faster, more responsive emergency communications support during an emergency event. This ability can save lives and make South Carolina safer and more secure for all of its citizens.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM D – PROVISO REVISION REQUEST**

<b>NUMBER</b>	117.137
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*Cite the proviso according to the renumbered list (or mark "NEW").*

<b>TITLE</b>	Statewide Strategic Personnel Budgeting
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*Provide the title from the renumbered list or suggest a short title for any new request.*

<b>BUDGET PROGRAM</b>	II.B. Human Resources Division
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*Identify the associated budget program(s) by name and budget section.*

<b>RELATED BUDGET REQUEST</b>	
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*Is this request associated with a budget request you have submitted for FY 2024-2025? If so, cite it here.*

<b>REQUESTED ACTION</b>	Amend
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*Choose from: Add, Delete, Amend, or Codify.*

<b>OTHER AGENCIES AFFECTED</b>	All non-higher education state agencies will be impacted because it will move the due date for personnel budget requests back one month.
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*Which other agencies would be affected by the recommended action? How?*

<b>SUMMARY &amp; EXPLANATION</b>	<p>The proviso currently requires agencies to submit personnel budget requests by September 1. This time-frame does not provide adequate time for DSHR to analyze and provide feedback to the agencies prior to the budget submission deadline. Therefore, Admin is requesting to amend the proviso so the due date is August 1. This date aligns with the deadline for the submission of IT related budget requests and, therefore, provides consistency within the budget submission process and timeline.</p>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

**FISCAL IMPACT**

None

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

**PROPOSED  
PROVISO TEXT**

**117.137.** (GP: Statewide Strategic Personnel Budgeting) (A) To encourage consistency in human resources compensation decisions, support data driven decisions regarding expenditure of funds for personnel in state government, and improve the states ability to recruit and retain top talent, all state agencies are directed as follows:

With regard to the annual Appropriations Act budget plan submission, agencies shall submit all human resources and personnel related budget requests to the Department of Administrations Executive Budget Office and Division of State Human Resources on or before ~~September~~ **August** 1 of the current fiscal year. The Executive Budget Office and the Division of State Human Resources shall jointly review the budget requests and make recommendations for funding consideration. These funding recommendations shall be submitted to the Governor, the Chairman of the House Ways and Means Committee, and the Chairman of the Senate Finance Committee.

Agencies shall comply with all human resources rules, regulations, standards, plans, policies, and directives of the Division of State Human Resources.

(B) The Judicial Department, Legislative Department, political subdivisions, and quasi-governmental bodies are exempt from the requirements of this provision.

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM D – PROVISO REVISION REQUEST**

<b>NUMBER</b>	118.19
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*Cite the proviso according to the renumbered list (or mark "NEW").*

<b>TITLE</b>	SR: Bull Street Corridor Relocation
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*Provide the title from the renumbered list or suggest a short title for any new request.*

<b>BUDGET PROGRAM</b>	N/A
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*Identify the associated budget program(s) by name and budget section.*

<b>RELATED BUDGET REQUEST</b>	
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*Is this request associated with a budget request you have submitted for FY 2024-2025? If so, cite it here.*

<b>REQUESTED ACTION</b>	Delete
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*Choose from: Add, Delete, Amend, or Codify.*

<b>OTHER AGENCIES AFFECTED</b>	None
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*Which other agencies would be affected by the recommended action? How?*

<b>SUMMARY &amp; EXPLANATION</b>	<p>The proviso directs Admin to conduct a Request for Proposal (RFP) and present the results of the RFP prior to November 1, 2023.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

**FISCAL IMPACT**

None

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

**PROPOSED  
PROVISO TEXT**

~~**118.22.** (SR: Bull Street Corridor Relocation) From funds appropriated or authorized in this act, the Department of Administration is directed to conduct a Request for Proposal (RFP) for the purposes of relocating one or all the state agencies or their successor agencies currently located on Bull Street in the City of Columbia. Properties to be considered must have space to accommodate all of one or more agency to be relocated in one building or campus, to include any additional Columbia area offices of the same agency or agencies, as practicable. For the purposes of this proviso, a campus is defined as multiple buildings located on the same or adjacent parcels or property that share a common main entrance. In conducting the RFP, the Department of Administration must prioritize the condition of the proposed properties and all amenities, to include, large group meeting space, other amenities to support agency mission, amenities and conditions conducive to employee health and recruitment, employee and visitor safety and security, ease of access from the interstate, ease of public access to include, but not limited to, surface parking and the number of employees to be relocated. The Department of Administration must present the results of the RFP to include a recommended lease to the Joint Bond Review Committee (JBRC) on or before November 1, 2023. After review and comment of the JBRC, the lease is deemed legislatively approved and, not withstanding other provision of law, no further approvals are required.~~

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM D – PROVISO REVISION REQUEST**

<b>NUMBER</b>	71.NEW <i>Cite the proviso according to the renumbered list (or mark "NEW").</i>
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<b>TITLE</b>	CMA: Division of Small and Minority Business <i>Provide the title from the renumbered list or suggest a short title for any new request.</i>
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<b>BUDGET PROGRAM</b>	Section 93 (III.A.3. Small & Minority Business) Section 71 (I.A.Administration) <i>Identify the associated budget program(s) by name and budget section.</i>
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<b>RELATED BUDGET REQUEST</b>	 <i>Is this request associated with a budget request you have submitted for FY 2024-2025? If so, cite it here.</i>
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<b>REQUESTED ACTION</b>	Add <i>Choose from: Add, Delete, Amend, or Codify.</i>
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<b>OTHER AGENCIES AFFECTED</b>	SC Department of Administration <i>Which other agencies would be affected by the recommended action? How?</i>
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<b>SUMMARY &amp; EXPLANATION</b>	<p>Act 121 of 2014 abolished the Budget and Control Board and created the Department of Administration (Admin). This legislation transferred the components of the Office of Executive Policy and Programs (OEPP) from the Governor’s Office to Admin. It was contemplated that the OEPP programs would be placed in other governmental entities as the legislation required Admin to submit a report to the Legislature regarding the appropriate placement of these programs. Many of these programs have been transferred to other governmental entities. The Division of Small and Minority Business Contracting and Certification (Division) is currently part of Admin. This proviso would transfer the Division to the Commission for Minority Affairs.</p> <p>The Division is charged with receiving and processing applications and certifying firms seeking to be registered as a minority business under the Consolidated Procurement Code. The Division also collects information on state agency utilization of minority business enterprises. Greater synergies can be achieved by placing these functions within the Commission for Minority Affairs.</p>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

**FISCAL IMPACT**

None

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

**PROPOSED  
PROVISO TEXT**

**71.NEW (CMA: Division of Small and Minority Business Contracting and Certification)**  
For the current fiscal year, the Division of Small and Minority Business Contracting and Certification (the Division) and the funds appropriated to the Division pursuant to Part IA of this Act are transferred to the Commission for Minority Affairs. The Division shall continue to perform its duties and responsibilities required in Article 21, Chapter 35, Title 11 including, but not limited to, assisting the Department of Revenue in providing income tax credits for firms with state contracts that subcontract with minority firms pursuant to Section 11-35-5230(B). In addition to the authorized appropriations for the Division, the employees and the assets and liabilities of the Division are also transferred to and become part of the Commission for Minority Affairs for the current fiscal year. All classified or unclassified personnel transferred by this provision are to become employees of the Commission for Minority Affairs with the same compensation, classification, and grade level, as applicable, for the duration that this provision remains in effect. Applicable regulations promulgated by or related to the Division are continued and are considered to be promulgated by the Commission for Minority Affairs. Applicable contracts entered into by or on behalf of the Division are continued and are considered to be devolved upon the Commission for Minority Affairs at the time of the transfer.

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*



Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM D – PROVISO REVISION REQUEST**

<b>NUMBER</b>	93.14
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*Cite the proviso according to the renumbered list (or mark "NEW").*

<b>TITLE</b>	DOA: Health Agencies Restructuring Study
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*Provide the title from the renumbered list or suggest a short title for any new request.*

<b>BUDGET PROGRAM</b>	N/A
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*Identify the associated budget program(s) by name and budget section.*

<b>RELATED BUDGET REQUEST</b>	
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*Is this request associated with a budget request you have submitted for FY 2024-2025? If so, cite it here.*

<b>REQUESTED ACTION</b>	Delete
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*Choose from: Add, Delete, Amend, or Codify.*

<b>OTHER AGENCIES AFFECTED</b>	None
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*Which other agencies would be affected by the recommended action? How?*

<b>SUMMARY &amp; EXPLANATION</b>	<p>Proviso 93.14 was inserted in the budget prior to the passage of Act 160 of 2023, which directs Admin to retain and procure the services of independent, third-party experts to analyze all state agencies concerned with public health in the state. The legislation also requires Admin to submit a final report by April 1, 2024 rather than June 30, 2024 as directed by the proviso.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

**FISCAL IMPACT**

None

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

**PROPOSED  
PROVISO TEXT**

~~DOA: Health Agencies Restructuring Study) With the funds appropriated in Proviso 118.19, the Department of Administration shall conduct a study on the proper organizational structures of the agencies that provide health services in state government. The study shall include, but not be limited to, a review of the current organizational structures of agencies that provide health services, a review of each agency's mission, services provided, and financial performance, and recommendations for any organizational restructuring necessary to improve health services delivery in the State, recognize operational efficiencies, and maximize resource utilization. Any agencies identified by the department as being subject to the study shall provide the department with all information requested and shall fully participate as requested and required. The department may contract with experts, consultants, and advisors including, but not limited to, accountants and attorneys, to provide consultation, advice, and other relevant services to the department in taking actions necessary to accomplish the study. Procurements by the department of any experts, consultants, and advisors including, but not limited to, accountants and attorneys, are exempt from the purchasing procedures of the South Carolina Consolidated Procurement Code in Chapter 35, Title 11, and any other provisions of the general law of this State in conflict with these directives. Procurements made by the department pursuant to this provision shall be made with as much competition as is practicable under the circumstances. The department shall submit the final report to the Governor, Speaker of the House of Representatives, Chairman of the House Ways and Means Committee, President of the Senate, and Chairman of the Senate Finance Committee by June 30, 2024.~~

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM D – PROVISIO REVISION REQUEST**

<b>NUMBER</b>	93.15
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*Cite the proviso according to the renumbered list (or mark "NEW").*

<b>TITLE</b>	DOA: Williston Town Hall
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*Provide the title from the renumbered list or suggest a short title for any new request.*

<b>BUDGET PROGRAM</b>	N/A
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*Identify the associated budget program(s) by name and budget section.*

<b>RELATED BUDGET REQUEST</b>	
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*Is this request associated with a budget request you have submitted for FY 2024-2025? If so, cite it here.*

<b>REQUESTED ACTION</b>	Delete
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*Choose from: Add, Delete, Amend, or Codify.*

<b>OTHER AGENCIES AFFECTED</b>	None
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*Which other agencies would be affected by the recommended action? How?*

<b>SUMMARY &amp; EXPLANATION</b>	Funds were redirected as intended by the proviso.
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

**FISCAL IMPACT**

None

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

**PROPOSED  
PROVISO TEXT**

**93.15** (DOA: Williston Town Hall) Funds remaining of the \$1,000,000 appropriated in Act 239 of 2022, Section 118.19, Item (72)(z) to the Department of Administration for the Williston City Park Multipurpose Building shall be redirected to Williston Town Hall to be used for the same purpose.

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM D – PROVISO REVISION REQUEST**

<b>NUMBER</b>	93.16
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*Cite the proviso according to the renumbered list (or mark "NEW").*

<b>TITLE</b>	DOA: City of Barnwell Fire Department
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*Provide the title from the renumbered list or suggest a short title for any new request.*

<b>BUDGET PROGRAM</b>	N/A
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*Identify the associated budget program(s) by name and budget section.*

<b>RELATED BUDGET REQUEST</b>	
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*Is this request associated with a budget request you have submitted for FY 2024-2025? If so, cite it here.*

<b>REQUESTED ACTION</b>	Delete
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*Choose from: Add, Delete, Amend, or Codify.*

<b>OTHER AGENCIES AFFECTED</b>	None
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*Which other agencies would be affected by the recommended action? How?*

<b>SUMMARY &amp; EXPLANATION</b>	Funds were redirected as intended by the proviso.
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

**FISCAL IMPACT**

None

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

**PROPOSED  
PROVISO TEXT**

**93.16.** ~~(DOA: City of Barnwell Fire Department) Funds remaining of the \$2,000,000 appropriated in Act 239 of 2022, Section 118.19, Item (72)(x) to the Department of Administration for the Barnwell Multipurpose Building shall be redirected to City of Barnwell Fire Department to be used for the same purpose.~~

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM D – PROVISO REVISION REQUEST**

<b>NUMBER</b>	93.NEW <i>Cite the proviso according to the renumbered list (or mark "NEW").</i>
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<b>TITLE</b>	SCEIS Carry Forward <i>Provide the title from the renumbered list or suggest a short title for any new request.</i>
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<b>BUDGET PROGRAM</b>	II.D. SC Enterprise Information System <i>Identify the associated budget program(s) by name and budget section.</i>
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<b>RELATED BUDGET REQUEST</b>	 <i>Is this request associated with a budget request you have submitted for FY 2024-2025? If so, cite it here.</i>
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<b>REQUESTED ACTION</b>	Add <i>Choose from: Add, Delete, Amend, or Codify.</i>
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<b>OTHER AGENCIES AFFECTED</b>	None <i>Which other agencies would be affected by the recommended action? How?</i>
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<b>SUMMARY &amp; EXPLANATION</b>	<p>For fiscal year 2023-2024, the SC Department of Administration (Admin) received a recurring appropriation totaling \$13m and a non-recurring appropriation totaling \$40m for migration of the current SAP ERP system - the South Carolina Enterprise Information System (SCEIS) - from an on-premise system to the next generation cloud-based SAP platform (S/4 HANA). Carryforward authorization for these funds is needed because the timing of expenditures will be subject to the implementation schedule of the third-party vendor managing the project, and many of the initial project expenditures are contingent upon the timing of the procurement to acquire the third-party vendor managing the project.</p>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

**FISCAL IMPACT**

None

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

**PROPOSED  
PROVISO TEXT**

**93.NEW (DOA: SCEIS Carry Forward)** Notwithstanding any provision of state law, for Fiscal Year 2024-25, unexpended funds appropriated for the SC Enterprise Information System may be carried forward from the prior fiscal year and used for the same purpose.

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*



Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## **FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN**

<b>TITLE</b>	Agency Cost Savings and General Fund Reduction Contingency Plan
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<b>AMOUNT</b>	\$3,157,516
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*What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.*

<b>ASSOCIATED FTE REDUCTIONS</b>	11 FTEs
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*How many FTEs would be reduced in association with this General Fund reduction?*

<b>PROGRAM / ACTIVITY IMPACT</b>	<p>The South Carolina Enterprise Information System (SCEIS) would be impacted as it receives approximately 35 percent of the South Carolina Department of Administration's (Admin) general fund appropriations. SCEIS supports the administrative functions of all state agencies and the implementation of SCEIS eliminated nearly 170 outdated legacy systems used by more than 70 state agencies. In addition to SCEIS, the Division of Technology (DTO), which provides IT shared services across agencies would be impacted by a budget reduction. DTO's appropriation represents approximately 4.25 percent of Admin's general fund appropriation budget.</p>
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*What programs or activities are supported by the General Funds identified?*

<b>SUMMARY</b>	<p>Admin would employ several strategies to achieve the planned reduction of \$3.1M. First, Admin would eliminate travel for all SAP contractors, which would achieve a savings of approximately \$150K. Because of remote work requirements during COVID-19, Admin has been able to establish processes to allow contractors to work remotely. Therefore, elimination of travel will have minimal impact on service level performance. An additional savings of \$750K would be achieved by reducing contractors' time and releasing contractors immediately at project completion. SCEIS would rely on the existing Full-Time Equivalent position base to resolve issues without supplementing those resources with contractors. In addition to reducing contractors, SCEIS would realize savings by delaying the hiring of approximately 6 FTE positions resulting in nearly \$750K in payroll savings. Reductions in SAP contractors and backfilling FTE positions will increase the time it takes to resolve agencies' issues, adversely impact agency service levels, and potentially delay the implementation of agency projects.</p> <p>DTO would realize cost savings by not hiring project management contractors, IT contractors and/or releasing contract positions. Admin estimates that this reduction item could save as much as \$1M. Reduction of contract staff would impact DTO's ability to manage current projects, causing project timelines to extend as much as 12 months or more. Additionally, DTO would lose highly technical contractors which would increase time needed to resolve network issues and adversely affect IT shared services performance levels. Finally, DTO would not backfill vacant FTE positions in shared services and network areas. DTO could achieve salary and fringe savings of approximately \$500K by maintaining vacancies for five technical positions. Reduction of these positions would delay future agency migrations to the data center and negatively impact Cloud workloads.</p>
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*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.*

**AGENCY COST  
SAVINGS PLANS**

See summary for estimated savings and associated measures.

*What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?*

Agency Name:	Department of Administration		
Agency Code:	D500	Section:	93

## FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

<b>TITLE</b>	Collaboration-Based Success
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*Provide a brief, descriptive title for this request.*

<b>EXPECTED SAVINGS TO BUSINESSES AND CITIZENS</b>	The anticipated cost savings are outlined below in the Summary section of this form.
--	--

*What is the expected savings to South Carolina's businesses and citizens that is generated by this proposal? The savings could be related to time or money.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark "X" for all that apply:</b></p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Repeal or revision of regulations.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Reduction of agency fees or fines to businesses or citizens.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Greater efficiency in agency services or reduction in compliance burden.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> </tr> </table>	<input type="checkbox"/>	Repeal or revision of regulations.	<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.	<input checked="" type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.	<input type="checkbox"/>	Other
<input type="checkbox"/>	Repeal or revision of regulations.								
<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.								
<input checked="" type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.								
<input type="checkbox"/>	Other								

<b>METHOD OF CALCULATION</b>	The methodology and description of actual and anticipated cost savings are outlined below in the Summary Section of this form.
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*Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.*

<b>REDUCTION OF FEES OR FINES</b>	Efficiencies, fee reductions and cost reductions are outlined below in the Summary section of this form.
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*Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?*

<b>REDUCTION OF REGULATION</b>	N/A
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*Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?*

	<p>During FY 2022-23, the South Carolina Department of Administration (Admin) furthered its mission through collaboration, innovation, centralization of services, enhanced security across state systems, improved service delivery and enriched statewide training.</p> <p><b>Shared Services</b></p> <p>Admin's shared services enable the state's agencies to deliver efficient, reliable services to South Carolina's citizens. Among the shared services Admin provides are human resources, finance and budgeting, procurement, information technology, digital government, training and development, state vehicle fleet oversight and support, and surplus property programs. Admin continued growing the use of shared services across government and as of June 30, 2023, Admin provided:</p> <ul style="list-style-type: none"> <li>◦ 39 state agencies adopted IT shared services</li> <li>◦ 20 state agencies used finance shared services</li> <li>◦ 19 state agencies used budget shared services</li> <li>◦ 22 state agencies used procurement shared services</li> <li>◦ 17 state agencies used human resources shared services</li> <li>◦ 166 active law enforcement agencies participated in the 1033 Program</li> <li>◦ 517 organizations participated in the Federal Surplus program</li> <li>◦ 105 state and local government agencies participated in the Lease Fleet program</li> <li>◦ 59 state and local government agencies participated in the Commercial Vendor Repair Program (CVRP)</li> <li>◦ 576 state and local government agencies participated in the Fuel Card Program</li> <li>◦ 669 services provided to 125 state and local government agencies through Digital Government Services</li> </ul>
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- 145 state and local governmental agencies were served through Admin's training and development services in FY 2022-23.
- Admin supported several agencies' migration to shared services including:
  - South Carolina Vocational Rehabilitation Department (SCVRD): Disaster Recovery as a Service (DRaaS) solution
  - South Carolina Department of Health and Human Services (SCDHHS): Cloud brokerage for environment
  - South Carolina Department of Public Safety (DPS): Compute and cloud storage
- Admin is migrating other agencies to shared services, including:
  - South Carolina Department of Motor Vehicles (DMV): Compute and storage
  - South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS): Desktop support and Active Directory
  - South Carolina Department of Natural Resources (DNR): Compute and storage
  - South Carolina Department of Employment and Workforce (DEW): Network support and disaster recovery services

### **Customer Service: Service Delivery**

- To improve the constituent communication experience, the Admin Ombudsman's Office worked with the Governor's Office to complete the configuration, training and rollout of a customer relationship management (CRM) technology solution to replace functions previously housed in an older tool or conducted manually. The new platform streamlined the scheduling process by utilizing a webform on the governor's website to collect information and transmit all requests for the governor and lieutenant governor's calendars into a single location. Additionally, it allows for executive reporting with the use of real-time dashboards for responses to policy, recognition, casework and scheduling events.
- To better serve the state and Admin's customers, Admin expanded the Agency Relationship Management (ARM) function into the finance, procurement and human resources (HR) divisions of the agency. The ARM team is now working directly with these areas on 75 agreements across the 23 agencies that receive Admin's finance, procurement and HR shared services.
- To improve customer expectations on the front end, Admin's Office of Administrative Services (procurement, finance and budget departments) and Admin's Human Resources department developed a service level agreement (SLA) to document the scope of services provided by each administrative function. Going forward these SLAs will allow Admin to both meet customer expectations and measure performance.
- OTIS standardized its service management application to modernize key performance monitoring, creating eight dashboards.

### **Workforce Development**

#### *Recruitment and Retention (Statewide):*

- To improve the state's ability to recruit and retain employees—particularly front-line employees—Admin's Division of State Human Resources (DSHR) completed classification and compensation reviews for three occupational series: Nursing, Law Enforcement and Mental Health Professionals. Detailed reports were created which were used, in part, to create associated budget requests which were funded in the FY 2023-24 General Appropriations Act.
- Admin's DSHR hosted three career fairs to provide an opportunity for state agencies and institutions of higher learning to access needed talent. These opportunities are particularly important due to the current job market.
- Admin's DSHR launched an internship pilot program with the University of South Carolina's (USC) Department of Political Science and cabinet agencies. Through this program, 10 students were placed in internships at seven agencies. This program will be used as a model and expanded to other departments and majors, further developing a pipeline of talent for South Carolina state government.

### **Training and Development**

- The Executive Budget Office (EBO), along with a panel of state budget leaders, formed the Budget Advisory Group (BAG) in December 2022. BAG leaders now hold quarterly statewide BAG meetings for budget staff training, development and networking.
- Admin launched the LeadSC program, designed to provide emerging leaders in state government with the knowledge and skills to be successful, while fostering a desire to create a career within state government. The first statewide cohort for the LeadSC program concluded with graduation April 21, 2023. Twenty-four participants, all from different agencies, completed the program requirements. The goal of this new program is to not only introduce the workforce to the

## SUMMARY

- Admin executed technology training for all state agencies by covering technology areas used across the state. The first training series, held at the State Data Center in August and September 2022, covered Amazon Web Services (AWS); AWS Cloud Practitioner Essentials and Architecting on AWS and saw participation from 84 individuals representing 30 agencies. The second session, held at the State Data Center in February 2023, covered Microsoft Azure and was taught to 80 individuals representing 26 agencies.
- Admin's Enterprise Privacy Office (EPO) hosted and offered 11 different privacy training and awareness programs in FY 2022-23. There were over 250 attendees at these programs. These trainings benefit state government by increasing knowledge of general privacy principles and tailored approaches to specific data privacy issues.
- With the support of Governor McMaster, Admin launched the South Carolina Executive Institute. Through the pilot program, 21 cabinet agency executives were empowered to meet the increasingly complex challenges they experience in their current roles while engaging in activities to rapidly build trust, garner stakeholder insights and influence outcomes within their organizations.

### Continuous Improvement

#### *Promote Consistent Business Processes Across State Government*

- The Digital Government Services (DGS) program created a framework to apply to website builds, creating a "common look and feel" among government websites. The new and improved visual design enables citizens to recognize when they are interacting with a South Carolina government website, creating a seamless user experience.
- Admin developed functionality within SCEIS to differentiate between job classifications used by state agencies and those used by institutions of higher learning, thereby minimizing the risk that an employer may inadvertently select a classification not applicable to its employees. This change improves the accuracy of the data stored in SCEIS and will aid the ability to support agencies' ability to recruit and retain staff.
- Admin worked with a vendor to design, populate and test the Next Generation SC.GOV website. The new site will include enhancements such as a personalized user account, allowing users to subscribe to events and notifications, store documents and make payments. The new SC.GOV will make it easier for South Carolina citizens to interact and engage with government. Admin continues to encourage state agencies to come together to create a safe, secure and seamless user experience for the state's citizens. The new site is scheduled to publicly launch Fall 2023, once additional agencies are integrated.

#### *Information Security and Privacy*

- Admin's Division of Technology Operations (DTO) and Division of Information Security (DIS) collaborated to create a dashboard within its governance, risk management and compliance (GRC) tool to display current risks using responses to an existing annual cybersecurity survey distributed by DIS. This dashboard enables Admin's DIS to continue providing cybersecurity policy and cybersecurity services to all state agencies. Using the new dashboard, Admin will propose risk remediation approaches to state agencies as well as the statewide technology governance group.
- Admin's DIS is updating the state's Information Security and Privacy Standards (DIS-200) and associated security policy templates to align with the National Institute of Standards and Technology Cybersecurity Framework (NIST CSF). By aligning the DIS-200 to NIST CSF, Admin provides a flexible framework for managing the state's security program, allows for improved communication between technical and business stakeholders, assists the state in monitoring security status, identifies opportunities for new or revised controls and assists the state in prioritizing improvement activities. This update will enable DIS to begin statewide adoption of the new framework.
- The DIS Audit and Assessment team, through a partnership with its information security and privacy security (ISPS) vendor, initiated a program to perform information security and privacy assessments of state agencies. To date, 21 agencies have been assessed. DIS will continue to work with agencies to assess their security programs, identify areas for improvement and track progress of remediation efforts, with the goal of strengthening the statewide security posture.
- Admin developed and implemented a comprehensive, statewide approach to support Governor McMaster's request to block the social media application TikTok on all state government electronic devices. Beginning December 2022, Admin worked with agency IT staff to implement technologies to prevent access to TikTok on all state-owned devices including laptops, desktops, tablets and mobile phones.

This effort not only supported Governor McMaster's request to protect South Carolina's critical cyber infrastructure from foreign and domestic threats but also aligned with Proviso 117.98, which charges Admin with implementing a statewide information security program. Admin immediately blocked TikTok on the state's network, which most state agencies use. Admin then worked with all 82 state agencies to install Cisco Umbrella, internet security and web filtering software, on all agency-managed laptops, desktops, tablets, mobile phones and other applicable agency-issued electronic devices to block TikTok access from such devices. Admin also deployed or oversaw deployment of Mobile Device Management (MDM) on all agency-issued mobile phones and other mobile computing devices for all state agencies.

- Admin implemented the SCEIS Governance, Risk and Compliance (GRC) tool to provide state agencies automated access to specific data and applications based on user roles. The automation has streamlined processes, making SCEIS user access requests more efficient by equipping agencies with the tools and knowledge for first-line mitigation. The SCEIS GRC tool was implemented with 50 agencies.

#### **Provide Leadership and Guidance to Others in the Executive Branch**

- Admin created and distributed approved reporting templates to state agencies to fulfill Executive Order 2022-19, which directed state agencies to disclose detailed information online about the entities receiving appropriations from the FY 2022-23 General Appropriations Act. Agencies were also provided guidance on the implementation of the executive order, directing additional safeguards to ensure transparency and accountability in Appropriations.
- Admin set up standalone agencies for the Governor's School for Science and Mathematics and the Governor's School for Arts and Humanities, transitioning them from the South Carolina Department of Education (SCDE), pursuant to Act 239 of 2022 (FY 2022-23 General Appropriations Act). New business areas and master data were created for each agency and the transition of all personnel and assets from the SCDE were transferred to the new agencies. As part of this process, Admin now also supports these agencies through centralized administrative shared services for finance, human resources, procurement and budget. Both schools now benefit from improved reporting and accountability and enhanced quality, timeliness, accuracy and consistency which comes with Admin's shared services offerings.

#### **LOOKING AHEAD**

Moving forward into the new fiscal year, collaboration remains Admin's top priority to provide exceptional services to customers, enhance security and build trust. Admin will continue to innovate to increase agency effectiveness and to achieve cost-efficiencies. Some of these efforts include:

- Recruit, develop and support employees to serve the state and its citizens.
- Identity and advance services provided through Admin.
- Collaborate with customers to identify needs, measure satisfaction, enhance services and produce better outcomes.
- Promote transparency and accountability in managing the resources of the state.
- Continuously refine and improve an IT security model to protect the state in a fast-changing cybersecurity model.
- Provide guidance to the Executive Branch, including required proviso studies and restructuring recommendations.

*Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?*