



SC Dpt of Health & Environmental Control

**Purchasing Office**  
SC DHEC  
Attn: Procurement Services Division  
2600 Bull Street  
Columbia SC 29201-1708  
Phone:(803) 898-3501  
Fax: (803) 898-3505

**Invoice To:**  
SC DHEC  
Attn: Accounts Payable  
2600 Bull Street  
Columbia SC 29201-1708  
Phone:(803) 898-3460  
Fax: (803) 253-7637

<b>Purchase Order:</b> 4600395640 <b>Date issued:</b> 01/29/2015 <b>Validity - From:</b> 01/13/2015 <b>TO:</b> 06/12/2015 PO Number must appear on all Invoices and Delivery Slips.	<b>Payment Terms:</b> within 22 Days 0.000 Percent Discount.
<b>Vendor:</b> 7000221097 BRAWLEY TEMPLETON LLC 34 SATURDAY RD MOUNT PLEASANT SC 29464 USA	<b>Deliver To:</b> The State of South Carolina DHEC - Columbia Mills Mailroom 301 Gervais St COLUMBIA SC 29201-3073 USA

**INSTRUCTIONS TO VENDOR**

Procurement Manager: Tripp Clark, clarkhc@dhec.sc.gov, (803) 898-3485  
Contract Manager: Marshall Taylor, taylorwm@dhec.sc.gov, (803) 898-9507  
Contract Period: January 13, 2015 to June 12, 2015

Contract to provide advice and counsel during agency executive leadership transition at the S.C. Department of Health and Environmental Control. Terms and conditions are in accordance with attached contract DO-5-513.

TOTAL DOLLAR AMOUNT OF THIS PURCHASE ORDER SHALL NOT EXCEED \$86,500 WITHOUT WRITTEN APPROVAL FROM SC DHEC PROCUREMENT SERVICES.

Item No	QTY	Order UOM	Description	Unit Price	Amount
001	86,500.00	EA	Contract to provide advice and counsel Delivery Date:06/12/2015 to the DHEC Board and agency Executive Management Team during the transition to a new agency Director. The period of performance shall not extend beyond June 12, 2015 without written authorization from SC DHEC Procurement Services.  Consulting Services by Catherine B. Templeton will be provided through Brawley Templeton, LLC for the entire contract period.	1.0000	86,500.00

**Subtotal:** 86,500.00

**Total Value:** 86,500.00 USD

Created By: HENRY CLARK

Authorized Signature

If received electronically, printed name represents authorized signature for this document

All Sales to the State of South Carolina (SC) are subject to the SC sales and use tax laws, unless such sales are otherwise exempt. The Contractor/Vendor will collect such tax as required.

**STANDARD PURCHASE ORDER CLAUSE SET (NOV 2007)**

**ASSIGNMENT (JAN 2006):** No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Officer.

**BANKRUPTCY:** (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the State. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

**CHOICE-OF-LAW (JAN 2006):** The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

**CISG (JAN 2006):** The parties expressly agree that the UN Convention on the International Sale of Goods shall not apply to this agreement.

**CONTRACT DOCUMENTS:** The terms and conditions of this document shall apply notwithstanding any additional or different terms and conditions in any invoice or other document submitted by Contractor. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.

**CONTRACTOR:** means the Offeror receiving an award as a result of this solicitation.

**CONTRACTOR PERSONNEL (JAN 2006):** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

**CONTRACTOR'S USE OF STATE PROPERTY (JAN 2006):** Upon termination of the contract for any reason, the State shall have the right, upon demand, to obtain access to, and possession of, all State properties, including, but not limited to, current copies of all State application programs and necessary documentation, all data, files, intermediate materials and supplies held by the contractor. Contractor shall not use, reproduce, distribute, display, or sell any data, material, or documentation owned exclusively by the State without the State's written consent, except to the extent necessary to carry out the work.

**CONTRACTOR'S OBLIGATION - GENERAL (JAN 2006):** The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

**DELIVERY / PERFORMANCE LOCATION:** F.O.B. Destination. Destination is the shipping dock of the State's designated receiving site, or other location, as specified herein. All services shall be provided at the location specified herein.

**DISPOSAL OF PACKAGING (JAN 2006):** Contractor shall dispose of all wrappings, crating, and other disposable materials pertaining to this contract at the end of each working day and upon completion of installation.

**DISPUTES (JAN 2006):** (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided on the last invoice received by State from Contractor or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.

**DRUG FREE WORK PLACE CERTIFICATION:** Contractor certifies that Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

**EQUAL OPPORTUNITY (JAN 2006):** Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

**ETHICS ACT (JAN 2004):** By submitting an Offer, You certify that You are in compliance with South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee - Section 8-13-790, (b) Recovery of kickbacks - Section 8-13-790, (c) Offering, soliciting, or receiving money for advice or assistance of public official - Section 8-13-720, (d) Use or disclosure of confidential information - Section 8-13-725, and (e) Persons hired to assist in the preparation of specifications or evaluation of bids - Section 8-13-1150. **FALSE CLAIMS (JAN 2006):** According to the S.C. Code

of Laws - Section 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

**INDEMNIFICATION - THIRD PARTY CLAIMS (JAN 2006):** Notwithstanding any limitation in this agreement, Contractor shall defend and indemnify the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all suits or claims of any nature (and all damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities attributable thereto) by any third party which arise out of, or result in any way from, any defect in the goods or services acquired hereunder or from any act or omission of Contractor, its subcontractors, their employees, workmen, servants or agents. Contractor shall be given written notice of any suit or claim. State shall allow Contractor to defend such claim so long as such defense is diligently and capably prosecuted through legal counsel. State shall allow Contractor to settle such suit or claim so long as (i) all settlement payments are made by (and any deferred settlement payments are the sole liability of) Contractor, and (ii) the settlement imposes no non-monetary obligation upon State. State shall not admit liability or agree to a settlement or other disposition of the suit or claim, in whole or in part, without the prior written consent of Contractor. State shall reasonably cooperate with Contractor's defense of such suit or claim. The obligations of this paragraph shall survive termination of the parties' agreement.

**LICENSES AND PERMITS (JAN 2006):** During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

**MATERIAL AND WORKMANSHIP (JAN 2006):** Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.

**NON-INDEMNIFICATION (JAN 2006):** Any term or condition is void to the extent it requires the State to indemnify anyone.

**OWNERSHIP OF DATA & MATERIALS (JAN 2006):** All data, material and documentation either prepared for the state pursuant to this contract shall belong exclusively to the State.

**PAYMENT:** (a) The State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall not be made on partial deliveries accepted by the Government. (b) Unless this purchase order specifies another method of payment, payment will be made by check. (c) Payment and interest shall be made in accordance with S.C. Code Section 11-35-45. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable.

**PROCUREMENT OFFICER** - means the person executing this purchase order or the State's procurement director.

**PUBLICITY (JAN 2006):** Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.

**SETOFF (JAN 2006):** The state shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the state with regard to this contract, any other contract with any state department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the state for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

**STATE** - means the governmental unit identified in this purchase order.

**SURVIVAL OF OBLIGATIONS (JAN 2006):** The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses:

Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.

**TAX CREDIT FOR SUBCONTRACTING WITH MINORITY FIRMS:** Pursuant to Section 12-6-3350, taxpayers, who utilize certified minority subcontractors, may take a tax credit equal to 4% of the payments they make to said subcontractors. The payments claimed must be based on work performed directly for a South Carolina state contract.

Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. The subcontractor must be certified as to the criteria of a "Minority Firm" by the Governor's Office of Small and Minority Business Assistance (OSMBA).

**TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006):** Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefore. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs.

Contractor will not be reimbursed any costs amortized beyond the initial contract term.

**WAIVER (JAN 2006):** The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing.

[07-7C010-1]

**CONSULTANT CONTRACT**  
**BETWEEN**  
**THE SOUTH CAROLINA BOARD OF HEALTH AND ENVIRONMENTAL CONTROL**  
**AND**  
**BRAWLEY TEMPLETON, LLC**

This Consultant Contract shall be effective as of January 13, 2015, between the South Carolina Board of Health and Environmental Control (DHEC) and Brawley Templeton, LLC (Consultant).

The parties to this Contract agree as follows:

- A. SCOPE OF SERVICES: Upon request, and within a reasonable period of time, Consultant agrees to provide advice and counsel to DHEC and its Board Chairman concerning public health and environmental issues based on past experience as the DHEC Director. The scope of services shall not include legal services.

These issues may include, but are not limited to, the following: transition of the new DHEC Director; new Director orientation and organization overview; critical budget areas; agency association and committee responsibilities; key agency legislative and congressional matters; and agency interactions with other state, federal and local government entities.

- B. TIME OF PERFORMANCE: This Contract will be effective from 1/13/15 to 6/12/15.
- C. COMPENSATION:
1. DHEC agrees to compensate the Consultant for the provision of services described in Section A above at the maximum rate of \$17,300 per month for 5 months.
  2. All related costs incurred in the performance of services under this Contract will be included within the maximum amount of the Contract. Any travel expenses incurred in connection with the services described in the Scope of Services will be limited to reimbursement at the standard State rate in effect during the period of this Contract and will be included within the maximum amount of the Contract.
- D. MAXIMUM COMPENSATION: The Consultant shall have no duty to perform services under this Contract once the maximum compensation of \$86,500 has been earned.
- E. METHOD OF PAYMENT: The Consultant shall submit a monthly request for payment to DHEC by the 5<sup>th</sup> day of each month. The request for payment will include a brief description of work performed. A final bill for payment of services provided during the term of this contract will be delivered to DHEC no later than 6/30/15.

F. TERMS AND CONDITIONS:

1. Any changes to this Contract are considered an amendment to the Contract, which must be mutually agreed to and executed in the same manner as the Contract.
2. Records with respect to all matters covered by this Contract shall be retained by the Consultant for six years after the end of the contract period, and shall be available for audit and inspection at any time such audit is deemed necessary by DHEC. If audit has begun but is not completed at the end of the six-year period, or if audit findings have not been resolved at the end of the six-year period, the records shall be retained until resolutions of the audit findings.
3. Funds for this Contract may be payable from State and/or Federal and/or other appropriations. In the event sufficient appropriations are not made to pay the charges under this Contract, it shall terminate without any further obligation by DHEC; except that DHEC shall remain obligated for fees previously earned.
4. DHEC may terminate this Contract for cause, default or negligence on the part of the Consultant at any time with thirty days advance written notice.
5. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to any activities carried out under this Contract on the grounds of race, age, health status, handicap, color, sex, religion or national origin. This includes the provision of language assistance services to individuals of limited English proficiency eligible for services provided by DHEC.
6. Each of the parties agrees to maintain general liability insurance as applicable, and may be required to provide the other with satisfactory evidence of such coverage. Neither party will provide individual coverage for the other party's employees, with each party being responsible for coverage of its respective employees.
7. Neither party shall be liable for any claims, demands, expenses, liabilities and losses (including reasonable attorney's fees) other than fees provided by this contract, which may arise out of any acts or failures to act by the other party, its employees or agents, in connection with the performance of services pursuant to this contract.
8. The Agreement, any dispute, claim, or controversy relating to the agreement and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. All disputes, claims, or controversies relating to the Agreement shall be resolved in accordance with the South Carolina Procurement Code, Section 11-35-10 et seq., or in the

absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in Richland County, South Carolina.

9. Consultant certifies that it has not been debarred or suspended under the OMB Circular A-133 Compliance Supplement or otherwise from doing business with any governmental entity.
10. In no way should the relationship described herein be construed as an employer-employee relationship. A statement of non-employee compensation will be provided yearly and the Consultant will be responsible for self-employment taxes thereon.
11. The Consultant will be required to sign DHEC's Confidentiality Agreement.

Protected Health Information generally cannot be released except pursuant to a proper authorization or pursuant to a specific exception under the Health Insurance Portability and Accountability Act (HIPAA). DHEC may conduct routine audits of health records to ensure compliance with this procedure.

The Consultant shall immediately notify the DHEC HIPAA Privacy Officer of any possible breach of privacy or security of DHEC client's protected health information under the HIPAA Privacy Rule or applicable state law that occurs in the course of performing this Contract.

Any unauthorized disclosure of confidential information may result in termination of this contractual relationship with DHEC and may be grounds for fines, penalties, imprisonment, civil suit, or debarment from doing business with the State.

The parties to this Contract hereby agree to any and all provisions of the Contract as stipulated above.

[SIGNATURE PAGE FOLLOWS]

**SOUTH CAROLINA BOARD OF  
HEALTH AND ENVIRONMENTAL  
CONTROL**


2600 Bull Street  
Columbia, SC 29201

By:   
Allen Amsler  
SC DHEC Board Chairman


Date: 1/13/15

**BRAWLEY TEMPLETON, LLC**

34 Saturday Road  
Mt. Pleasant, SC 29464

By:   
Its: President

Date: 1/13/15

  
Barbara Derrick  
Deputy Director, Administration

Date: 1/13/15



**Supplier:**  
 Company  
 BRAWLEY TEMPLETON LLC  
 34 SATURDAY RD  
 MOUNT PLEASANT SC 29464  
 USA

Shopping cart	
Number :	2000926501
Name :	J040-HCA-Brawley Templeton
Date :	01/29/2015
4600395640	

**Goods recipient:**  
 HENRY CLARK  
 EC01 - User  
 J040 - Dept of Health & Environ Control  
 2600 Bull Street  
 COLUMBIA SC 29201-1708

**Delivery point:**  
 SCEIS Root  
 The State of South Carolina  
 DHEC - Columbia Mills Mailroom  
 301 Gervais St  
 COLUMBIA SC 29201-3073

Item	Product number	Description	Subm. deadline/ext. bid	Supplier product no.
Delivery date/ Performance period	Order quantity	Unit	Price per unit	Net value
1		Management Consulting		
08/12/2015	86,500.00	EA	1.00 USD/1 EA	86,500.00 USD
<b>Total value:</b>				<b>86,500.00 USD</b>
<b>Tax amount:</b>				<b>6,920.00 USD</b>
<b>Total value (gross):</b>				<b>93,420.00 USD</b>

for Item 1

**Account assignment**

Percent	Assigned to	G/L account	Business area
100.00	Cost Center J0401AA000	5021500000	J040
<b>Location</b>	<b>Requester:</b>		
Company	HENRY CLARK		
SC Dpt of Health & Environmental Control	EC01 - User		
2600 Bull St.	J040 - Dept of Health & Environ Control		
COLUMBIA SC 29201	2600 Bull Street		
USA	COLUMBIA SC 29201-1708		
	USA		



**BUREAU OF  
BUSINESS MANAGEMENT**  
DIVISION OF PROCUREMENT SERVICES  
301 Gervais Street  
Columbia, SC 29201-3073  
Telephone (803) 898-3501 Fax (803) 898-3505

January 21, 2015

PROCUREMENT OFFICER: Tripp Clark

PO #: 4600395640  
PO DATE: 1/29/2015  
COST LESS TAX: \$86,500.00  
COMMODITY CODE: 918-75

**SOLE SOURCE PROCUREMENT JUSTIFICATION**

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the 1976 South Carolina Procurement Code and section 19-445.2105 of the Rules and Regulations, 1976 SC Code of Laws.

DHEC proposes to procure: the advice and counsel of Catherine B. Templeton through Brawley Templeton, LLC for the SC DHEC Board and DHEC Director during the transition period of a new agency Director

as a sole source procurement from: Brawley Templeton, LLC  
34 Saturday Road  
Mt. Pleasant, SC 29464

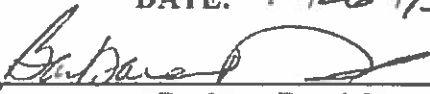
The basis for this sole source determination and the reason no other vendor is suitable is:

Ms. Templeton has gained unique expert knowledge concerning DHEC's responsibilities to public health, the environment and legislative issues while serving as SC DHEC's Director since 2012. Ms. Templeton's personal knowledge of critical agency executive business and both recent and ongoing initiatives is based on her actual experience working with critical matters in her former role as Agency Director. She has unique knowledge of important budget considerations, agency associations and responsibilities which are critical to an effective transition to a new Agency Director. NO one else has the current knowledge of the agency that can provide advice and counsel to the SC DHEC Board and new Director during this transition period.

**CONTRACT PERIOD: 1/13/2015 to 6/12/2015**

**S.C. Department of Health & Environmental Control**

DATE: 1/26/15

  
\_\_\_\_\_  
**Barbara Derrick**  
Deputy Director of Administration

**The Drug-Free Work Place certification must be obtained for sole source procurements greater than \$50,000.**

*[Handwritten initials]*



## DHEC Confidentiality Agreement

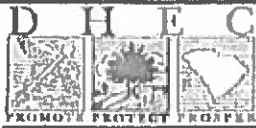
I understand that:

- (a) the South Carolina Department of Health and Environmental Control (DHEC) has a legal and ethical responsibility to protect confidential information given or made available to DHEC in administration of the agency's programs and services;
- (b) during the course of my employment, volunteer services, contract performance, or other agency relationship with DHEC, I may have access to confidential information in many forms, oral, written, and electronic;
- (c) my compliance with this confidentiality agreement is an essential condition of my employment, volunteer services, or contractual or other agency relationship with DHEC; and
- (d) violation of this Agreement may result in termination of my volunteer, contractual, and/or work relationship with DHEC or my employer and may be grounds for disciplinary action, fines, penalties, imprisonment, or civil suit to be brought against me.

Confidential information is information known or maintained in any form, whether oral, written, or electronic, whether recorded or not, consisting of protected health information, other health information, personal information, personal identifying information, confidential business information, and other information required by law to be treated as confidential, designated as confidential by the Department, or known or believed by me to be claimed as confidential or entitled to confidential treatment. Examples of confidential information include but are not limited to: personal information of job applicants, DHEC employees, DHEC clients, or members of the public, such as an individual's photograph or digitized image, social security number, date of birth, driver's identification number, name, home address, home telephone number, medical or disability information, physical or mental health, health care, payment for health care, education level, financial status, bank account numbers, account or identification numbers issued or used by any federal or state governmental agency or private financial institution, employment history, height, weight, race, other physical details, signature, biometric identifiers, credit records or reports, trade secrets, and confidential business information.

By signing this agreement, I understand and agree that:

- (1) I will not disclose confidential information unless the disclosure complies with DHEC policies and is required to perform my responsibilities.
- (2) I will not disclose confidential information without written authorization from affected persons or parties, except as required by law or, if an employee, as required to perform agency responsibilities.
- (3) I will not access or view any confidential information other than what is required to do my job.
- (4) If I have any questions about whether I need access to certain information, or whether certain information should be disclosed, I will immediately ask my supervisor for clarification.
- (5) I will immediately report any unauthorized disclosure of confidential information to the DHEC Privacy Officer and my supervisor or to the DHEC Procurement Officer, if I am an employee of a contractor.
- (6) I will immediately report any request I receive for confidential information, including a subpoena, litigation discovery request, court order, or Freedom of Information Act request, to my supervisor, or the



## DHEC Confidentiality Agreement

DHEC Procurement Officer, if I am an employee of a contractor, and the DHEC Office of General Counsel.

(7) I will not discuss any confidential information obtained in the course of my relationship with DHEC with any person or in any location outside of my area of responsibility in DHEC, except as otherwise required or permitted by law.

(8) I will not make any unauthorized copy or disclosure of confidential information, or remove or transfer this information to any unauthorized location.

(9) My obligations under this Agreement regarding confidential information will continue after termination of my employment/volunteer assignment/contract affiliation with DHEC.

**THIS CONFIDENTIALITY AGREEMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN ME AND THE DEPARTMENT.**

I have read the above Agreement and agree to comply with all its terms.

Print name:

Catherine Templeton

Signature: Catherine Templeton Date: 1/21/15

Witness: Wessa Higgins Date: 1/21/15

Work Location: 34 Saturday Rd., Mt. Pleasant, SC 29464