



2025 Annual Accountability Report

**Procurement Review Panel
Agency Code: S600**

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AGENCY NAME:	Procurement Review Panel		
AGENCY CODE:	S600	SECTION:	111

AGENCY'S DISCUSSION AND ANALYSIS

The main objective of the Panel is established by Subarticle 3, section 11-35-4410 of the Consolidated Procurement Code. The Panel's primary function is to provide an administrative review of decisions by the Chief Procurement Officers relating to (1) formal protests of the solicitation or award of State contracts; (2) suspension or debarment of individual vendors; (3) contract controversies; and (4) other written decisions, policies, or procedures affecting the state procurement system.

The Panel seeks to provide the best possible services to vendors and agencies of the State in keeping with the integrity of the Consolidated Procurement Code. The Panel is unique in its formation, being composed of five members drawn from the private sector and two State employees, all of whom are appointed by the Governor. Each Panel member brings his or her own experience to bear in independently reviewing how the State procures its goods and services, ensuring that the State's procurement process is transparent, fair, and effective. Moreover, the Panel's composition and specialized purpose allows it to schedule and conduct hearings in a very timely fashion, which is one of its continuing strategic goals. Timely hearings and written decisions from the Panel allow the State to conduct its business efficiently while also guaranteeing fairness to vendors.

The Panel received two (2) requests for administrative review during fiscal year 2024-2025. Both appeals requested review of a CPO's written protest determination. The Panel timely issued its orders as required by statute, and concluded the two appeals filed this fiscal year as well as an appeal and a request for resolution of contract controversy from the previous fiscal year. On its website, the Panel provides a link to the Panel's decisions that are posted on the Procurement Services website at <https://prp.sc.gov/panel-orders>. In addition, the Panel publishes its decisions on WestLaw, a legal research service.

Risk Assessment and Mitigation Strategies

The Panel's key customers are the vendors who participate in the State procurement process and the State agencies which are procuring needed goods and services. Both groups of customers expect the Panel to conduct timely hearings and to ensure that the State's procurement process is open and fair to all participants. Both groups also expect the Panel to apply the provisions of the Consolidated Procurement Code in an independent and impartial manner. The Panel's primary services are providing hearings to aggrieved vendors and resolving the procurement questions presented by the appeal issues. The Panel's product is reflected by its written decisions resolving protests and other procurement issues. The written decisions are available in hard copies and by Internet access. Failure by the Panel to provide these services in a timely manner could result in delays in the awarding of contracts, which could ultimately impact the way other state agencies are able to perform. Depending on the using agency and the type of contract involved, delayed awards could negatively impact services to the public. In addition, failures, or delays in providing these services could negatively affect the public's perception of the State's public procurement process.

The only circumstances under which the Panel would be unable to perform its function would be the loss of property or personnel. In the event of property loss, either temporarily or permanently, the Panel would rely on the Facilities Management staff to assist us in relocating to other available state-owned facilities. The Panel would also rely on the Division of Technology Operations for any technology needs. During

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the period that alternative accommodations are being sought, Panel staff will maintain communication with one another, other agencies, and the public through remote access of e-mail and phone messages.

The Business Manager and the Attorney for the Panel are familiar with basic functions of each other's job duties. However, the Panel would rely on the Comptroller General's Office, Procurement Services, and Human Resources to assist in the performance of complex technical duties of the Business Manager in the event of an extended absence. In the event of an extended absence of the staff Attorney, the Panel would temporarily hire an attorney approved by the Attorney General's Office to handle the technical complex aspects of this job. Additionally, the current Business Manager is a certified paralegal and can provide legal support to the attorney as needed.

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**SOUTH CAROLINA PROCUREMENT REVIEW PANEL
ORGANIZATIONAL CHART**



2025

Reorganization and Compliance

as submitted for the Accountability Report by:

S600 - SC PROCUREMENT REVIEW PANEL

Primary Contact

First Name	Last Name	Role/Title	Email Address	Phone
Pamela	Gillins	Administrative Coordinator	pamela.gillins@prp.sc.gov	803-734-0660

Secondary Contact

First Name	Last Name	Role/Title	Email Address	Phone
Cherlyn	Borges	Attorney	cherlyn.borges@prp.sc.gov	803-734-0661

Agency Mission

Adopted in:

The mission and values of the Procurement Review Panel (the Panel) include conducting timely hearings to assure both vendors and the State that State contracts are solicited, awarded, and performed in the most effective and fair manner. The Panel's values are based on making unbiased decisions according to the letter of the law as set forth in the Consolidated Procurement Code.

Agency Vision

Adopted in:

The Panel seeks to provide the best possible services to vendors and agencies of the State in keeping with the integrity of the Consolidated Procurement Code.

Recommendations for reorganization requiring legislative change:

None

Agency intentions for other major reorganization to divisions, departments, or programs to allow the agency to operate more effectively and efficiently in the succeeding fiscal year:

None

Significant events related to the agency that occurred in FY2025

Description of Event	Start	End	Agency Measures Impacted	Other Impacts
No significant events affected performance measures.				

Is the agency in compliance with S.C. Code Ann. § 2-1-220, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? (See also S.C. Code Ann. § 60-2-20).

Yes

Reason agency is out of compliance: (if applicable)	
Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).	Yes
Does the law allow the agency to promulgate regulations?	No
Law number(s) which gives the agency the authority to promulgate regulations:	
Has the agency promulgated any regulations?	No
Is the agency in compliance with S.C. Code Ann. § 1-23-120 (J), which requires an agency to conduct a formal review of its regulations every five years?	Yes
(End of Reorganization and Compliance Section)	

Strategic Plan Results

as submitted for the Accountability Report by:

FY2025

S600 - SC PROCUREMENT REVIEW PANEL

- Goal 1** To provide an administrative review of decisions by the Chief Procurement Officers relating to (1) formal protests of the solicitation or award of State contracts; (2) suspension or debarment of individual vendors; (3) contract controversies; and (4) other written decisions, policies, or procedures affecting the state procurement system.
- Goal 2** To provide easy access to public information regarding the Procurement Review Panel's role in the procurement process, contact information, and hearing outcomes.
- Goal 3** To ensure that staff is adequately trained to provide extraordinary customer service to agencies and vendors.
- Goal 4** To ensure that information is secure.

Perf. Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
1.1	Unless the complexity of a case prevents it, the Panel will conduct hearings and resolve cases within two months of the initial filing.													
1.1.1	Fifty percent of cases resolved within two months of initial filing.	55%	50%	100%	Percent	Equal to or greater than	State Fiscal Year	The number of cases resolved within 2 months divided by the number of cases filed.	Written Orders	Procurement Services Website	Fast resolution of cases	State agencies and vendors doing business with South Carolina.	0100.000000.000	
1.2	Cases will be resolved in a fair and impartial manner in accordance with the Procurement Code.													
1.2.1	Percentage of cases appealed.	0%	10%	0%	Percent	Equal to or less than	State Fiscal Year	The number of cases appealed divided by the number of cases filed.	Written Orders	Procurement Services Website	Fast resolution of cases	State agencies and vendors doing business with South Carolina.	0100.000000.000	
2.1	The Panel will continue to update and post its mission, current panel members, staff directory, information regarding current hearings, procedures for filing an appeal, and a link to panel orders on our website.													
2.1.1	Information displayed on the Panel Website is current and clear.	100%	100%	100%	Percent	Equal to or greater than	State Fiscal Year	No outdated or incorrect information on website	ppr.sc.gov	Paper and electronic case files.	Knowledge of proper appeals processes, hearing dates, and appeals' outcomes.	State agencies and vendors doing business with South Carolina as well as the general public.	0100.000000.000	
3.1	Provide time and resources for staff to attend state offered training as well as outside training and/or educational opportunities relevant to job enhancement and professional growth.													
3.1.1	Non-security related educational programs, training classes, continuing education courses, seminars or briefings attended by staff.	13	12	10	Count	Equal to or greater than	State Fiscal Year	Number of classes attended.	Training documents, certificates of completion	Paper and electronic files.	Knowledgeable, courteous and professional interactions.	Employees, colleagues, vendors, general public..	0100.000000.000	
4.1	Collaborate with Information Technology Office, Enterprise Privacy Office, and Information Security Office to ensure the implementation of processes to provide optimal data security.													
4.1.1	Security and privacy related workshops and meetings attended by staff.	25	5	5	Count	Equal to or greater than	State Fiscal Year	Number of workshops attended.	Training Documents	Paper and electronic files.	Secure systems and information.	Employees, colleagues, vendors, general public..	0100.000000.000	
4.1.2	Information security measures implemented in accordance with needs identified by staff in collaboration with Information Security and Enterprise Privacy offices.	90%	95%	100%	Percent	Equal to or greater than	State Fiscal Year	Number of measures implemented in relation to identified needs/ total number of needs identified	Written policies, training	Paper and electronic files.	Secure systems and information.	Employees, colleagues, vendors, general public..	0100.000000.000	

FY2026

Strategic Plan Development

as submitted for the Accountability Report by:

S600 - SC PROCUREMENT REVIEW PANEL

- Goal 1** To provide an administrative review of decisions by the Chief Procurement Officers relating to (1) formal protests of the solicitation or award of State contracts; (2) suspension or debarment of individual vendors; (3) contract controversies; and (4) other written decisions, policies, or procedures affecting the state procurement system.
- Goal 2** To provide easy access to public information regarding the Procurement Review Panel's role in the procurement process, contact information, and hearing outcomes.
- Goal 3** To ensure that staff is adequately trained to provide extraordinary customer service to agencies and vendors.
- Goal 4** To ensure that information is secure.

Perf. Measure Number	Description	Base	Target	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
1.1	Unless the complexity of a case prevents it, the Panel will conduct hearings and resolve cases within two months of the initial filing.									State Objective: Government and Citizens			
1.1.1	Fifty percent of cases resolved within two months of initial filing.	100%	50%	Percent	Equal to or greater than	State Fiscal Year	The number of cases resolved within 2 months divided by the number of cases filed.	Written Orders	Procurement Services Website	Fast resolution of cases	State agencies and vendors doing business with South Carolina.	0100.000000.000	
1.2	Cases will be resolved in a fair and impartial manner in accordance with the Procurement Code.									State Objective: Government and Citizens			
1.2.1	Percentage of cases appealed.	0%	10%	Percent	Equal to or less than	State Fiscal Year	The number of cases appealed divided by the number of cases filed.	Written Orders	Procurement Services Website	Fast resolution of cases	State agencies and vendors doing business with South Carolina.	0100.000000.000	
2.1	The Panel will continue to update and post its mission, current panel members, staff directory, information regarding current hearings, procedures for filing an appeal, and a link to panel orders on our website.									State Objective: Government and Citizens			
2.1.1	Information displayed on the Panel Website is current and clear.	100%	100%	Percent	Equal to or greater than	State Fiscal Year	No outdated or incorrect information on website	prp.sc.gov	Paper and electronic case files.	Knowledge of proper appeals processes, hearing dates, and appeals' outcomes.	State agencies and vendors doing business with South Carolina as well as the general public.	0100.000000.000	
3.1	Provide time and resources for staff to attend state offered training as well as outside training and/or educational opportunities relevant to job enhancement and professional growth.									State Objective: Education, Training, and Human Development			
3.1.1	Non-security related educational programs, training classes, continuing education courses, seminars or briefings attended by staff.	10	12	Count	Equal to or greater than	State Fiscal Year	Number of classes attended.	Training documents, certificates of completion	Paper and electronic files.	Knowledgeable, courteous and professional interactions.	Employees, colleagues, vendors, general public..	0100.000000.000	
4.1	Collaborate with Information Technology Office, Enterprise Privacy Office, and Information Security Office to ensure the implementation of processes to provide optimal data security.									State Objective: Maintaining Safety, Integrity and Security			
4.1.1	Security and privacy related workshops and meetings attended by staff.	5	5	Count	Equal to or greater than	State Fiscal Year	Number of workshops attended.	Training Documents	Paper and electronic files.	Secure systems and information.	Employees, colleagues, vendors, general public..	0100.000000.000	
4.1.2	Information security measures implemented in accordance with needs identified by staff in collaboration with Information Security and Enterprise Privacy offices.	100%	95%	Percent	Equal to or greater than	State Fiscal Year	Number of measures implemented in relation to identified needs/ total number of needs identified	Written policies, training	Paper and electronic files.	Secure systems and information.	Employees, colleagues, vendors, general public..	0100.000000.000	

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Budget Data

as submitted for the Accountability Report by:

S600 - SC PROCUREMENT REVIEW PANEL

State Funded Program No.	State Funded Program Title	Description of State Funded Program	(Actual) General	(Actual) Other	(Actual) Federal	(Actual) Total	(Projected) General	(Projected) Other	(Projected) Federal	(Projected) Total
0100.000000.000	Administration	Funding for personnel, supplies and services.	\$ 150,883.99	\$ 2,459.87	\$ -	\$ 153,343.86	\$ 150,220.00	\$ 2,534.00	\$ -	\$ 152,754.00
9500.050000.000	State Employer Contributions	Funding for employer portion of employee benefits.	\$ 54,605.31	\$ -	\$ -	\$ 54,605.31	\$ 50,921.00	\$ -	\$ -	\$ 50,921.00

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Legal Data

as submitted for the Accountability Report by:

S600 - SC PROCUREMENT REVIEW PANEL

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2025
11-35-4210(6)	State	Statute	Notes that a decision by the CPO regarding a protest may be appealed to the Procurement Review Panel.	Requires a service		No Change
11-35-4215	State	Statute	Authorizes the Procurement Review Panel to allow a prevailing agency to recover reasonable reimbursement costs, excluding attorney's fees, associated with a protest where the agency has requested the posting of bond or an irrevocable letter of credit.	Requires a service		No Change
11-35-4220(5)	State	Statute	Notes that a suspended or debarred person may request further administrative review from the Procurement Review Panel.	Requires a service		No Change
11-35-4230(6)	State	Statute	Notes that a person adversely affected by a Chief Procurement Officer's decision in a contract controversy case may request further administrative review by the Procurement Review Panel.	Requires a service		No Change
11-35-4310	State	Statute	Authorizes the Procurement Review Panel to grant enumerated remedies if a solicitation or contract award is found to be in violation of law.	Requires a service		No Change
11-35-4320	State	Statute	Authorizes the Procurement Review Panel to award such relief as is necessary to resolve a contract controversy.	Requires a service		No Change

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2025
11-35-4330(2)	State	Statute	Authorizes the Procurement Review Panel to impose a sanction in the event of a frivolous protest.	Requires a service		No Change
11-35-4410(1)	State	Statute	Establishes the Procurement Review Panel to conduct administrative reviews of written determinations by the Chief Procurement Officers related to protests (11-35-4210); suspension or debarment (11-35-4220); contract controversies (11-35-4230); and requests for review of other written determinations, decisions, policies and procedures arising from or concerning the procurement of supplies, services, information technology, or construction procured in accordance with the Code and regulations, with some exceptions.	Requires a service		No Change
11-35-4410(2)	State	Statute	Provides that the Governor shall appoint seven members to the Procurement Review Panel. Five members shall be from the state at large and be representative of the professions governed by the Consolidated Procurement Code. The remaining two members shall be state employees.	Requires a manner of delivery		No Change

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2025
11-35-4410(3)	State	Statute	Provides that the Procurement Review Panel members shall elect a Chairman and Vice Chairman; that the Procurement Review Panel will meet as often as necessary to resolve the controversies before it; that four members present and voting shall constitute a quorum; and a tie vote among Procurement Review Panel members shall result in the finality of the chief procurement officer's decision. Also establishes that at-large members be paid per diem, mileage and subsistence in accordance with state law governing boards, commissions, and committees. Provides that state employee members must be reimbursed for meals, lodging and travel in accordance with state allowances.	Requires a service		No Change
11-35-4410(4)	State	Statute	Exempts Procurement Review Panel administrative reviews from the requirements of the Administrative Procedures Act. Authorizes the Procurement Review Panel to (i) establish rules and procedures; (ii) issue subpoenas; (iii) interview any person it considers necessary; and (iv) record all determinations. Provides that individuals aggrieved by a Procurement Review Panel subpoena may apply to the Panel for relief.	Requires a service		No Change
11-35-4410(5)	State	Statute	Requires the Procurement Review Panel to convene or schedule a hearing to conduct its administrative review within 15 days of receiving a grievance. For all administrative reviews except for contract controversies, the Procurement Review Panel is required to file its determination within 10 working days and communicate its decision to the parties involved. However, the Procurement Review Panel may designate a matter to be complex, in which case it shall file its written determination within 30 days.	Report our agency must/may provide		No Change

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2025
11-35-4410(6)	State	Statute	Provides that appeals from Procurement Review Panel determinations shall be made to the court of appeals pursuant to Section 1-23-380. Notes that the filing of an appeal in the court of appeals does not stay a decision of the Procurement Review Panel.	Requires a manner of delivery		No Change
11-35-4425	State	Statute	Authorizes the Procurement Review Panel to file any unappealed final ruling with the clerk of the circuit court, or a court of competent jurisdiction, as requested, so that such final ruling has the same effect as a judgment of the court where filed.	Requires a manner of delivery		No Change
11-35-4430	State	Statute	Prohibits Procurement Review Panel members and staff from communicating with parties, attorneys, or other persons regarding the facts or legal issues connected to any matter currently pending for review by the Panel. Establishes that a violation of the prohibition is a misdemeanor offense punishable by a fine of not more than two hundred and fifty dollars or imprisonment for not more than six months.	Requires a manner of delivery		No Change
1-23-600(A)(1)	State	Statute	Exempts cases arising under the Consolidated Procurement Code from the jurisdiction of the Administrative Law Court.	Requires a manner of delivery		No Change
General Appropriations Act, FY 2019-20, Part IB, Section 111	State	FY22-23 Proviso	Authorizes the Procurement Review Panel to collect a filing fee of \$250.00 from a party requesting further administrative review. Allows the Procurement Review Panel to retain and carry forward the funds generated by the filing fees for operation use. Provides that withdrawal of an appeal results in forfeiture of the filing fee. Establishes a procedure for seeking a fee waiver in the event of financial hardship on a party.	Funding agency deliverable(s)		No Change

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Services Data

as submitted for the Accountability Report by:

S600 - SC PROCUREMENT REVIEW PANEL

Description of Service	Description of Direct Customer	Customer Name	Others Impacted by Service	Division or major organizational unit providing the service.	Description of division or major organizational unit providing the service.	Primary negative impact if service not provided.	Changes made to services during FY2025	Summary of changes to services
Provision of an administrative review of formal protests arising from: the solicitation or award of contracts; the debarment or suspension of a person from consideration for award of a contract; a contract controversy; or any other decision, policy, or procedure arising from or concerning the State procurement system	State agencies involved in the solicitation and/or award of contracts for supplies or services	State Agencies	Vendors, state agencies, and the procuring agency's customers.	Administrative	The Procurement Review Panel conducts timely hearings to assure both vendors and the State of South Carolina that State contracts are solicited, awarded, and performed in the most effective and fair manner.	Untimely procurements, delayed delivery of supplies and services to agency customers.	No Change	
Provision of an administrative review of formal protests arising from: the solicitation or award of contracts; the debarment or suspension of a person from consideration for award of a contract; a contract controversy; or any other decision, policy, or procedure arising from or concerning the State procurement system	Vendors who do, or who wish to do business with the State of South Carolina	Vendors	Vendors, state agencies, and the procuring agency's customers.	Administrative	The Procurement Review Panel conducts timely hearings to assure both vendors and the State of South Carolina that State contracts are solicited, awarded, and performed in the most effective and fair manner.	Untimely procurements, delayed delivery of supplies and services to agency customers.	No Change	

2025

Partnerships Data

as submitted for the Accountability Report by:

S600 - SC PROCUREMENT REVIEW PANEL

Type of Partner Entity	Name of Partner Entity	Description of Partnership	Change to the partnership during the past fiscal year
State Government	SC Governor's Office	Appoints Panel Members	No Change
State Government	SC House of Representatives	Provides meeting rooms to conduct hearings	No Change
State Government	SFAA/Procurement Services	Notifies vendors of the right to appeal CPO decisions and the appeals process; posts Panel decisions on their website, and provides training opportunities for panel staff and members	No Change
State Government	South Carolina Department of Administration/General Services	Provides technology support, and various training opportunities for panel staff	No Change

Reports Data

as submitted for the Accountability Report by:

S600 - SC PROCUREMENT REVIEW PANEL

Report Name	Law Number (if applicable)	Summary of information requested in the report	Date of most recent submission DURING the past fiscal year	Reporting Frequency	Type of entity/entities	Method to access the report	Direct access hyperlink or agency contact (if not provided to LSA for posting online)	Changes to this report during the past fiscal year	Explanation why a report wasn't submitted
Agency Accountability Report	§1-1-810	The report "must contain the agency's or department's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met." Agencies must "identify key program area descriptions and expenditures and link these to key financial and performance results measures."	September 2024	Annually	Governor or Lt. Governor AND Legislative entity or entities	Provided to LSA for posting online		No Change	
Agency Budget Request	§11-11-350	Budget request for next FY	September 2024	Annually	South Carolina state agency or agencies	Available on another website	www.admin.sc.gov/budget	No Change	
CAFR		Provides annual financial reporting to CG's Office	November 2024	Annually	South Carolina state agency or agencies	Available on another website	www.statehouse.gov/reports/reports.php	No Change	
Minority Business Enterprise Utilization Plan	§11-35-5240	Estimates amount of money intended to spend with Small or Minority Businesses	August 2024	Annually	South Carolina state agency or agencies	Electronic copy available upon request	pamela.gillins@prp.sc.gov	No Change	
Sole Source Report	§11-35-2440	Quarterly record of sole source procurement	April 2025	Quarterly	South Carolina state agency or agencies	Available on agency's website	reporting.procurement.sc.gov/general/transparency/audit-reports	No Change	
State Agency Quarterly MBE Report	§11-35-5240	Actual amount of money spent with small or minority business	April 2025	Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	pamela.gillins@prp.sc.gov	No Change	
Unemployment Contribution Report	§41-29-110	Employee quarterly wage information	April 2025	Quarterly	South Carolina state agency or agencies	Available on another website	uitax.dew.sc.gov/employers-page.html	No Change	

AGENCY NAME:	Procurement Review Panel
AGENCY CODE:	S600

2025
Accountability Report

SUBMISSION FORM

I have reviewed and approved the data submitted by the agency in the following templates:

- Data Template
 - Reorganization and Compliance
 - FY2025 Strategic Plan Results
 - FY2026 Strategic Plan Development
 - Legal
 - Services
 - Partnerships
 - Report or Review
 - Budget
- Discussion Template
- Organizational Template

I have reviewed and approved the financial report summarizing the agency's budget and actual expenditures, as entered by the agency into the South Carolina Enterprise Information System.

The information submitted is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	N/A
(TYPE/PRINT NAME):	

BOARD/CMSN CHAIR (SIGN AND DATE):	SIGNATURE ON FILE	Signature Received: 09/03/2025
(TYPE/PRINT NAME):	Willie D. Franks	