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**SECTION OF LAW:** FY 2018-19 Appropriations Act, Proviso 117.148. (GP: Mobile Device Protection Plan)

**REQUIRED ACTION:**

- The State Fiscal Accountability Authority must ensure that any contract developed for this purpose is awarded utilizing a competitive approach in accordance with the South Carolina Procurement Code.
- All state agencies must use the statewide contract for protecting all state owned, mobile devices that can be included in one combined contract.

**PURPOSE/BACKGROUND:**

This policy is issued by the South Carolina Department of Administration (Admin) in accordance with the FY 2018-19 Appropriations Act, Proviso 117.148. (GP: Mobile Device Protection Plan). This policy describes the assignment, use and management of state issued mobile communication devices (e.g., cell phones, smart phones, pagers, satellite phones, related accessories) and associated services by agencies of the state of South Carolina.

Nothing contained in this policy shall be construed to waive any rights, remedies, or defenses the state might have under the laws of the state.

This policy sets forth the requirements for the establishment of a cost-effective mobile device protection plan, which shall apply to all state agency owned mobile devices. Mobile device maintenance is the responsibility of the individual and agency to which the device is assigned.

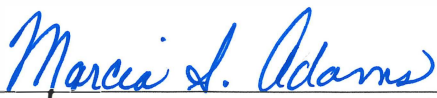
**GUIDELINES:**

**I. Mobile Device Protection:**

- A. All state agencies shall implement policies for protecting mobile devices including, but not limited to, cellular phones, tablets and laptops.
- B. Implementation of the protection plan must include:
  1. Protective cases and screens for all devices;
  2. Multi-year insurance coverage for both the device and the protective case;
  3. Zero deductible if possible to ensure cost savings to the department;
  4. Multiple claims per device should be allowable;
  5. Replacement policy if devices cannot be repaired;
  6. And, local pickup and delivery service for efficient repair and replacement where possible.

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**APPROVED BY:**



South Carolina Department of Administration Executive Director