



January 31, 2024

**MEMORANDUM**

**TO:** The Honorable Kim Reynolds, Governor of Iowa  
Charlie Smithson, Secretary of the Senate  
Meghan Nelson, Chief Clerk of the House of Representatives

**FR:** Adam Steen

**RE:** Code of Iowa, Chapter 19B.7 Contract Compliance Report for Calendar Year 2023

Pursuant to Code of Iowa, Chapter 19B.7 please find attached the Contract Compliance Report. If you have any questions, please contact me at 515-725-2205.

Attachment

January 31, 2024

**Subject: Contract Compliance Report for Calendar Year 2023**

Pursuant to Code of Iowa Section 19B.7, the Department of Administrative Services (DAS) is responsible for the administration and promotion of equal opportunity in all State contracts. Subsection 1d requires an annual contract compliance report be submitted to the Governor and General Assembly.

The DAS Central Procurement performed the following activities in CY2023 to comply with the requirements of 19B.7:

- Submitted a CY 2022 contract compliance report to the Governor and General Assembly.
- Reviewed CPFSE contract terms and conditions language to ensure the equal opportunity and nondiscrimination language is current, and ensured links to these terms and conditions are available on the DAS website.
- Ensured solicitations, Master Agreements, and Contracts issued by CPFSE, or orchestrated by CPFSE on behalf of other State agencies include equal opportunity and nondiscrimination language.
- Advised State agencies of the requirement to include equal opportunity and nondiscrimination language in their contracts.
- DAS Internal Auditors performed Affirmative Action/Non-Discrimination Clause compliance review of CPFSE Master Agreements. The reviews are performed quarterly, and the results of those reviews follow:

<b>Calendar Year 2023</b>	<b>Findings</b>	<b>Resolutions</b>
<b>January – March</b>	2	2
<b>April - June</b>	1	1
<b>July - September</b>	1	1
<b>October - December</b>	1	1
<b>Totals</b>	5	5

The resolutions noted above include review of contracts by other State agencies and the requirement to include the equal opportunity and nondiscrimination language in their contracts.