

CHAPTER 1  
ORGANIZATION AND OPERATION

**497—1.1(18B) Mission statement.** The International Network on Trade (INTERNET) was established pursuant to Iowa Code chapter 18B to conduct long-range market research which identifies geographical opportunities in the global marketplace for Iowa producers to recommend international trade development policies, strategies, and tactics to Iowa's governmental and business policymakers, and to facilitate the delivery of information, resources, and programs to Iowa businesses with emphasis on assisting small- to medium-sized businesses.

**497—1.2(18B) Organization and operation.**

**1.2(1) Authorized corporation.** INTERNET was established as a nonprofit corporation under Iowa Code chapter 504A pursuant to Iowa Code chapter 18B and is not a state agency except for the purposes of Iowa Code chapter 17A.

**1.2(2) INTERNET board.** INTERNET is governed by an 18-member board of directors composed of six business members active in international trade, one representative from each of the three public state universities, three representatives from Iowa's community colleges, three representatives from Iowa's private colleges, one representative each from the Iowa department of economic development, Iowa department of agriculture and land stewardship, and the agricultural products advisory council (ex officio).

*a.* The board meets quarterly or more often as needed. The board's operation is governed by its bylaws, copies of which may be obtained from its principal office of doing business.

*b.* The board must approve any contract or agreement committing INTERNET to the substantial expenditure of INTERNET assets.

**1.2(3) Administrative officer and address.** The day-to-day operation of INTERNET is under the direction of INTERNET's executive director at 312 Eighth Street, Suite 100, Des Moines, Iowa 50309. The telephone number is (515)246-6176.

**1.2(4) Operations.** INTERNET operates with a small staff but purchases many services to fulfill its mission. While INTERNET may award certain grants for training Iowans and enhancing their skills in international trade development, INTERNET primarily uses its available project dollars to purchase services through solicited or unsolicited proposals. To respond to rapidly changing global conditions and opportunities for Iowa, INTERNET welcomes unsolicited proposals for market research projects which would benefit Iowa businesses.

**1.2(5) Memberships.** INTERNET solicits business memberships to help defray some of the costs of its market research activities. Information concerning such memberships may be obtained from its principal office.

**497—1.3(18B) Definitions of terms for INTERNET operations.**

*"Competitive basis"* means a process for awarding grants as defined below which includes notification to the general public and to qualified Iowa institutions or companies about the scope of the program sought by INTERNET, the process for application, and the deadline for the application.

*"Grant"* means an award made by INTERNET to a party(ies) or entity(ies) for the research of or implementation of a program designed to train Iowans in the methods of international trade development.

*"Purchase of service contract"* means a contract entered into by INTERNET with another party(ies) or entity(ies) for the purpose of INTERNET acquiring a service.

*"Request for proposal"* means a letter or other written document from INTERNET requesting a party(ies) or entity(ies) to submit a written proposal to INTERNET for a purchase of service contract or grant.

*"Solicited proposal"* means a proposal submitted to INTERNET, in response to a request from INTERNET, which proposes a service for INTERNET and outlines the costs for such service.

*"Substantial expenditure of INTERNET assets"* means an amount in excess of \$50,000.

*“Unsolicited proposal”* means a proposal submitted to INTERNET which proposes a service for INTERNET and outlines the costs for such service.

These rules are intended to implement Iowa Code chapter 18B.

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