

11—118.12 (8A) Additional procedures or requirements.

118.12(1) State agencies, whether utilizing informal or formal competition, shall provide a notice of each procurement for services to the targeted small business Web page located at the Iowa department of economic development's Web site in conformance with Iowa Code section 73.16(2).

118.12(2) Except in an emergency procurement, services shall not be performed pursuant to a service contract for a state agency until all parties to the contract have signed the contract.

118.12(3) At the conclusion of the competitive selection process, all service providers shall be required to sign a service contract.

118.12(4) Each state agency shall maintain a contracting file for each service contract signed by the state agency.

[ARC 0952C, IAB 8/21/13, effective 9/25/13]