



February 5, 2018

To: The Honorable Kim Reynolds, Governor of Iowa
Charlie Smithson, Secretary of the Senate
Carmine Boal, Chief Clerk of the House of Representatives

From: Janet E. Phipps, Director
Department of Administrative Services

RE: Code of Iowa, Chapter 19B.7 Contract Compliance Report.

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

Attachment

February 5, 2018

Subject: Contract Compliance Report

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 and Fleet Services Enterprise (CPFSE) performed the following activities in CY2017 to comply with the requirements of 19B.7:

- Submitted a CY2016 contract compliance report to the Governor and General Assembly.
- Reviewed CPFSE contract template language to ensure the equal opportunity and nondiscrimination language is current and ensured links to these templates are available on the CPFSE website.
- Requests for Proposals, Master Agreements and Contracts issued by CPFSE, or orchestrated by CPFSE on behalf of other State agencies include equal opportunity and nondiscrimination language.
- Advise State agencies of the requirement to include equal opportunity and non-discrimination compliance language in their contracts.
- DAS Internal Auditors performed an Affirmative Action/Non-Discrimination Clause compliance review of CPFSE Master Agreements. The reviews are performed quarterly and the results of those reviews follow:

<u>Calendar Year 2017</u>	<u>Contract Reviews</u>	<u>Findings</u>	<u>Resolutions</u>
January – March	109	1	1
April – June	63	0	0
July – September	54	2	2
<u>October – November</u>	<u>33</u>	<u>1</u>	<u>1</u>
Totals	259	4	4

The resolutions noted above include review of contracts by other State agencies and the requirement to include the equal opportunity and non-discrimination compliance language in contracts.