



# State of Iowa

## Executive Department

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

Executive Order Number 50

WHEREAS, it is the responsibility of each state department to perform its assigned functions as efficiently as possible, including the procurement of services when necessary; and

WHEREAS, specialized services contracting has become a major category of expenditure as the operations of state government have become more complex; and

WHEREAS, to maintain public confidence every reasonable effort must be made to insure that commitments of public funds for contracts and services be done professionally so as to get the most value for the money spent; and

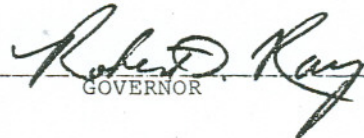
WHEREAS, the Governor's Economy Committee of 1979 recommended that a variety of state agencies cooperate to increase efficiency of service contract procurement by individual agencies;

NOW, THEREFORE, I, Robert D. Ray, Governor of the state of Iowa, by the power and authority vested in me by the Constitution and by the laws of Iowa, do hereby proclaim that state agencies shall have the following responsibilities in order to insure the procurement of professional services is done in an orderly manner so as to maintain the public confidence and that state government will obtain good value for funds spent on contract services.

1. The State Comptroller through that office's procedures manual shall adopt rules to be used by state agencies in the solicitation and selection of professional service providers and execution and monitoring of state professional service contracts. These rules shall be developed in consultation with a representative group of state agencies and selected by the State Comptroller. The State Comptroller's rules shall include necessary and recommended internal controls or guidelines for rulemaking by each agency executing professional service contracts. Agencies not operating under the Comptroller's pre-audit rules shall adopt comparable rules or procedures.
2. All State Agencies which procure professional services shall make available training on procurement, contract negotiation, contract monitoring, and internal control measures to administrative and supervisory employees given responsibility for service contracting. The Iowa Management Training System in conjunction with the Iowa Merit Employment Department shall provide formal courses to aid in meeting this requirement.
3. The Auditor of State is requested to review during agency financial audits the administrative rules and internal control procedures of each state agency procuring services.

4. The Department of General Services shall, as specified in the Comptroller's procedures manual, assist state agencies in procuring professional services through technical assistance, participation on selection committees, and by maintenance of a list of professional service contractors, with a history of the contractor's performance.
5. For the purposes of this Executive Order, professional services shall be those services provided by persons or organizations which are generally considered to have knowledge and special abilities which are not generally available within Iowa state government. They do not include services provided through a grant or subgrant to a not-for-profit service provider organization such as a city, county, or Community Action Agency.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Iowa to be affixed. Done at Des Moines this 12th day of January in the year of our Lord one thousand nine hundred eighty-three.

  
GOVERNOR



Attest

  
SECRETARY OF STATE