

Purpose

The Department of Management (DOM) has published a procurement and contract signing policy for IT contracts (available at <https://policies.iowa.gov/dom/policy/department-of-management-procurement-and-contract-signing-policy/>). This communication explains the policy and what it means for your agency.

The Core Principle

If the DOM Director will sign a contract, DOM will negotiate that contract.

Agencies should not expect the DOM Director to sign an agreement that DOM did not negotiate. When Director signature is required, submit the contract to DOM early in the process. DOM will review and negotiate terms directly with the vendor, with the agency's input, before the contract is ready for signature.

When Is Director Signature Required?

The policy establishes the following thresholds:

Original SOW Signed By	Change Order / Amendment Value	Director Signature Required
Director	Any amount	YES
Agency	Less than \$1M	NO
Agency	More than \$1M	YES

What this means for your agency:

- **Director-signed SOWs:** If the DOM Director signed the original SOW, all subsequent change orders or amendments—regardless of dollar amount—require Director signature and DOM negotiation.
- **Agency-signed SOWs under \$1M:** If your agency signed the original SOW and the change order or amendment is under \$1 million, your agency will sign. DOM reserves the ability to negotiate terms.

- **Agency-signed SOWs with amendments over \$1M:** If your agency signed the original SOW but a change order or amendment exceeds \$1 million, Director signature is required.
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When DOM Negotiates: What to Expect

When DOM negotiates a SOW or quote on your behalf, DOM's contracting standards will apply. These standards ensure compliance with Iowa law and protect state interests. See the attached Drafting SOW Checklist and Contract Negotiation Reference Guide for details on these requirements.

To submit a SOW or quote for DOM negotiation:

Use this link: [Submit SOW/Quote for DOM Negotiation](#)

End User License Agreements (EULAs)

DOM negotiates all EULAs on behalf of the enterprise. The negotiated EULA is then attached to the quote or order for the associated product, and agencies purchasing that product are bound by those terms.

If your agency will use a licensed product in connection with federally-protected data—such as CJIS, HIPAA, FTI, or other regulated data—let DOM know when you submit your request. DOM will coordinate with your agency to ensure the EULA includes the protections required for that data.

Negotiation Involvement

The signature policy addresses execution authority, not negotiation involvement. DOM is developing supplemental guidance to clarify the factors that trigger DOM participation in contract negotiations and the process for resolving differences between DOM recommendations and agency preferences. Until that guidance is issued, agencies should continue to engage DOM Procurement for IT contracts as they have been.

This Policy Is Separate from IT Governance Initiation

The signature policy is distinct from the IT Governance Initiation process. Here's the difference:

IT Governance Initiation is required when:

- The IT purchase exceeds \$25,000, OR
- The project involves sensitive data, OR
- The project involves interoperability with state systems, OR
- The project requires 750 hours or more of state staff involvement

IT Governance ensures proper vetting and approval *before* procurement begins.

The Signature Policy determines who negotiates and signs the contract *after* the project is approved.

A project may require IT Governance Initiation but not Director signature (e.g., a \$50,000 purchase signed by the agency). Conversely, an amendment to a Director-signed contract requires Director signature regardless of whether it triggers a new IT Governance submission.

Questions?

Contact the DOM Division of Information Technology procurement team:

- **Email:** ITContracts@dom.iowa.gov

Attachments: Drafting SOW Checklist; Contract Negotiation Reference Guide