



March 3, 2022

Adam Steen, Director
Iowa Department of Administrative Services
Hoover Building, 3rd Floor
Des Moines, 50319

Dear Director Steen:

The Iowa Department of Administrative Services (DAS) – Human Resources Enterprise (HRE) is requesting a waiver under DAS Administrative Rule 11-118.16(8A) Waiver procedure of the application of DAS Administrative Rule 11-118.11(3) concerning the term of Service contract. The latter rule states “A service contract should be competitively selected on a regular basis so that a state agency obtains the best value for the funds spent; avoids inefficiencies, waste or duplication; and may take advantage of new innovations, ideas and technology. A service contract, including all optional renewals, shall not exceed a term of six years; however, information technology service contracts entered into by the department or office of chief information officer may have a term length not to exceed ten years. Service contracts shall not exceed the term lengths set forth herein unless the state agency obtains a waiver of this provision pursuant to rule 11—118.16(8A)”.

Advanced Capital Group Contract 17079 was originally competed for Retirement Investment Club (RIC) Consultant to assist the State in formulating RFP’s for investment providers, review investments and fees, quarterly and annual investment reviews, and investment policies or advice. Currently, Advanced Capital Group Contract 17079 term is the same as the RIC providers. This is not ideal and creates an unintended and undesirable consequence of requiring a new consultant contract at the same time as new RIC providers exposing the State to significant risk from timing, potential loss of historical knowledge, and on-boarding of potential new RIC providers. Advance Capital Group’s knowledge and experience with the State’s current RIC program and providers is critical to the new required solicitation for RIC providers.

In addition, DAS HRE is experiencing significant resource constraints due to employee turn-over, Workday implementation, and other more complicated HRE Contracts (Health, Dental, RIC Providers) that are currently requiring new solicitations.

DAS Central Procurement Bureau is requesting a waiver for an additional year extension for a total contract period of seven (7) years for Advanced Capital Group Contract 17079E. The final expiration date will be December 31, 2023.

Thank you for your time and consideration of this request for waiver.

Respectfully submitted: Jessica Lingo
Approved based on the justification provided.

Date: 03/03/22

Approval: [Signature]

Date: 3/7/22