



STATE OF IOWA

KIM REYNOLDS
GOVERNOR

ADAM GREGG
LT. GOVERNOR

IOWA HOMELAND SECURITY AND
EMERGENCY MANAGEMENT DEPARTMENT
MARK J. SCHOUTEN, HOMELAND SECURITY ADVISOR
AND EMERGENCY MANAGEMENT DIRECTOR

May 10, 2018

Ms. Janet Phipps, Director
Iowa Department of Administrative Services
Hoover State Office Building
Des Moines, IA 50319

Waiver request approved through 7/4/2019 - for Maintenance/Tech
Support Agreement, Services Agreement for Enhancements
(583-20120-HSEMD-034), and Hosting Agreement.
/s/ Janet E. Phipps
05/23/2018

RE: REQUEST FOR A WAIVER TO IAC 118.11(3)

Dear Janet,

HSEMD is requesting your approval for an administrative rules waiver.

ADMINISTRATIVE RULE TO BE WAIVED: IAC11-118.16(3)

STATEMENT OF THE RULE:

118.11(3) 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, service contracts entered into by the 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).

CONTRACT NEEDING THIS RULE WAIVER: MB3 Disaster and Emergency Management
Portal (contract # 583-2012-HSEMD-034)

TERM OF THE CONTRACT: July 5, 2012 through July 4, 2018

REQUESTED CONTRACT ENDING DATE: July 4, 2020

REASONS:

HSEMD is requesting a waiver of 11-118.16(3) so that the vendor can complete all the scope of work items identified in the original contract and all the associated amendments.

The contract is for professional services in connection with the development and implementation of the EMGrantsPro System (HSEMD's online grant and financial management system), the installation, configuration, customization, and hosting of the

software. HSEMD received all the necessary procurement approvals for the contracts and amendments.

Due to unforeseen circumstances such as changing federal grant requirements, some of the enhancements cannot be completed by July 4, 2018. HSEMD is requesting a two-year extension to allow for the completion of work as stipulated in contract agreements.

If you have any questions or need any additional information, please let me know.

Sincerely,



Digitally signed by Mark J. Schouten
DN: cn=Mark J. Schouten, o=Iowa
Department of Homeland Security
and Emergency Management, ou,
email=mark.schouten@iowa.gov,
c=US
Date: 2018.05.11 15:17:18 -05'00'

Mark J. Schouten, Director