IOWA | Department of Administrative Services
1305 East Walnut, Hoover Building 3rd Floor, Des Moines, IA 50319

DAS - Central Procurement

Administration Fees

Administrative fees are contractual obligations paid by vendors to offset the administrative costs associated with developing, establishing, and managing a contract. Vendors remit administration fees quarterly based on specific agreements within a contract.

ADMINISTRATIVE FEE PAYMENTS

There are 2 payment options available for vendors to submit quarterly administrative fees to the State of Iowa:

1. By check made payable to "Iowa Department of Administrative Services" mailed to:

   State of Iowa – DAS/Central Procurement
   Attention: DAS-Central Procurement
   3rd Floor Hoover Building
   1305 East Walnut Street
   Des Moines, IA 50319

2. Online by credit/debit card (MasterCard, Visa, Discover, or American Express) or ACH/e-check (an electronic version of a paper check processed using a checking or savings account.) The online payment system is available 24 hours a day, 7 days a week.
   a. Credit Card Fees - $1.50 processing fee plus 2.5% of total
   b. ACH/e-check Fees - $1.50 processing fee plus $1.50 ACH/e-check fee

   Link to pay State of Iowa contract administrative fees:
   https://ia.accessgov.com/das-procurement-admin/Forms/Page/das-procurement-admin/das-vendor-fees/0

NOTE: The State's Financial Services office is equipped to accept ACH/EFT payments through the link above and will not provide routing details for the State's Treasury bank account.

STATE OF IOWA FISCAL QUARTERS

- Quarter 1: July 1 – September 30
- Quarter 2: October 1 – December 31
- Quarter 3: January 1 – March 31
- Quarter 4: April 1 – June 30