

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

TO: Hilary Seo,
Dean of Library Services

Pursuant to Iowa State University's Contracting Authority Policy, the President of Iowa State University has delegated to me as the Senior Vice President for Operations and Finance authority to sign contracts on behalf of ISU except on matters for which the Board of Regents has retained authority. The Contracting Authority Policy also permits me to delegate my authority to others.

I authorize you to sign the following contracts on behalf of ISU:

1. Agreements (including licenses) to acquire Content intended for use by patrons of the Iowa State University Library. "Content" means books, serials, articles, monographs, dissertations, bibliographies, reference materials, catalogs, databases, images, diagrams, sound and/or multimedia recordings, documents, and other informational materials, regardless of format (e.g., print, electronic) or method of access (e.g., web, document delivery, interlibrary loan).
2. Software agreements (including licenses) necessary to allow patrons of the Iowa State University Library to access Content so long as the charge for the software is less than \$100,000.

I further authorize you to re-delegate your authority to others in the Iowa State University Library.

Your authority is limited as follows:

1. You may not sign an agreement with an ISU employee or any employee of the State of Iowa ("conflict of interest (COI) suppliers") that has a value of \$2,000 or more. All contracts with COI suppliers must route through Procurement Services on a requisition prior to the beginning of services regardless of value.
2. If an agreement exceeds \$50,000 and the agreement is with a vendor that is the sole provider of Content or software, you must document this and retain the documentation for the term of the agreement.
3. If an agreement exceeds \$50,000 and multiple vendors are able to provide the Content or software, then you must consult the Department of Procurement Services prior to signing the agreement to determine whether competitive bidding is required.
4. You must provide the Department of Procurement Services with a copy of all agreements you sign pursuant to this delegation.
5. You may not sign any agreement that you have been instructed not to sign.

This delegation supersedes the delegation issued to you on July 1, 2019 and shall be effective so long as you remain in your position as Dean of Library Services unless revoked sooner by the President of Iowa State University, by me, or by my successor.

Effective the 1st day of April, 2022

Pamela Elliott Cain

Pamela Elliott Cain

Senior Vice President for Operations and Finance

Send copies of completed delegations to:
Office of University Counsel