

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Approval of a Vendor with a Potential Conflict of Interest
Date: March 4, 2002

Recommended Action:

Approve Data Survey Research Consulting Services (D.S.R.C.S.) to the University of Iowa's list of approved vendors with a potential conflict of interest.

Executive Summary:

Vendors at the Regent institutions with a potential conflict of interest are required by statute to be approved by the Board. The University of Iowa wishes to add D.S.R.C.S. to its list of approved vendors with a potential conflict of interest.

Nature of Business: D.S.R.C.S. is a consulting company with a focus in the area of specialized data collection in bone marrow transplantation. D.S.R.C.S. also handles complex or unique survey research data resolution problems that include data collection strategies, data entry, formatting problem resolutions, and other concerns.

Employee Relationship: Joan B. Baenziger, who owns and operates D.S.R.C.S., is a Project Coordinator for the University's Center on Aging at 80% time. She is responsible for day-to-day grant management, state and internal reports, and budgeting.

Purchasing Authority: The University reports that the nature of Ms. Baenziger's consulting work is not related to her survey research work and that she is completely removed from the ordering process for those areas that would use the services of D.S.R.C.S. The University will follow established purchasing protocol relative to solicitation for this type of vendor.

Background:

Iowa Code

The Iowa Code:

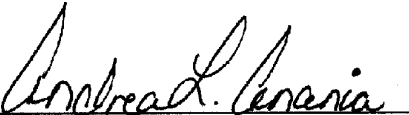
- Does not alleviate the requirement for institutions to obtain competitive bids and provide public notice [§68B.3].
- Prohibits an official or employee of a regulatory agency from selling, either directly or indirectly, goods or services to the agency of which the individual is an official or employee, except when certain conditions are met [§68B.4].
- Requires all regulatory agencies to adopt rules specifying the method by which employees may obtain agency consent for exception [§68B.4(4)].

Regent

Policy Manual

The Regent Policy Manual:

- Precludes individuals with potential conflicts from being directly involved in the purchasing decisions or authorizing of any such contracts making material changes to such contracts [§10.09.A].
- Requires Board authorization when a single purchase from a conflict of interest vendor (Regent employee) exceeds \$1,000 or a fiscal year's cumulative purchases exceed \$2,000 [§10.09.B].
- Requires that a summary of institutional expenditures with approved conflict of interest vendors will be included in the annual purchasing report presented to the Board in November [§10.09.E].



Andrea L. Anania

Approved: 

Gregory S. Nichols