



June 4, 2026

Mark Campbell
Iowa Dept of Administrative Services
Hoover Building, 3rd Floor
1305 East Walnut Street
Des Moines, IA 50319

Dear Director Campbell,

The Iowa Department of Administrative Services ("DAS") is requesting a waiver under Iowa Admin. Code r. 11-117.21 of the application of Iowa Admin. Code r. 11-117.4(2) concerning the duration of service contracts.

The latter rule states "The initial term of a master agreement shall be no more than six years. Following the initial term, a master agreement may be renewed by the department for periods of one to five years; provided, however, that a master agreement, including all optional renewals, shall not exceed a term of six years unless a waiver of this provisions is granted pursuant to rule 11-117.21 (SA) (goods) or rule 11-118.16(8A) (services)."

Master Agreement 19002 between Compass Group USA Inc. and the Iowa Department of Administrative Services covering twenty-one State facilities originally ran for six (6) years starting July 1, 2018. After one (1) renewal totaling an additional five (5) years, it is set to expire on June 30, 2026.

DAS Central Procurement is requesting a waiver to allow a six (6) month extension, resulting in a total contract term of six (6) years and six (6) months for the State facilities utilizing Master Agreement, MA 19002. This extension is necessary to prevent any interruption in the facilities' ability to obtain essential services. Upon completion of a new solicitation, DAS Central Procurement will discontinue use of the current contract in accordance with this waiver.

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

Respectfully submitted: 

Date: 6/4/2026

Approved based on justification provided:

Approval: 

Date: 6-8-2026