

**Internal Policies and Procedures
of the
Utah State Board of Education**

Policy #:	06-15
Subject:	Interagency Agreements (IAA)
Date:	June 28, 2022
Policy Owner:	Director of Purchasing and Contracts
Policy Officer:	Deputy Superintendent of Operations
References:	
<ul style="list-style-type: none"> • Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code • Utah Administrative Code Title R33 • Utah Administrative Code Title R277-122 	

I. **PURPOSE:**

To outline when IAAs should be used, outline the required elements in an IAA, and the proper procedures in formalizing an IAA.

II. **POLICY:**

IAAs shall be used when the Utah State Board of Education (“USB E”) enters into an agreement for goods or services with another governmental entity within the State of Utah for the exchange of money, goods, and/or services.

III. **PROCEDURES:**

1. Interagency agreements (IAA) are not governed by the provisions of the state Procurement Code and USB E employees are not required to follow a standard procurement process for IAAs. Notwithstanding, IAAs must be processed through the USB E Purchasing Unit.
2. An IAA should generally consist of a cover page outlining the contents of the contract, terms and conditions, a scope of work, and a budget that outlines clear

deliverables and invoicing terms.

- a. When possible, the USBE contract templates should be used.
3. Sections requesting an IAA shall submit a completed and approved PRF to USBE Purchasing (purchasing@schools.utah.gov), meet with their designated purchasing agent as early as possible in the process. The purchasing agent will be available to assist in writing the IAA and shall be involved in the negotiation process.
4. Once the terms of the IAA are finalized, the purchasing agent places the IAA on the Board's consent calendar for the next Board meeting.
5. After the Board has approved or reviewed the IAA, the purchasing agent finalizes the IAA by obtaining all necessary signatures and assigning it a number.
6. The purchasing agent distributes the executed contracts to the section, state entity, and maintain an electronic copy of the IAA.
7. Purchasing will be the official repository for the IAA file.

IV. **HISTORY:**

The effective date of this policy was January 19, 2018. On June 28, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.