

Iowa State University - General Terms and Conditions

“Contractor” means the provider of goods or services identified on the purchase order. **“University”** means Iowa State University of Science and Technology. **“Contract”** means the purchase order or supplier contract issued by Iowa State University, these General Terms and Conditions and any other documents or terms expressly referenced in the purchase order or supplier contract. Except to the extent specifically stated in the purchase order or supplier contract, no terms in any bid, proposal, quotation or standard form of the Contractor shall be deemed to be a part of the Contract.

1. Goods/Services.

- (a) Definitions. **“Goods”** means all merchandise, documents, material, equipment, or other articles to be provided by Contractor to University pursuant to this Contract. **“Services”** means the work to be performed by Contractor for University pursuant to this Contract.
- (b) Packaging and Delivery of Goods. Contractor shall package Goods in conformance with industry standards. Contractor shall include a packing slip in each package to be delivered to University that identifies the contents of the package and references the supplier contract number or purchase order number provided by University to Contractor. Contractor shall deliver Goods to the location specified in this Contract.
- (c) Delay. Contractor, at its own expense, shall exert every effort to meet the established dates for delivery and installation of Goods and performance of Services, including overtime and expedited shipping. If Contractor cannot comply with the established date, Contractor shall immediately notify University. The notice must include the reason for the delay and the anticipated delivery, installation, or performance date. Unless the delay is a result of a Force Majeure Event (defined below), University may refuse any or all portions of Goods or Services not timely delivered, installed, or performed. University shall have no obligation to pay for refused Goods or Services or pay a restocking or similar fee, and Contractor shall refund to University any fees paid for the refused Goods or Services and pay the return shipping costs for refused Goods.
- (d) Acceptance. University may, upon notice to Contractor, reject and refuse acceptance of any or all portions of Goods or Services that are nonconforming, damaged, defective, or fail to satisfy any acceptance testing required by this Contract. University shall have no obligation to pay for rejected Goods or Services or pay a restocking or similar fee, and Contractor shall refund to University any fees paid for the rejected Goods or Services and pay the return shipping costs for the rejected Goods. Title and risk of loss for Goods shall not pass to University, and no warranty period in this Contract (if any) shall commence, until Goods have been accepted by University.
- (e) Condition of Goods; Performance of Services. Goods must: conform to any specifications and other requirements set forth in this Contract; be new, unused, and the most recent model (unless otherwise specified or agreed to in this Contract), free of any liens or encumbrances, and without defects. Contractor shall perform Services in accordance with any specifications and other requirements set forth in this Contract and industry standards and in a competent and diligent manner by qualified personnel. University may require Contractor, at Contractor’s expense, to correct, repair, or replace Goods or re-perform Services that do not meet these requirements.
- (f) Non-Infringement. Goods and Services, when used by University in accordance with this Contract, must not infringe upon any intellectual property rights or other rights of a third party. Contractor shall, at its expense, obtain all necessary permissions from third parties for University to use the Goods and Services in accordance with this Contract.

- (g) Warranties Implied by Law. Nothing in this Contract limits or negates any warranty provided by law, including the warranty of title, warranty of non-infringement, warranty of merchantability, the warranty of fitness for a particular purpose, and warranties that arise through course of dealing or usage of trade.

2. Payment Terms.

- (a) Invoices; Payment. University shall compensate Contractor in accordance with the payment terms set forth in this Contract. Contractor shall submit invoices to University in accordance with the schedule set forth in this Contract either by mailing them to Iowa State University Accounts Payable, 1520 Administrative Services Building, 2221 Wanda Daley Drive, Ames, IA 50011-1004 or by e-mailing them to invoices@iastate.edu. Invoices must include sufficient detail to support the requested payment, reflect any discount terms, and reference the contract number or purchase order number provided by University to Contractor. Unless agreed otherwise, University shall pay an invoice within 30 days of receipt. If University does not timely pay an invoice, Contractor shall notify University that payment has not been received and provide University an additional 10 days to pay the invoice. If an invoice remains unpaid for 60 days, Contractor may charge University interest at the rate set forth in Iowa Code §8A.514(3).
- (b) Travel Reimbursement. If required by this Contract, University shall pay for Contractor's travel, lodging, or food expenses. University shall either pay service providers directly or reimburse Contractor. University will reimburse Contractor for an expense only if Contractor submits an itemized statement for the expense within 60 days of the date the expense is incurred and provides receipts and other supporting documentation as requested by University. University shall pay only for allowable expenses at the then-current rate set forth in applicable University policies (<http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>). University will not pay or reimburse for the following: first class airline tickets, alcohol, dry cleaning, laundry, valet expenses, and entertainment.
- (c) Disputed Invoices. If University disputes an invoice submitted by Contractor, University shall notify Contractor and may withhold payment of the disputed invoice until the dispute is resolved. The parties shall continue to perform their obligations under this Contract until the dispute is resolved, including paying undisputed portions of invoices. If requested by University, Contractor shall issue an amended invoice identifying the undisputed portion of an invoice so it can be paid. Each party shall provide the other with all relevant documentation to resolve the dispute as quickly as possible, with a goal of resolving the dispute within 60 days.
- (d) Set Off Rights. Pursuant to Iowa Code §421.17(27), payments owed to Contractor by University under this Contract may be applied directly toward any debt Contractor owes any state or local government entity in the State of Iowa.
- (e) Taxes. University is generally exempt from taxes. University shall furnish tax exemption certificates upon Contractor's request. Contractor shall not charge University for any taxes for which University is exempt.

As required by Iowa Code §423.14A(3)(g), Contractor certifies it is registered with the Iowa Department of Revenue and collects and remits Iowa sales and use taxes as required by the Code of Iowa Chapter 423. Contractor acknowledges that if this certification is false or becomes false ISU may declare this Contract void.

3. Confidential Information.

(a) Definitions.

"**Confidential Information**" means the following items disclosed or received in connection with this Contract: (i) student records; (ii) personnel records; (iii) medical records; (iv) consumer records; (v) social security numbers; (vi) credit card numbers, bank account numbers, and similar identifiers for financial accounts; (vii) Audit Reports (defined below); (viii) information disclosed by Discloser to Recipient in tangible form that is marked "confidential" or "proprietary" or similar legend; and (ix) information disclosed orally by Discloser to Recipient that is orally designated as confidential or proprietary at the time of disclosure and that is designated as such in writing within two weeks of such disclosure. The term "Confidential Information" shall not be deemed to include information that (i) is or becomes a matter of public knowledge through no act or omission of Recipient; (ii) was in Recipient's lawful possession prior to the disclosure without restriction on disclosure; (iii) is lawfully disclosed to Recipient by a third party that lawfully and rightfully possesses such information without restriction on disclosure; or (iv) information that Recipient can document resulted from its own research and development, independent of receipt of the disclosure from Discloser.

"**Discloser**" means the party providing the Confidential Information.

"**Recipient**" means the party receiving the Confidential Information.

"**PII**" means personally identifiable information, such as the following items, disclosed or received in connection with this Contract: (i) Confidential Information that can be used, either alone or when combined with other information, to identify a specific student, employee, patient, consumer, or other individual; (ii) social security numbers; and (iii) credit card numbers, bank account numbers, and similar identifiers for financial accounts.

- (b) Use. Recipient may use Confidential Information only if required to accomplish the purpose of this Contract. Recipient shall not use Confidential Information for any other purpose or reverse engineer, decompile, or disassemble Confidential Information without the prior written consent of Discloser.
- (c) Disclosure. Recipient shall not disclose Confidential Information to any third party, except as provided in this Contract or with written permission of Discloser. Recipient may disclose Confidential Information on a need-to-know basis to its employees, agents, or contractors if Recipient requires them to abide by the terms of this Contract. If Recipient is legally required to disclose Confidential Information, Recipient shall notify Discloser no less than 10 days prior to the disclosure (unless legally prohibited from doing so) to afford Discloser the opportunity to take legal action to prevent or limit the scope of such disclosure.
- (d) Standard of Care. Recipient shall take the same precautions to protect Confidential Information from unauthorized access, use, or disclosure as Recipient employs with respect to its own confidential information of a like nature, but in no case shall Recipient employ less than reasonable precautions. If the Confidential Information contains PII, the precautions must include administrative, physical, and technical safeguards to protect the security and integrity of the PII in accordance with industry standards. If Recipient has access to or stores PII electronically, Recipient shall no less than annually obtain a SSAE 16(SOC2)/ISAE 3402 (Type 2) or similar third party audit report and an application penetration test of the system that will access or store PII ("**Audit Reports**"). Recipient shall promptly remediate any material deficiencies identified in the Audit Reports. Upon Discloser's request, Recipient shall provide Discloser with a copy of the Audit Reports.
- (e) Remediation of Unauthorized Disclosures. Recipient shall notify Discloser within 48 hours of learning of any loss or unauthorized access, use, or disclosure of Confidential Information ("**Security Breach**"). Recipient shall: (i) designate and make available to Discloser a knowledgeable contact person with

whom Discloser may communicate regarding the Security Breach, (ii) submit status reports to Discloser on a daily basis or a frequency approved by Discloser, and (iii) provide Discloser with information about the Security Breach as reasonably requested by Discloser. Recipient shall cooperate and coordinate with Discloser in addressing the response to the Security Breach.

If Recipient's breach of this Contract results in the loss or unauthorized access, use, or disclosure of PII, Discloser may submit to Recipient an invoice for reasonable, documented costs Discloser incurs in connection with the Security Breach, including the following: (i) providing notification of the Security Breach to relevant government and industry self-regulatory agencies, credit bureaus, the media (if required by applicable law), and individuals whose PII may have been lost, accessed, misused, or disclosed ("**PII Subjects**"); (b) providing credit monitoring and/or identity restoration services to PII Subjects who elect the service for a period of one year after the date on which those individuals were notified of the Security Breach; (c) operating a call center to respond to questions from PII Subjects for a period of one year after the date on which those individuals were notified of the Security Breach; and (d) any fines or penalties levied against Discloser.

- (f) Proprietary Rights. Unless stated otherwise in this Contract, Discloser retains all title and rights to its Confidential Information. Recipient shall not remove any copyright or trademark notice, proprietary legend, or indication of confidentiality set forth on or contained in Confidential Information.
 - (g) Return of Confidential Information. Upon written request from Discloser, Recipient shall return to Discloser or destroy Confidential Information and any copies made by Recipient. If requested by Discloser, Recipient shall provide a certification that Confidential Information was destroyed (if applicable).
 - (h) FERPA. University is an educational institution subject to the Family Educational Rights and Privacy Act ("**FERPA**"). If Contractor has access to records relating to students while performing its obligations under this Contract, Contractor agrees that it is a "**School Official**" (as that term is used in FERPA) and shall comply with all obligations of a School Official with respect to the access and disclosure of the records.
 - (i) HIPAA. If University determines Contractor may have access to data that is protected by the Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**"), the parties shall execute a Business Associate Agreement that complies with all then-applicable regulations promulgated pursuant to HIPAA.
 - (j) PCI DSS. If Contractor has access to or will collect, store, process, use, or transmit credit, debit, or other payment cardholder information while performing its obligations under this Contract, Contractor shall comply with the Payment Card Industry Data Security Standard ("**PCI DSS**").
4. Compliance with Law. Contractor shall obtain all necessary permits, licenses, and other government approvals necessary to perform its obligations pursuant to this Contract and comply with all applicable laws, ordinances, rules, regulations, and lawful orders of any government authority. If Contractor will be on University property, Contractor shall comply with the policies, rules, and directives of University.
5. Equal Employment Opportunity. Contractor shall not engage in discriminatory employment practices forbidden by federal and state laws, executive orders, and rules and regulations of the Board of Regents-State of Iowa and University that pertain to equal employment opportunity and affirmative action. Contractor shall not discriminate against any employee or applicant for employment because of race, ethnicity, color, national origin, ethnicity, religion, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, marital status, sexual orientation, gender identity, or other protected class. Contractor's noncompliance with this section will be a material breach of this Contract.
6. Software Accessibility. If Contractor provides a software solution in connection with this Contract, Contractor

shall ensure the software solution is compliant with Section 508 standards issued by the federal government (www.section508.gov/) and W3C.org Web Content Accessibility Guidelines (WCAG 2.1 Level AA) (www.w3.org/TR/WCAG21/) for accessibility for persons with disabilities for the minimum level of accessibility. University may request Contractor to provide audit and test results that document the software's compliance and the testing methodology utilized.

7. Hazardous Materials. Contractor shall package, transport, and handle hazardous materials in accordance with applicable federal and state laws and regulations. Contractor shall provide University Safety Data Sheets as required by the Hazard Communication Standard issued by the Occupational Safety and Health Administration (29 CFR §1910.1200).
8. Export Control. Contractor shall comply with U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 774. In the absence of available license exemptions and exceptions, Contractor shall be responsible for obtaining any required licenses or other authorizations. Contractor shall comply with regulatory record keeping requirements associated with the use of licenses and license exemptions and exceptions.

Prior to disclosing or transferring to University anything subject to export controls, Contractor shall notify University in writing of the nature and extent of the export control. University may decline any such item. If Contractor sends any item that is subject to export control without notice of the applicability of such export control, University has the right to immediately terminate this Contract.

9. Ethics.
 - (a) Gratuities. Contractor shall not offer or make a gift to a University employee in violation of Iowa Code §68B.22.
 - (b) Antitrust Assignment. Overcharges resulting from antitrust violations are usually borne by buyers. As such, Contractor hereby assigns to University any claims for such overcharges with respect to Goods and Services.
10. Termination.
 - (a) Termination Upon Expiration. This Contract will terminate upon expiration of the term of this Contract.
 - (b) Termination Due to Contractor's Financial Status. University may immediately terminate this Contract by giving notice to Contractor if: (i) Contractor commences a voluntary case under bankruptcy law; (ii) anyone commences an involuntary case against Contractor under bankruptcy law that is not dismissed by the 60th day after commencement; (iii) a court appoints a custodian (as that term is defined in bankruptcy law) for Contractor for all or substantially all of its assets; (iv) Contractor makes an assignment of all or substantially all of its assets to a custodian (as that term is defined in bankruptcy law); or (v) Contractor fails to generally pay its undisputed debts as they become due or acknowledges in writing that it is unable to pay its debts. If any of these events occur, Contractor shall notify University with 10 days of the event.
 - (c) Termination Due to Contractor's Misrepresentations. University may immediately terminate this Contract by giving notice to Contractor if Contractor furnishes or furnished a statement, representation, or certification in connection with this Contract or the bidding process that is materially false, deceptive, incorrect, or incomplete.
 - (d) Termination for Default. If Contractor materially breaches this Contract ("**Default**"), University shall notify Contractor and request Contractor to remedy the Default within the period of time specified in the notice ("**Cure Notice**"). If Contractor does not remedy the Default to University's satisfaction within the period

of time specified in the Cure Notice, University may terminate this Contract by giving notice to Contractor and may procure substitute goods or services from another source and charge the difference between the contracted price and the market price to Contractor.

- (e) Termination Due to Non-appropriation. University may terminate this Contract if the Iowa legislature, federal government, or sponsoring entity: (i) does not appropriate, grant, or allocate sufficient funds for University to fulfill its obligations under this Contract; (ii) de-appropriates, re-allocates, or withdraws funds University had intended to use to fulfill its obligations under this Contract; (iii) alters or eliminates the University program or project for which University procured the Goods or Services; or (iv) directs University to terminate this Contract. University shall give notice of the termination to Contractor no less than 30 days prior to the date of termination.
 - (f) Termination without Cause. University may terminate this Contract for any reason. University shall give notice of the termination to Contractor no less than 30 days prior to the date of termination.
 - (g) Contractor Termination Duties. Unless stated otherwise in this Contract, Contractor shall upon termination of this Contract: (i) cease all work under this Contract and remove Contractor's property from University's premises if applicable; (ii) cease using University trademarks, service marks, and similar items; (iii) cease using and return to University within 30 days of termination the materials, data, or other personal property provided by University to Contractor; (iv) transfer to University within 30 days of termination the work product produced by Contractor under this Contract; (v) submit invoices to University within 30 days of termination for any Goods or Services provided to University prior to termination but not previously invoiced; and (vi) refund to University within 30 days of termination any payments made by University to Contractor for Goods not delivered or Services not rendered by Contractor and any pre-payments made by University to Contractor for Services that Contractor would have been obligated to perform after the termination date if this Contract had not been terminated.
 - (h) University Termination Duties. Unless stated otherwise in this Contract, University shall upon termination of this Contract pay to Contractor undisputed invoices for Goods and Services provided prior to the termination of this Contract unless University is prohibited from doing so by the Iowa legislature, federal government, or sponsoring entity. University shall have no obligation to pay future amounts due under this Contract.
 - (i) Surviving Provisions. The terms of this Contract that, by their nature, would continue beyond the termination of this Contract will survive termination.
11. Indemnification. Contractor shall indemnify and hold harmless University, the Board of Regents-State of Iowa, the State of Iowa, and their agents and employees from all claims, damages, losses, and expenses, including legal fees, arising out of or resulting from:
- (a) The material breach of the terms of this Contract;
 - (b) Any negligent or wrongful act or omission of Contractor, its subcontractor, anyone employed by them or anyone for whose acts they may be liable; or
 - (c) Any infringement by Contractor of an intellectual property right.

Contractor's indemnification obligation will not be limited by the amount or type of damages, compensation, or benefits payable by or for Contractor or any subcontractor under workers' compensation, disability benefits, or other employee benefit acts.

12. Governmental Immunity. The Iowa Tort Claims Act, Iowa Code Chapter 669, limits the liability of University, the

Board of Regents-State of Iowa, the State of Iowa (collectively, the “**State Entities**”), and their officers, employees, and agents. In addition, Article VII, Section 1 of the Constitution of the State of Iowa prohibits State Entities from being responsible for the debts or liabilities of any individual, association, or corporation. Any provision in this Contract will be deemed modified to limit the liability of the State Entities and their officers, employees, and agents as set forth in these laws. University reserves any immunities, defenses, or other limitations on liability to which University is entitled by law.

13. Force Majeure. If a Force Majeure Event prevents a party from complying with an obligation under this Contract, the inability to comply will not constitute a breach of this Contract. “**Force Majeure Event**” means an event beyond the reasonable control of the party and incapable of being avoided by the party through the exercise of reasonable care. “Force Majeure Event” specifically excludes increases in prices, changes in economic conditions, financial difficulties of the party, strikes or labor unrest within the party’s workforce, or delay or failure to perform by the party’s subcontractor unless the subcontractor’s delay or failure is caused by a Force Majeure Event. If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of the Force Majeure Event, its effect on the party’s performance, and how long the noncomplying party expects it to last. The noncomplying party shall update that information as reasonably necessary. During a Force Majeure Event, the noncomplying party shall use reasonable efforts to limit damages to the other party and to resume its performance under this Contract. If Contractor’s performance is delayed more than 30 days, then University may terminate this Contract by giving notice to Contractor.
14. Use by other Entities. The parties agree that other public entities, including state agencies, local governments, local school systems, and public institutions of higher education (each a “Public Entity”), may utilize the terms of this Contract to purchase goods and services from Contractor. University may provide a Public Entity with a copy of this Contract so that the Public Entity can determine whether it wishes to procure the goods or services pursuant to the terms of this Contract. A Public Entity wishing to enter into a contract to procure goods or services pursuant to the terms of this Contract must issue to Contractor its own purchase order or similar document that references this Contract and incorporates it by reference or may, at its option, choose to have a copy of this Contract executed in its own name with Contractor. University shall incur no obligations or liability under the contract between Contractor and the Public Entity. Contractor shall look solely to the Public Entity for payment and the fulfillment of other obligations in the contract between the Public Entity and Contractor.
15. Assignment. Except with the prior consent of University, Contractor shall not assign or transfer this Contract or any rights, obligations or remedies in this Contract. If Contractor does not comply with this section or sells its business to a third party, University may immediately terminate this Contract by giving notice to Contractor.
16. Subcontractors. If Contractor did not previously identify a subcontractor in a proposal submitted by Contractor to University in connection with this Contract, Contractor shall obtain written approval from University prior to the subcontractor starting work for this Contract. Contractor shall enter into a contract with the subcontractor that contains provisions preserving the rights of University and requiring the subcontractor to perform its work in compliance with this Contract. Contractor shall remain responsible for Goods provided and Services performed under this Contract and for the acts and omissions of the subcontractor. Contractor shall be responsible for payment to its subcontractors.
17. Targeted Small Business. University encourages Contractor to use certified Iowa Targeted Small Businesses in the performance of this Contract. If requested by University, Contractor shall submit to University a report at the completion of this Contract indicating the extent of Targeted Small Business participation.
18. Responsibility for Those Performing the Work. Contractor shall be responsible for the acts and omissions of Contractor’s employees and subcontractors, their agents and employees, and all other persons under contract with Contractor, while performing the duties and responsibilities associated with this Contract. Contractor shall enforce strict discipline and good order and shall not assign to perform work on this Contract any unfit or incompetent person. Contractor shall remove incompetent or incorrigible individuals from working on this

Contract, including individuals identified by University. Contractor shall not re-assign a removed individual to work on this Contract without the prior written consent of University.

19. Entire Contract. This Contract is the entire contract between the parties. Unless otherwise specified in this Contract, this Contract supersedes all prior contracts or agreements between University and Contractor for the goods and services provided in this Contract.
20. Amendments. No modification of this Contract will be effective unless it is in writing and signed by the parties.
21. Severability. If a court determines a provision of this Contract is unenforceable, the provision shall be amended to the minimum extent necessary to render it enforceable. If such amendment is not possible, then the provision shall be disregarded and the remainder of this Contract shall remain in effect. If, however, amending or disregarding the provision deprives a party of a material benefit intended to be conferred by this Contract, then this Contract shall be deemed terminated.
22. Governing Law. The law of the State of Iowa, without giving effect to its conflict of law rules, governs all adversarial proceedings brought by one party against the other party arising from this Contract. The parties shall institute adversarial proceedings in a court of competent jurisdiction in the State of Iowa.
23. Cumulative Remedies; Failure to Enforce. Except as otherwise stated in this Contract, the remedies provided in this Contract are in addition to any other remedies a party may have at law or in equity. A failure to enforce an obligation or exercise a right or remedy under this Contract will not preclude a party from enforcing the obligation or exercising the right or remedy on other occasions.
24. Non-Exclusive. This Contract is not exclusive. University may select other contractors to provide goods or services similar or identical to the Goods or Services provided by Contractor to University, and Contractor may provide to other clients goods and services similar or identical to the Goods and Services provided by Contractor to University.
25. Relationship of Parties. The parties are independent contractors. This Contract does not create a partnership, franchise, joint venture, agency, fiduciary, or employment relationship between the parties. There are no third-party beneficiaries to this Contract.
26. University Marks. Contractor shall not use the name, trademarks, service marks, or logos of University (“**University Marks**”) or the name of any University employees in any publicity, advertisement, or endorsement or as a business reference without the prior written consent of University.

Contractor shall not use any University Marks on its products without a license. Contractor may apply for a license through ISU’s Trademark Office website (www.trademark.iastate.edu/info/vendors).

Contractor acknowledges: (i) University’s exclusive right, title, and interest in and to the University Marks; (ii) that nothing in this Contract gives Contractor any right, title, or interest in the University Marks other than the right to use them as set forth in the written consent or license; and (iii) any rights that may be acquired from use of the University Marks shall inure solely to the benefit of University. Contractor shall not: (i) represent that it has any ownership in the University Marks; (ii) contest University’s right, title, and interest in the University Marks; (iii) use any designation similar to the University Marks; (iv) alter, modify, dilute, misuse, or otherwise bring into disrepute the University Marks; or (v) assign, transfer, or sublicense the rights granted it by the University without the prior written consent of University.

27. University Property. All materials, tools, plans, designs, specifications, equipment, and other property provided by University to Contractor in connection with this Contract remains the property of University (“**University Property**”). Contractor shall safely store and properly maintain University Property and shall only use University Property as

necessary to perform its obligations under this Contract. Contractor shall return University Property to University (or its designee) as set forth in this Contract in the condition in which Contractor received it except for reasonable wear and tear unless the University Property has been incorporated into the Goods or Services or has been consumed in the performance of Contractor's work under this Contract.

28. Intellectual Property Rights. Unless otherwise provided in this Contract, any computer programs, software, data, reports, documentation, media, copyrightable work, discoveries, inventions, or other items created, developed, or produced under this Contract ("**Work Product**") are the sole and exclusive property of University and any copyrightable Work Product shall be deemed a "work for hire" under United States copyright laws. If the Work Product is not a "work for hire" under United States copyright law, Contractor hereby irrevocably assigns to University all right, title, and interest in the Work Product, including all intellectual property rights, effective from the moment of creation of the Work Product. If Contractor incorporates in the Work Product items not created, developed, or produced under this Contract ("**Contractor Proprietary or Third Party Material**") or if the Work Product requires Contractor Proprietary or Third Party Material to operate or be useable, Contractor hereby grants University a nonexclusive, royalty-free, perpetual, irrevocable license (with the right to sublicense) to make, have made, reproduce, distribute, modify, prepare derivative works of, display, perform, sell, and otherwise use Contractor Proprietary or Third Party Material in connection with the Work Product. Contractor shall sign documents and provide assistance reasonably requested by University to confirm University's interest in the Work Product and its license to Contractor Proprietary or Third Party Material.
29. Access to Contractor Records/Audits. Contractor shall retain all records relating to this Contract during the term of this Contract and for a period of seven years after the termination of this Contract unless legally required to retain for a longer period. Contractor shall make the records available at all reasonable times for inspection and audit by University, the Auditor of the State of Iowa or any other auditor or representative University deems appropriate. If an inspection or audit discloses incorrect billings or improprieties, University may charge Contractor for the cost of the inspection or audit and pursue appropriate reimbursement.
30. Cooperation with Sponsor Requirements. If University is using funds received from the federal government or other sponsoring entity to procure the Goods and Services, University may need information, documentation, certifications, and similar items from Contractor or may need to permit a representative of the federal government or sponsoring entity to access Contractor's facilities in order to fulfill University's obligations to the federal government or sponsoring entity. If requested to provide these items or access, Contractor shall timely provide the items and access.
31. Notice. All notices under this Contract shall be in writing and shall be deemed to have been given: (i) upon hand delivery; (ii) the next business day after sending by a nationally recognized overnight carrier with written confirmation of receipt; or (iii) if sent by email, when the recipient acknowledges having received the email. Unless otherwise stated in this Contract, Contractor shall deliver notices to the address or e-mail address of University's Agent identified on the purchase order or supplier contract. Unless otherwise stated in this Contract, University shall deliver notices to Contractor at Contractor's address on the purchase order or supplier contract or the e-mail address provided by Contractor through University's Supplier Registration unless Contractor notifies University otherwise in accordance with this section.
32. Electronic Signatures. The parties consent to the use of electronic signatures in connection with the signing of this Contract. The parties agree the electronic signatures shall be legally binding with the same force and effect as manually executed signatures if they are made using a technology designed for electronic signatures (*e.g.*, DocuSign, Adobe Sign).