

Procedures Personal Service \$10,000 or Less

Recent legislation changes require Personal Service Contracts \$10,000 or less to be reported within 30 days of their effective date to the Government Contract Review Committee in Frankfort. The source of funds or contractual requirements contained in various contracts and grants do not exempt contracts from complying with the requirements of this law. The following procedure establishes a process to accomplish this requirement.

When a contract for personal services \$10,000 or less is required, the Department may informally solicit proposals, make a determination of the best qualified contractor and establish a PSC contract. The Department shall use and complete the Standard Personal Service Contract (\$10,000 or less) document, have the Contractor and Department sign two original PSC documents and submit the signed documents to Purchasing for processing. The submittal to Purchasing shall include the proposals received and considered and a properly authorized On-Line requisition requesting Purchasing finalize the signed contract.

As an alternative, the Department requiring the services may submit an On-Line Requisition to the Purchasing Division describing the services required. The Purchasing Division will solicit competitive proposals, negotiate pricing and contract for the necessary services. If this process is used, the Purchasing Division will communicate with the Department for any additional information necessary to complete the process.

In all cases, the Purchasing Division will assign a Personal Service Contract Number to the contract and forward the contractor's copy of the contract to the contractor. The Purchasing Division will generate a purchase order authorizing the contractor to begin work and allowing payments to be processed. Additionally, Purchasing will notify the Government Contract Review Committee in Frankfort of the contract.

Attached: [UK Personal Service Contract \(\\$10,000 or less\)](#) which is located on the Purchasing Division Web site.