

**Procedures for Personal Service Contracts \$10,000 or Less**

**I. Purpose**

Personal Service Contracts \$10,000 or less must 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.

**II. Policy**

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.

**III. Procedure**

The department shall use and complete the standard [Personal Service Contract \(\\$10,000 or less\)](#) document located on the University's eForms page, have the contractor and department sign two original PSC documents, and submit the signed documents to Purchasing for processing. The submittal to Purchasing must 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.