

Personal Service Contracts

Personal Service Contracts (PSC)

I. Purpose

The University of Kentucky's requirement for outside Personal Service contracts and design services, are to be procured and processed in accordance with KRS 45A.690 to 45A.725 and 45A800 – 45A836 (if applicable).

II. Policy

- A. Includes all contracts requiring professional skill and judgment including consultants, legal (KRS 12.210), medical, scientific research, architectural and engineering services.
- B. Capital Project Management Division (CPMD) will manage the contracting for all university needs for architectural and engineering services with the exception of per diem contracts for these services. Per diem contracts for these services will be established by Division of Purchasing and the contract will be managed by CPMD.
- C. Personal service contracts (PSC's) for \$10,000 or less must be reported by the Purchasing Division to the Government Contract Review Committee (GCRC) within 30 days of their effective date, and PSC's exceeding \$10,000 must be forwarded and received by the GCRC prior to their effective date.
- D. Personal Service Contracts over \$10,000 require a Request for Proposal to be issued to solicit proposals for the service desired.
- E. Contract must be registered to conduct business in the Commonwealth of Kentucky. Such registration is obtained from the Secretary of State.

III. Procedure

The Purchasing Division must be notified immediately by the department upon determining the need for using outside consultants or professional services.

The department requiring services provides purchasing complete information on the needs, scopes, time frames, special qualifications, estimated costs, source of funds and other information that may be available about requirements.

Purchasing makes a determination on how to contract for the required services.

Generally contracting occurs as follows:

- A. Contracts with a total dollar scope of \$10K or less are completed on the one page [PSC contract form](#) and reported to GCRC by the Purchasing Division within 30 days of contract start date. See [B-4-1 Procedures for PSC \\$10,000 or Less](#).

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- B. Contracts exceeding \$10K are contracted using the standard UK [personal service contract document](#), following a competitive solicitation through the issuance of a Request for Proposal (RFP). [See B-4-2 Procedures for PSC Exceeding \\$10,000](#).
- C. The [Proof of Necessity Form](#) must be completed by the requesting department.

Contracts exceeding \$10K must be processed by the GCRC prior to their effective date.