

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

This policy includes all contracts requiring professional skill and judgment including, but not limited to, consultants, legal (KRS 12.210), medical, scientific research, web design, architectural and engineering services.

- A. Capital Project Management Division (CPMD) will manage the contracting for all University needs for architectural and engineering services including per diem contracts for these services.
- B. All Personal service contracts (PSCs) must be reported by Procurement Services to the Government Contract Review Committee (GCRC) prior to their effective date.
- C. Personal Service Contracts over \$10,000 require a Request for Proposal to be issued to solicit proposals for the service desired.
- D. Recipients of Personal Service Contracts must be registered to conduct business in the Commonwealth of Kentucky. Such registration is obtained from the Secretary of State. Verification is performed by Procurement Services thru PaymentWorks.

III. Procedure

Procurement Services must be notified immediately by the department upon determining the need for using outside consultants or professional services.

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

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

Generally, contracting occurs as follows:

- A. Contracts with a total dollar scope of \$10,000 or less during any one fiscal year are completed on the [Personal Service Contract \(10,000 or less\) form](#) and reported to GCRC by Procurement Services prior to effective date. See [B-4-1 Procedures for Personal Service Contracts \\$10,000 or Less](#).
- B. Contracts exceeding \$10,000 are contracted using the [Standard Contract for Personal Services document](#), following a competitive solicitation through the issuance of a Request for Proposal (RFP). See [B-4-2 Procedures for Personal Services Exceeding \\$10,000](#).
- C. The [Personal Services Contract Proof of Necessity](#) form must be completed by the requesting department.

All contracts must be processed by the GCRC prior to their effective date.