

OFM Training

PERSONAL SERVICE CONTRACTS OVERVIEW

Class Description: This seven-hour class is designed to give participants an overview of the entire personal service contracting process. This class covers the processes related to competitive solicitations and filing requirements for personal service contracts; advanced problem solving; and includes group exercises. This class meets the mandatory training requirement for state agency staff who manage or sign personal service contracts. (RCW 39.29) However, the authority to sign contracts is given by your agency, not by this class.

Target Group: Agency personnel who manage or sign personal service contracts.

Class Objectives: Upon completion of this class, participants should be able to:

- Understand effective contract management
- Identify personal service contracts and distinguish them from other types of contracts.
- Understand the OFM Statewide Administrative and Account Manual policies relating to personal service contracts.
- Identify the competitive procurement and OFM filing requirements
- Understand contract risk assessment and risk management
- Reference the ethics law and understand how it relates to contracting