

# OFM Training

ACCOUNTING DIVISION

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## CONTRACTS TRAINING FOR STATE AUDITORS

**Class Description:** This six-and-one-half-hour class provides information about the state's contracting rules and regulations specifically for state auditors who must understand the statutory and regulatory requirements and how they apply to agencies' real life contracting needs. This class will concentrate on personal and client service contracts, with some information about other types of contracts, including IT contracts. This class **does not** meet the mandatory training requirement for state agency staff who manage or execute personal service contracts. (RCW 39.29)

**Target Group:** State auditor staff who audit personal service and client service contracts, or who are interested in broadening their knowledge about contracts.

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

- Understand what is required of state agencies related to personal service and client service contracts.
- Identify personal services contracts and client service contracts, and distinguish them from other types of contracts.
- Understand where to find information, rules and regulations about other types of contracts, not under OFM authority.