

OFM Training

PERSONAL SERVICE CONTRACTS: THE FILING PROCESS

- Class Description:** This class provides an in-depth review of the contract filing process from the initial writing stages in the state agency to the sign-off process at OFM. You'll learn how to write a clear, thorough justification that should withstand scrutiny from both internal government staff and external interested parties, like citizens. You'll also learn how to analyze your filing so you can submit a complete and accurate filing to OFM which helps speed up the OFM filing review and approval process. The class will not include a demonstration of the Personal Service Contracts Database (PSCD), nor much specific information about the actual PSCD, but is focused more on the whole filing process. This class does not meet the mandatory contract training requirement of chapter 39.29 RCW.
- Target Group:** State agency staff who either file personal service contracts, or who are involved in the filing process such as state agency staff who write justifications.
- Class Objectives:** Upon completion of this class, participants should be able to:
- Understand which personal service contracts and amendments require filing and reporting with OFM;
 - Learn to write a clear, thorough justification, appropriate to the contract or amendment which is required to be filed;
 - Understand the OFM Statewide Administrative and Accounting Manual policies relating to the filing versus reporting of personal service contracts/amendments; and,
 - Understand how to analyze your contract/amendment and filing information to ensure a quality product is submitted to OFM.