

OFM Training

INTRODUCTION TO PERSONAL SERVICE CONTRACTS

Class Description: This three-and-one-half-hour class provides an introduction to statutory and regulatory requirements and how they apply to agencies' real life contracting needs. This class covers the same basic content as the Personal Service Contracts Overview, but in this half-day version, there are fewer 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 services contracts.

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

- Understand the basics of contracting.
- Understand the OFM Statewide Administrative and Account Manual policies relating to personal service contracts.
- Understand the competitive procurement requirements for personal service contracts.
- Understand the OFM filing requirements for personal service contracts.