



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

December 28, 2007

OFM DIRECTIVE 07A-07

TO: Agency Directors and Policy Manual Users

FROM: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

**SUBJECT: REVISIONS TO CHAPTERS 15 – PERSONAL SERVICE
CONTRACTS**

We have revised Chapter 15, Personal Service Contracts, of the *State Administrative & Accounting Manual* (SAAM), (<http://www.ofm.wa.gov/policy/15.htm>), effective January 1, 2008.

Changes to the policy include:

- Subsection 15.20.35 – The World Trade Organization (WTO) threshold for goods and services is increased to \$529,000 from \$526,000. This threshold is applicable to executive cabinet agencies.
- Subsection 15.20.40 – Clarified certain filing requirements:
 - Second-tier contracts awarded under the Departments of General Administration (GA), Information Services (DIS) and Personnel (DOP) master personnel services contracts are not subject to filing with OFM, since the master contracts were filed at the time of award.
 - When an agency awards an information technology personal services contract under the DIS master contract, the agency is to provide a Purchaser Activity Report to DIS.
 - When procuring personal services under the DOP master contract for organizational development and employee training services, an agency must conduct a second-tier competition unless, in unusual circumstances, sole source can be substantiated under OFM sole source requirements.

- Subsection 15.30.55 – Clarified requirements for reporting personal service contracts that are not subject to filing.
- Subsection 15.30.75 – Clarified filing and reporting categories for institutions of higher education.
- Subsection 15.40.60.a – Clarified that amendments to personal service contracts should be clear as to their effective date.

Please replace Chapter 15 table of contents, pages 29-38, 67-74, and 95-96 in your manual.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional resources are also available on our Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/default.asp>.

Questions regarding policy content and proper interpretation of the contract policies in Chapter 15 should be directed to the following OFM Contract Staff:

Susan Johnsen	(360) 725-5258	susan.johnsen@ofm.wa.gov
Laura Wood	(360) 725-5259	laura.wood@ofm.wa.gov
Jan McMullen	(360) 725-5260	jan.mcmullen@ofm.wa.gov
Meredithe Quinn-Loerts	(360) 725-5257	meredithe.quinn-loerts@ofm.wa.gov
Becci Riley	(360) 725-5514	becci.riley@ofm.wa.gov

Attachments