



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

October 25, 2005

**TO:** Agency Directors and Policy Manual Users

**FROM:** Pat Sanborn, State Financial Consultant  
Accounting Division

**SUBJECT: SAAM TECHNICAL CORRECTION – EFFECTIVE NOVEMBER 1, 2005**

The online version of Chapter 15, Personal Services Contracts, Sections 15.10, 15.20, and 15.30, in the *State Administrative & Accounting Manual* (SAAM) has been revised. A print copy of these changes will be included with the January 2006 update.

Changes to the following sections become effective **November 1, 2005**:

♦ **Section 15.10, Subsection 15.10.20.h** (<http://www.ofm.wa.gov/policy/15.10.htm>) - **Contracts for Expert Witness Services**

Revised the language to clarify that the exemption includes expert witnesses for administrative hearings.

♦ **Section 15.20** (<http://www.ofm.wa.gov/policy/15.20.htm>) - **Competitive Procurement Requirements**

Minor editing and clerical changes to the language in Subsections 15.20.30.b, 15.20.30.d, 15.20.40, and 15.20.60.c.

♦ **Section 15.30** (<http://www.ofm.wa.gov/policy/15.30.htm>) - **Filing, Record Keeping and Reporting**

Minor editing and clerical changes to the language in Subsections 15.30.10.e, 15.30.40.c.(3), 15.30.40.c.(5), 15.30.50.c.(1), and 15.30.50.c.(4).

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

Susan Johnsen	(360) 725-5258	susan.johnsen@ofm.wa.gov
Laura Nelson	(360) 725-5259	laura.nelson@ofm.wa.gov
Jan McMullen	(360) 725-5260	jan.mcmullen@ofm.wa.gov

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All OFM directives and policies are available on our web site at:

<http://www.ofm.wa.gov/accounting/policies.htm>.

The superseded policies and additional resources are also available on our Administrative and Accounting Resources web site at: <http://www.ofm.wa.gov/policy/resource.htm>.

We encourage you to use the on-line version of SAAM, as it includes all technical corrections made between formal policy updates, which are published under directives.