



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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March 8, 2010

OFM DIRECTIVE 10A-04

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Revisions to Chapter 15, Personal Service Contracts

We have revised Chapter 15, Personal Service Contracts, in the *State Administration and Accounting Manual* (SAAM). This update is effective March 1, 2010.

Key changes to the policy include:

- In Subsection 15.20.35, increased the World Trade Organization (WTO) threshold for goods and services to \$554,000 from \$528,000. This threshold is applicable to executive cabinet agencies. (Refer also to Subsection 15.20.30.)
- In Subsection 15.20.40, revised filing requirements to reflect the transfer of delegation of authority from the Department of Personnel to the Department of General Administration (GA) for organizational development master personal services contracts. For a list of contracts available through GA, visit their website at:
<http://www.ga.wa.gov/purchase/contracts.htm>.

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

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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.

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at:

<http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at:

www.ofm.wa.gov/resources/default.asp.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at:

<http://www.ofm.wa.gov/policy/replacement-pages.asp>.