

CONTRACT TYPE DESIGNATION DESCRIPTIONS and PERSONAL SERVICES REFERENCE GUIDE

All contract types that are prefaced with the letter “A” are classified as personal services agreements and include: contracts, purchase orders, purchase requisitions and invoices. *The definition of “Personal services” is broad and essentially includes all work performed by a human being.* As such, these contract types are **statutorily required** to be reviewed by the Department of Personnel Privatization Program and reported on the annual report.

Personal Services - Professional/Technical Category - (A1)

This category is used for services that are specialized, require certification and/or training, or the individuals(s) are experts in a particular field(s). Some examples of the types of services included in this category are: training, consulting, temporary services that are *professional in nature* as computer programmers and accountants, etc.

Personal Services - Non-Professional/Support Category – (A2)

This category is for services that do not require special certification in order to perform a job. Some examples of the types of services included in this category are: janitorial, laundry, trash removal, temporary services that are not professional in nature, moving, advertising and printing services that does not involve design work, film processing, copying, courier, repairs to items other than equipment, press clipping, mailing services to include bulk or mass mailings (***do not include postage costs, freight charges, and shipping fees – UPS, FedEx***), etc.

Personal Services - Purchased Services Category – (A3)

Purchased services are services that directly benefit individuals or groups of individuals in the public at large. Some examples of the types of services included in this category are: HIV Prevention; Traffic Safety Education; Alcohol/Drug Abuse Prevention; Breast Cancer Screening; any types of services that benefit Medicaid clients, disabled clients; translator/interpreter services; employment services for displaced workers; etc. In addition, **Higher Education agencies should include any types of services provided to students**, i.e., guest lecturers, instructors, officials, speakers, models, entertainment, medical/dental services, etc. *Note:* Services that benefit a specific state agency and services that benefit individuals who are incarcerated **are not** considered purchased services.

Personal Services - Architect/Engineer/Construction Services or Trade Category – (A4)

This category is used for **all** capital construction and controlled maintenance contracts.

Personal Services - Equipment Maintenance/Repair Category – (A5)

This category is used for **all** types of equipment maintenance and repair and includes security alarm and fire monitoring services. **Note:** *Please do not list these types of services in any other categories.*

Personal Services - Exempt Category – (A6)

This category is used for services that are: 1) Exempt from the state classified system such as attorneys, professors and employees of the judicial and legislative branches of government, and 2) Non-recurring services lasting **six months or less** where the need for the services (not the vendor) **is not** expected to recur on a regular basis. The term “regular basis” refers to using the same type of service(s) year after

year, month after month, week after week, or day after day. **Note:** This category is seldom used because of the second requirement. An example of a service that **would not** meet the second criteria would be the use of temporary services. Services that meet either criteria are exempt from the Department of Personnel review process unless the need for the services recurs. All agencies are required to self certify for items that meet the second criteria and documentation should be placed in agency files.

Personal Services - Grants Category – (A7)

This category is used for grants made to non-political subdivisions with other than federal funds.

Personal Services - Pass Through Grants Category – (A8)

This category is used for grants made to non-political subdivisions using federal funds.

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