| CONTRACT TYPE       | DEFINITION                                                                                                                                                                                                 | POLICY, TEMPLATE AND FORM                                                                 | NOTES                                                                                                                                                                                                 |}
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PERSONAL SERVICES  | Personal services are professional or technical in nature and meet specialized needs. The work of the contractor is independent. *The work of an Independent Contractor:* ♦ is predominantly intellectual and varied; ♦ requires judgment, discretion, and decision-making; ♦ involves providing advice, opinions, or recommendations; ♦ may have policy-implications for agency; often addresses management-level issues; ♦ requires advanced or specialized knowledge, or expertise gained over an extensive period of time in a specialized field of experience; ♦ may be original and creative in character in a recognized field of endeavor, the result of which may depend primarily on the individual's invention, imagination, or talent. ♦ is independent from the day-to-day control of the agency; consultant maintains control of work methods. Refer to BPPM 60.01 Determining Pay Status--Employee vs Contractor Refer to Examples of Personal and Purchased Services | Policy BPPM 70.50  
Form: Department Requisition  
Template for Personal Services Contracts  
Form: Info Security Questionnaire if contractor provides information technology services. | Refer to Personal Services Contracts Start-Up Guide  
Non-taxable services only.  
Designated Contract Managers must complete five online courses. About four hours is needed to complete the courses.  
WA State Purchasing & Procurement Ethics  
Contract Management 101 (Part 1)  
Contract Management 101 (Part 2)  
Contract Management 101 (Part 3)  
Contract Management 101 (Part 4)  
 May be appropriate for department order if provider does not require WSU signature on their forms. |
| PURCHASED SERVICES | Refer to Examples of Personal and Purchased Services  
♦ Services are more routine, repetitive or mechanical in nature: following established or standardized procedures rather than exercise of discretion or independent judgment.  
♦ Decision-making and analysis, if required, is more routine or perfunctory in nature.  
♦ Services contribute to the day-to-day business operations of the agency, rather than the management | Form: Department Requisition  
Is there a template? Not at this time.  
Vendor Agreement must be reviewed, redlined, negotiated by Purchasing Services.  
See Contracting Delegation | May be appropriate for department order if provider does not require WSU signature on their forms. |
<table>
<thead>
<tr>
<th>Purchased Information Technology Services</th>
<th>Services generally involve completion of an assigned task, rather than an entire project. Services that are generally performed based upon agency direction.</th>
<th>May be either personal services or purchased services contract. Refer to List of IT Services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Services</td>
<td>Meets criteria of personal services contract however distinctive in that Contractor delivers services to students or other clients without direct involvement of the University.</td>
<td>Contractor provides direct services to students such as counseling, healthcare, training, or entertainment services. The Contractor must be providing direct service to the client for the service to be designated a client service. Object-Subobject: 03-BN regardless of the type of service.</td>
</tr>
<tr>
<td>Speaking, Performing and Presenter Contracts including Workshop Presenters and Trainers</td>
<td>Performances and presentations for employees, or students, campus community or the public.</td>
<td>For contractors to provide training to WSU employees use Template for Personal Services Contracts.</td>
</tr>
<tr>
<td>WSU Employees and Other WA State Employees as Contractors</td>
<td>Employees must have approval from WA State Ethics Board to contract with WSU.</td>
<td>May be appropriate for honorarium or department order. Refer to <a href="https://acctspay.wsu.edu/honorarium/">https://acctspay.wsu.edu/honorarium/</a></td>
</tr>
</tbody>
</table>

Form: Department Requisition
Form: Info Security Questionnaire
Template for Personal Services Contracts
Vendor agreement or purchased services contract or purchase order may be appropriate. Contact Purchasing Services for guidance.

Template for Personal Services Contracts
Form: Department Requisition

Refer to https://acctspay.wsu.edu/honorarium/