There is a page on the Purchasing Services website with forms and guidance for requesting a PSC. Please visit https://purchasing.wsu.edu/personal-services-contracts/ to access information and resources needed to prepare your requisition and first draft. The site should always be consulted:

- If you are uncertain whether a PSC is necessary.
- If Contractor’s compensation will $10,000 or more.
- If the Contractor will design a website, develop an app or other IT-related work. Where sensitive data will provided to or used by Contractor.
- If Contractor is a WSU employee, UW employee or an employee of any other WA state agency.

The requisition should include:

- Complete budget coding: fund | subfund | program | budget | project | object 02 | subobject

- Summary of purpose of Contract in description field

- Period of performance in description field:
  - Actual date Contractor is to begin work and finish work. OR
  - If Contractor already started work (a policy violation) enter actual date Contractor began work and is expected to finish work. Provide an explanation as to why Contractor was given go-ahead without executed Contract in hand.

Use only the current version of our PSC contract template which is posted on the website.

Sections to fill with detail are:

1. Chart of Contractor name, address, email and FedID on page 1. Use last 4 of SSN if Contractor is an individual rather than a company.

2. Purpose — in just a sentence or two.

3. Scope of work: (SOW) SOW is a description of work expected of Contractor. It includes a list of deliverables with due dates. The Contractor’s proposal can provide the SOW. Provide copy of the proposal.

4. Period of performance: dates are required.
   a) START DATE = date Contractor is expected to start work OR,
   b) if Contractor was told to start work before Contract execution START DATE = actual date Contractor began work. This is a business policy violation.
   c) END DATE = date by which Contractor must be finished with SOW.
5. Compensation section: in this section break down the compensation into 1) fees for services and 2) allowed amount for reimbursible expenses, if any.

6. The “not to exceed compensation amount” in first paragraph is a total of professional service fees and reimbursible expenses.
   a) Set a dollar limit on fees.
   b) Set a dollar limit on reimbursibles.

7. Contract Management chart – provide names and complete contact information for all sections of the chart. Contract Manager for UNIVERSITY must have completed DES coursework:

   Online Contract Management Training required by WA Department of Enterprise Services

   • 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)

QUESTIONS? Email purchasing@wsu.edu for assistance.