Appendix C – Requirements for Personal Service

Requirements for Personal Service REQ		Requirements Personal Service Contracts	Attachments To REQ	Personal Service REQ No Contract Requirement
Documentation REQ (description)	**Special Information Header**			
1. Duration of contract/dates of service. Full amount must be encumbered, applicable to the current fiscal year per ORC 131.33. 2. Number of work-hours to be provided (deliverable when hours cannot be specified: no advance payment on a deliverable). 3. Rater per hour/per day. 4. Seminar encumbrances must state number of attendees, price per person, title of class, location, and date. 5. For all REQs, specify other items of expense and rate of reimbursement. Travel expense must be reimbursed pursuant to OBM travel rule 126-1-02, which must be incorporated into the contract. 6. Description of services to be provided. 7. If renewal to previous contract, describe any changes made and reference prior REQ, showing amounts paid on previous REQ.	1. Pre-approval numbers when using account codes that require pre-approval: a) 170(01) = SDC Data Services b) 171 = TEL Telecomm. 2. CB# = Controlling Board number for purchases with dollar amounts $50,000 or more. 3. TERM CNT#, BID#, or OIH when applicable, (ADJ,, BWC, CSR, TTA, and elected officials are exempt from DAS/State Purchasing).	Contracts required for all encumbrances where purchase amount is $500 or greater. 1. Name & address of contractor. 2. Start & end dates of contract (must be within the current biennium) 3. Description of services with all terms, including hourly rate or cost per deliverable and receipts requirement. 4. Dollar amount not to be exceeded for services 5. Dollar amount for travel, if application, as well as OBM travel re 126-1-02 6. ORC section 126.07 7. If a two-year contract, must specify dollar amounts for each fiscal year; cannot exceed current biennium but may include renewal clause. 8. Signatures and dates from agency and vendor 9. Drug Free Workplace (cabinet agencies) 10. Elections law ORC 3517.13 (I) & (J) (cabinet agencies) 11. No advance payments 12. ORC section 102.04 (ethnics law) **If submitting ADDENDUM: Attach addendum to copy of original contract. Addenda are required to have signatures and dates and must be completed prior to the ending date of the contract.**	1. Copy of contract and any addendum 2. Letter of Justification/Delay must be attached if REQ submitted after commencement (ORC 126.07) 3. For temporary services, a letter of waiver from DAS/State Purchasing when services cannot be obtained from temporary services term contract. 4. Tuition payments—Agency authorization, course title, job classification, and memo of certification OAC 123:1-39-07 or applicable collective bargaining contract. 6. Drug Free Workplace compliance (cabinet agencies)	**1.** Seminars 2. Temporary services 3. Term contract 4. OIH = Ohio Industries for the Handicapped 5. Payments to board/commission members not on state payroll 6. Court reporters, legal transcripts, depositions **Agency must provide sufficient information on the face of the REQ.**