Personal Services Contract Timeline

Kentucky Procurement Laws require numerous steps and approvals for contracts involving professional services. Therefore, we are providing a chart of activities included in the process. The minimum required time to complete a contract would be three weeks; some contracts can take several months to complete. Please make sure all the steps are followed and everything is approved before any work begins.

Idea

- •In the process of operating your department you have determined that the services of an outside consultant or professional service provider could help you solve a problem or provide expertise that will help you achieve a desired outcome.
- •A current contract is about to expire or a current service provider is not performing as well as expected.

Research

- •Who provides these services?
- •Approximately what will the cost be?
- Have other departments or other universities had successes using a service provider for this?

Resources

- •Does your current budget have enough funds to pay for this service?
- •Do you need to seek funding with the help of you Vice President?

During the research stage listed above, the Purchasing Department can assist in finding potential vendors and approximate costs. This can be done in an informal manner or a Request for Information can be developed and posted on the web site where we post bids and requests for proposals. For some services the above steps do not require assistance from the Purchasing Department and can be completed very quickly. If the above steps are extensive and take a lot of effort, it is best to get the Purchasing Department involved as soon as possible.

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Services with a cost of \$10,000 or less	Services with a cost of more than \$10,000	Est. Time Required
	Contact Purchasing Agent to determine if a Request for Proposal needs to be issued	
1. Fill out and submit a Proof of	2. Fill out and submit a Proof of	1-2 days
Necessity form	Necessity form.	1 Z days
2. Fill out the \$10,000 and under	3. Fill out the \$10,000 and over	1-2 days
Personal Service Contract Form	Personal Service Contract form	,
3. Enter requisition in Topshop and	3. Enter requisition in Topshop and	1-2 days
attach completed Proof of Necessity	attach completed Proof of Necessity	, , ,
and Personal Services Contract.	and Personal Services Contract.	
4. In order to do business with the university all contractors must be registered with the Commonwealth of KY Secretary of State's Office. If an	4. In order to do business with the university all contractors must be registered with the Commonwealth of KY Secretary of State's Office. If an	1-3 days
individual is providing the service a	individual is providing the service a	
contractor status form must be submit	contractor status form must be	
in place of the Secretary of State	submit in place of the Secretary of	
Registration.	State Registration.	
5. When the Purchasing Department receives all of the above paperwork they send it along with all other Personal Services Contracts received before the 15 th of the month to the President of the University with an approval form. Any contracts received after the 15 th of the month could be sent with the next month's batch.	5. When the Purchasing Department receives all of the above paperwork they send it along with all other Personal Services Contracts received before the 15 th of the month to the President of the University with an approval form. Any contracts received after the 15 th of the month could be sent with the next month's	15-45 days
	batch.	
6. Up to the last day of the month the Purchasing Department sends all contracts approved by the President to the Legislative Research Commission in Frankfort KY where they are prepared for review by the Government Contract Review Committee (GCRC) usually on the second Tuesday of the month	6. Up to the last day of the month the Purchasing Department sends all contracts approved by the President to the Legislative Research Commission in Frankfort KY where they are prepared for review by the Government Contract Review (GCRC)	8-14 days
the second Tuesday of the month.	Committee usually on the second Tuesday of the month.	

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7. GCRC notifies the WKU Purchasing	7. GCRC notifies the WKU Purchasing	1 day
Department regarding approvals and	Department regarding approvals and	after
disapprovals. If approved the	disapprovals. If approved the	their
Purchasing representative will	Purchasing representative will	meeting
communicate with the department	communicate with the department	on the
that their contract has been approved.	that their contract has been	2 nd
	approved.	Tuesday
		of every
		month.
8. The department will then submit a	8. The department will then submit a	1 day
requisition in Topshop.	requisition in Topshop.	
9. Once requisition in approve the department must submit an invoice in order		
for anything to be paid against the contract.		

Key Notes:

- NO work should commence from the contractor until you have received notification from the purchasing department that your contract was approve.
- Allow appropriate time for your contract to be approved. (3 weeks minimum)
- Contracts should be submitted to Purchasing by the 15th of themonth
- Must allow 7 days for the President to review and sign contracts.
- Contracts approved by the President by the 30th of the month will be submitted for the following months meeting.

Personal Service Contract forms can be found under the Division of Strategy, Operations and Finance under the Purchasing Form page.

Secretary of State website: https://app.sos.ky.gov/ftsearch/