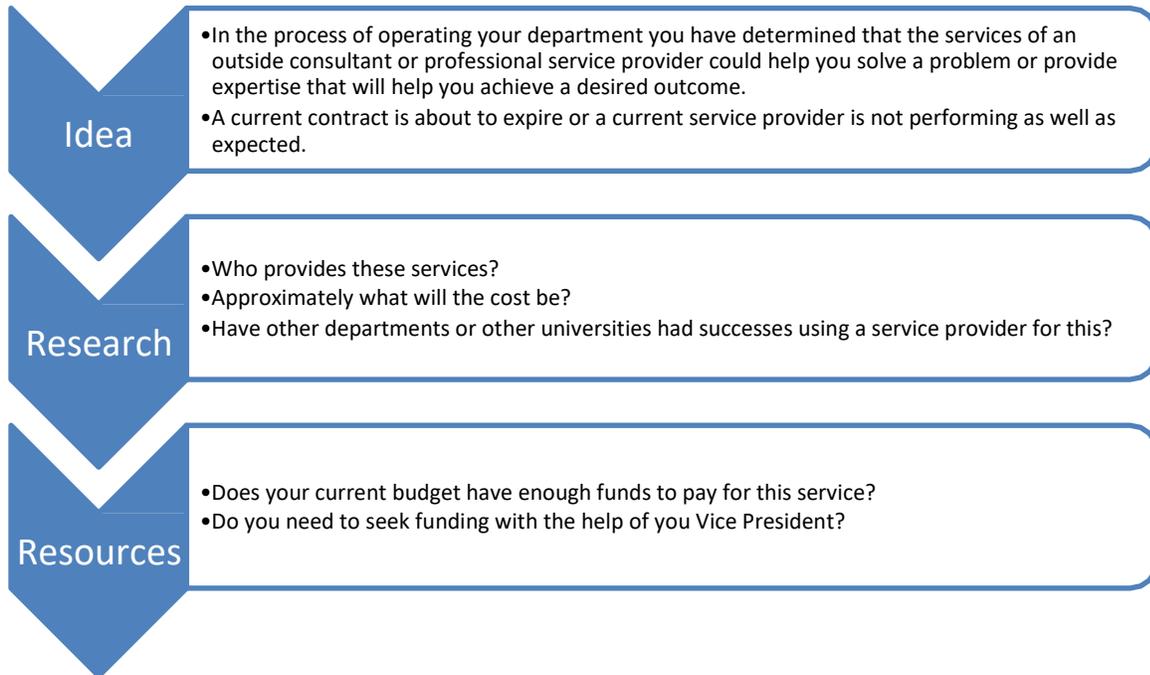


## Personal Services Contract Timeline

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.



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.

## Personal Services Contract Timeline

| Services with a cost of \$10,000 or less                                                                                                                                                                                                                                                                                                                               | Services with a cost of more than \$10,000                                                                                                                                                                                                                                                                                                                             | Est. Time Required |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                                                                                                                                                                                                                                                                                                                                                                        | 1. Contact Purchasing Agent to determine if a Request for Proposal needs to be issued                                                                                                                                                                                                                                                                                  |                    |
| 1. Fill out and submit a Proof of Necessity form                                                                                                                                                                                                                                                                                                                       | 2. Fill out and submit a Proof of Necessity form.                                                                                                                                                                                                                                                                                                                      | 1-2 days           |
| 2. Fill out the \$10,000 and under Personal Service Contract Form                                                                                                                                                                                                                                                                                                      | 3. Fill out the \$10,000 and over Personal Service Contract form                                                                                                                                                                                                                                                                                                       | 1-2 days           |
| 3. Enter requisition in Topshop and attach completed Proof of Necessity and Personal Services Contract.                                                                                                                                                                                                                                                                | 3. Enter requisition in Topshop and attach completed Proof of Necessity and Personal Services Contract.                                                                                                                                                                                                                                                                | 1-2 days           |
| 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 individual is providing the service a contractor status form must be submit in place of the Secretary of State Registration.                                                                                          | 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 individual is providing the service a contractor status form must be submit in place of the Secretary of State Registration.                                                                                          | 1-3 days           |
| 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 <sup>th</sup> of the month to the President of the University with an approval form. <b><u>Any contracts received after the 15<sup>th</sup> of the month could be sent with the next month's batch.</u></b> | 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 <sup>th</sup> of the month to the President of the University with an approval form. <b><u>Any contracts received after the 15<sup>th</sup> of the month could be sent with the next month's batch.</u></b> | 15-45 days         |
| 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) Committee usually on the second Tuesday of the month.                                                                    | 8-14 days          |

## Personal Services Contract Timeline

|                                                                                                                                                                                                            |                                                                                                                                                                                                            |                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 7. GCRC notifies the WKU Purchasing Department regarding approvals and disapprovals. If approved the Purchasing representative will communicate with the department that their contract has been approved. | 7. GCRC notifies the WKU Purchasing Department regarding approvals and disapprovals. If approved the Purchasing representative will communicate with the department that their contract has been approved. | 1 day after their meeting on the 2 <sup>nd</sup> Tuesday of every month. |
| 8. The department will then submit a requisition in Topshop.                                                                                                                                               | 8. The department will then submit a requisition in Topshop.                                                                                                                                               | 1 day                                                                    |
| 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 15<sup>th</sup> of the month
- Must allow 7 days for the President to review and sign contracts.
- Contracts approved by the President by the 30<sup>th</sup> 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/>