



Oregon

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Department of Administrative Services

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To Members of the Oregon Legislative Assembly,

The Department of Administrative Services (DAS) hereby submits the attached Personal Service Contracts reports to the Legislative Assembly as required by ORS 279A.140(2)(h)(A)(i) & (ii).

Personal Services Contracts are typically used for specialized services that require independent or objective judgment/results in the performance of the work. The definitions below are taken from OAR 125-246-110 (107) & (108) and give some insight as to the type of services that are typically acquired through a personal services contract.

(107) "**Personal Services**" means the services of an Architect, Engineer, Land Surveyor or Provider of Related Services as defined in ORS 279C.100, which primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, including, without limitation, a Contract for the services of an accountant, physician or dentist, educator, information technology professional, Consultant, broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor). "Personal Services" is also defined in ORS 279C.100, and that definition applies only to ORS 279C.100 to 279C.125, for Architectural, Engineering, Land Surveying Services or Related Services.

(108) "**Personal Services Contract**" means a Contract or a member of a class of Contracts for Personal Services, other than a Contract for the services of an Architect, Engineer, Land Surveyor or Provider of Related Services as defined in ORS 279C.100. Contracts for Architectural, Engineering and Land Surveying Services, and Related Services are a special class of Personal Services Contracts, defined in ORS 279C.100(5), and Providers under such Contracts are Consultants, as defined in OAR 125-248-0110(1).

The reports include original contract and amendment/revision data issued during the following time periods: July 1, 2011-January 31, 2012 and July 1, 2009-June 30, 2011. They are provided in Excel spreadsheets so that the data may be formatted and sorted as needed. The data is broken into the following columns:

- Discipline Description (*Lists whether this is a Personal Services IT or Non-IT contract.*)
- Document Type Description (*Lists the actual contract type used.*)
- Issued By Agency
- Issued For Agency

- Agency Contact (*Lists the State Agency Contract Administrator's first and last name.*)
- Award/Amendment Numbers (*Displays the Award/Contract Number first, and then any version number in parenthesis second.*)
- Issued Date (*Lists the date on which that particular version of the contract was issued.*)
- Expiration Date
- Award Title
- Original Award Value (*Lists the estimated contract value entered on the original version of the contract in ORPIN.*)
- Version Increase/Decrease (*Displays the dollar amount that the estimated contract value increased or decreased on that particular version of the contract. If it is an original version, it will display the Original Award Value a second time. **This would be the correct column to use if you are totaling the dollar value of PSK's awarded in a certain timeframe.***)
- Award Value w/ Amendments (*Displays the total Estimated Contract Value at the time of issuing, including all prior amendments.*)
- Commodity Number Description (*Lists the NIGP code and description of the services procured in the contract.*)
- Contractor

Per the reporting requirement we have also included the Total Dollar Value for Personal Services Contracts for each fiscal year of the preceding biennium. Those numbers are:

July 1, 2007 – June 30, 2008	\$ 456,829,707.00
July 1, 2008 – June 30, 2009	\$ 2,246,746,446.25

Please note that we pull reports by Issue Date, which is the date the agency completed the data-entry of the contract in the ORPIN program. We use Issue Date instead of the Contract Start Date because ORPIN is not necessarily a “real-time” database and agencies do not always enter their contracts into ORPIN as soon as they award them, often due to resource workloads. Therefore we pull reports by Issue Date so we do not miss contracts between reporting periods. (This delay in agency data-entry could also cause fluctuations from year to year in the number of contracts and dollar totals on reports.)

Let me know if I can provide further clarification or assistance.

Thank you,

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