

Material Request Form (MRF) Personal Services Contracts

During the compliance review, the State Personnel Board (SPB)'s Compliance Review Unit (CRU) will review cost-savings contracts and personal services contract (PSC)'s that the Department entered into during the applicable compliance review period. The purpose of this compliance review is to ensure appointing powers are complying with the merit principle and civil service laws and rules, and personnel practices, policies and procedures.

General Instructions:

Please see the attached MRF PSCs Spreadsheet. CRU will review all the contracts listed. If a requested document does not exist, please include a brief written explanation setting forth the reasons why.

I. Cost-Savings Contracts

For **all contracts listed** in the MRF PSCs Spreadsheet, please provide copies of the following documents in the order listed below:

- Written notification to the SPB of the Department's intent to enter into a cost-savings contract.

II. Personal Services Contracts

For **all contracts listed** in the MRF PSCs Spreadsheet, please provide copies of the following documents in the order listed below:

- DGS STD 215 form. If a DGS STD 215 was not required to be submitted to DGS, please provide a brief statement to this effect and an explanation as to why DGS approval was not required for the contract.
- Written justification(s) for the PSC. If a DGS STD 215 form is being produced and the written justification is set forth on the form, no additional documentation need be provided.
- If an amendment is listed, please provide the original contract's written justification(s) for the PSC or the original contract's DGS STD 215 (if written justification is set forth on the form).
- Documentation showing the date the PSC was first executed and the services to be provided to the Department. If the DGS STD 215 form is being produced and



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the form contains this information, no additional documentation need be provided.

- Documentation showing notification(s) was sent to all organizations representing state employees who perform the type of work to be contracted for all contracts executed and amended.

NOTES/COMMENTS:
