

Material Request Form (MRF) Personal Services Contracts

During the compliance review, the State Personnel Board (SPB)'s Compliance Review Division (CRD) 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. CRD will review all the contracts listed. If a requested document does not exist, please include a brief written explanation setting forth the reasons why. Please do not include Purchase Orders, Service Orders, or Interagency Agreements.

Definitions

California Code of Regulations, section 547.59, subd. (a) defines a PSC as any contract, requisition, etc. under which **labor or personal services is a significant, separately identifiable element**. The business or person performing these contractual services must be an **independent contractor that does not have status as an employee of the State**. Public works contracts are exempted.

California Code of Regulations, section 547.59, subd. (b) provides that a cost-savings based PSC is any PSC proposed to achieve cost savings. It is also subject to the provisions of Government Code Section 19130, subd. (a).

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:

- Please provide the DGS STD 215 Agreement Summary form for each contract. It

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is not necessary to provide the DGS STD 213 Standard Agreement contract form if the DGS STD 215 is provided.

- Written justification(s) and execution date for each PSC. If a DGS STD 215 form is provided and the written justification and execution date are set forth on the form, no additional documentation needs to be provided.
- If an amendment is listed, please provide the original contract's written justification(s) for the PSC.
- 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:
