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| **Finance and Administration Cabinet****Office of Administrative Services****PSC/MOA/MOU Request Form****(Personal Service Contract, Memorandum of Agreement or Understanding)** | **Send Forms To[[1]](#endnote-1):**FIN.OASPURCHASING@KY.GOVORCapitol Annex, Room 195, Frankfort, KY 40601 |
|  |  |
| Requesting Department[[2]](#endnote-2): |  |
| Requestor Name: |       |
| Requestor Phone Number: |       | Requestor e-Mail: |       |
| Type of Request: |  | Accounting Template[[3]](#endnote-3): |  |
| Request Category[[4]](#endnote-4): |  | Object Code[[5]](#endnote-5): |      | Activity Code[[6]](#endnote-6): |      |
|  |
| **New PSC/MOA/MOU Information:** |
| Selection Method:  |  | Contract Term[[7]](#endnote-7): |       through       |
| Contract/Project Name[[8]](#endnote-8): |       |
| Contract Amount: |       | Estimated Cost [ ]  Actual Cost [ ]  (check only one) |
| Purpose & Justification[[9]](#endnote-9): |
|       |
|  |
| **Renewal Request Information:** |
| Current Contract Number: |       | Current End Date: |       |
| Vendor Name:  |       |
| Renewal Dates: |       through       |  |  |
|  |
| **PSC/MOA/MOU Modification Information:** |
| Reason for Modification**:** |  |
| Vendor Name:  |       |
| Contract Number: |       | Contract Service Dates:  |      through       |
| Modification Purpose & Justification[[10]](#endnote-10): |
|       |

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| **APPROVALS:** |
| Agency’s Authorized Approval Signature[[11]](#endnote-11) |       |
| Printed Name: |       | Date: |       |

|  |  |
| --- | --- |
| Budget Officer Approval Signature[[12]](#endnote-12) |       |
| Printed Name:  |       | Date: |       |

**Guidance for completing the PSC, MOA, MOU Request Form**

1. Questions regarding the process or form may be sent to the OAS Purchasing mailbox or you may contact the Procurement and Customer Billing Branch staff directly. [↑](#endnote-ref-1)
2. OAS is responsible for processing all contract requests for the agencies identified in the “Requesting Department” drop down list. Contracts that will result in a statewide master agreement should still be routed through OAS who will complete paperwork that will be forwarded to the Office of Procurement Services, the office providing oversight of all statewide contracts. [↑](#endnote-ref-2)
3. An Accounting Template is the 6-character eMARS code that identifies how the item will be paid and recorded in eMARS. If you are unsure what that code is, your Budget Officer will be able to assist you. [↑](#endnote-ref-3)
4. Personal Service Contracts (PSC) involve contracting with an individual, firm, partnership, or corporation and do not include state agencies. Personal service contracts are agreements where an individual, firm, partnership, or corporation is to perform certain services requiring professional judgement for a specified period at an agreed price. A Memorandum of Agreement (MOA) is a contract where one governmental entity pays another governmental entity for services performed whereas a Memorandum of Understanding (MOU) does not involve the exchange of money for services provided by a governmental entity. [↑](#endnote-ref-4)
5. An Object Code is a 4-character eMARS code that characterizes the item for reporting and budgeting purposes. For example, E321 is the object code for office supplies. If you are unsure what object code to use, a listing of object codes can be found on the FAC website under [Services/eMARS and Statewide Accounting/eMARS Functional Areas/Chart of Accounts (Object Code and Revenue Source Listings)](https://finance.ky.gov/services/statewideacct/Pages/functionalareas.aspx) or your Budget Officer can assist you. [↑](#endnote-ref-5)
6. Activity Code is an eMARS code used by some, but not all, agencies to further identify the purchase for reporting and budget purposes, such as coding the expense to a particular project or account. If you are unsure what activity code to use, your Budget Officer will be able to assist you. [↑](#endnote-ref-6)
7. Other than Master Agreements, contracts are not allowed to cross the budget biennium period. For example, the end of the 17-18 biennium period is 6/30/2018. Contracts established prior to that date must end on or before 6/30/2018. [↑](#endnote-ref-7)
8. Provide a short title to describe the contract services (i.e. OAS Legal Services or Capitol Annex Security). [↑](#endnote-ref-8)
9. Provide a description of the services you are requesting and why the contract is necessary for operations. Include federal and/or state citations if the contract is resulting from a statute or regulation. When OAS purchasing staff reviews your request, a buyer will contact the Requestor to explain the Request for Proposals (RFP) and Personal Service Contract (PSC) process. [↑](#endnote-ref-9)
10. Provide a detailed description of what is being modified on the contract and why. If you are increasing or decreasing funds, include the amount of the adjustment and an explanation for the new contract amount. If the modification is to change the funding information, provide the new funding template along with your justification for the change. [↑](#endnote-ref-10)
11. The Agency’s Authorized Approver should be a Branch Manager or higher who has been authorized to approve contract requests for your agency. OAS will accept a signed form or an email from the Agency’s Authorized Approver that states the contract request is approved. [↑](#endnote-ref-11)
12. After the Agency completes and approves the form, the purchase request shall be sent to the Agency’s Budget Officer for review. Once approved, the Budget Officer will return to the Agency to submit the purchase request to OAS. [↑](#endnote-ref-12)