

**Willamette Education
Service District**

Code: **DJCA**
Adopted: 10/11/05
Readopted: 4/06/10; 1/24/12

Personal Services Contracts

The ESD may enter into personal services contracts with qualified professionals as provided by ORS 279A.055. Personal services contracts, as used in this policy, means contracts issued to a person or agency for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. The ESD will not enter into any personal services contract with any current employee of WESD and will inform the Board of any contracts with previous employees as a part of their monthly personnel recommendations.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be awarded based on demonstrated qualifications and competence to perform the required services. The selection process shall encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

Contracts for personal services in excess of \$150,000 shall require prior Board approval.

The Superintendent will develop administrative regulations as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS Chapters 279A](#), 279B and 279C

[ORS 332.075](#)

[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE.

Cross Reference(s):

DJC - Bidding Requirements