## Personal Services Contracts

The district 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 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 district may enter into a personal services contract with a current district employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

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 based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

The superintendent is authorized to obtain and approve personal services contracts of less than $10,000.  For contracts between $10,000 and $150,000, the superintendent is authorized to initiate the process, including obtaining all necessary bids or proposals.  However, prior Board approval is needed to enter into any such contract.  For contracts in excess of $150,000, prior Board approval is needed before the superintendent can initiate the process, and prior Board approval is needed to enter into any such contract.  The superintendent will develop administrative regulations as necessary to implement this policy.

END OF POLICY

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**Legal Reference(s):**

ORS Chapters 279, 279A, 279B and 279C

ORS 332.107
ORS 670.600

OAR 459-010-0030

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (2005).