

## **Information**

Personal Service Contract

## **Number**

PUR 11 00

## **Applicability**

This policy applies to University Administrators Faculty and Staff

## **Administrative Authority**

Vice President for Finance and Chief Financial Officer

## **Responsible Unit**

Sally Molsberger, Chief Procurement Officer

Procurement Services, Service Complex, University of Louisville

Louisville, KY 40292

502-852-8223

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## **History**

Original Date: Unknown

Revision Date(s): June 26, 2015; December 15, 2017; January 8, 2019; May 31, 2022; February 13, 2023; January 10, 2024

Reviewed Date(s): June 26, 2015; December 15, 2017; June 1, 2022; January 3, 2023; January 6, 2024

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## **Categories**

## **Statement:**

It is the policy of the University of Louisville to establish personal service contracts for professional services in accordance with the provisions of KRS 45A.690 - 45A.695. Examples of services that must be provided through a personal service contract include but are not limited to consultants, doctors, employee search firms,

nurses, lawyers, engineers and architects.

Commodities, equipment and non-professional services are not to be procured via a personal service contract.

## **Related Information:**

KRS 45A.095

Government Contract Review Committee of the Legislative Research Commission  
Policy 99-4

[Personal Service Contracts](#)

## **Reasoning:**

Compliance with KRS 45A.690 - 45A.695

## **Definitions:**

*Personal service contract* is an agreement whereby an individual, firm, partnership, or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at a price agreed upon.

*Committee* means the Government Contract Review Committee of the Legislative Research Commission.

*Contracting body* means one of the following: University of Louisville, University of Louisville Athletic Association, or University of Louisville Research Foundation which must be specifically identified on each contract.

*Governmental emergency* means an unforeseen event or set of circumstances that creates an emergency condition as determined by the committee by promulgation of an administrative regulation.

*Personal Service Contract*: A written agreement whereby an individual, firm, partnership, or corporation is to perform certain services requiring professional skill or professional judgment for an agreed upon price for a specific period of time. The agreement is for a specialized service not available through a routine service provider. The contractor requires a specialized knowledge in a particular field and often requires originality, creativity, and decision-making abilities. The agreement is intellectual and professional in nature and is signed by both parties.

*Sub-award*: An agreement written under the authority of and consistent with the terms of the Prime Award (grant, contract, or cooperative agreement) that transfers a portion of the research or substantive effort to another organization when such

expertise is not available within the primary awardee's institution.

## **Responsibilities:**

Procurement Services is responsible for processing of all Personal Services Contracts.

The Office of Sponsored Programs Administration (SPA), Clinical Contracts Division (CCD) and Office of Industry Engagement (OIE), are responsible for sub-awards, which are not personal service contracts, including the preparation, signing and non-fiscal management of sub-awards issued by the University. Additional information can be obtained by contacting management at 502-852-3788 (SPA), at 502-852-8359 (CCD), or at 502-852-7253 (OIE).