

Personal Services Contracts Training Agenda Personnel Certificate Program 2002

To register or be placed on a waiting list for classes starting in July, contact Judi Karg at 303-866-2391 or email judi.karg@state.co.us.

1. Introduction

- Logistics
- Intent of training
- Requirements

2. Basic Requirements

- Statutes/Constitution
- Responsibilities
- Flow chart of contracting process
- Certification for Personal Services Agreement Form

3. Personal Services Agreements that require review

- Agreements exempt from review
- Program waivers
- Statewide blanket waivers
- Prior-Approval check list
- Contracts/purchase orders

4. Interpretation of the Law

- CRS 24-50-504 through 514
- Administrative Procedures; Chapter 10
- Technical Guidelines
- Independent Contractor

5. Reviewing Contracts

- What to look for
- Identify the problems
- Documentation
- What questions should you ask

6. Cost Analysis

- When do you need to fill out
- What are the requirements
- How to perform the analysis

7. Personal Services Annual Report

- Requirements