



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 | Olympia, Washington 98504-3113 | (360) 902-0555

March 6, 2009

OFM DIRECTIVE 09A-03

To: Agency Directors and Policy Manual Holders

From: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

Subject: SAAM Chapter 15 – Personal Service Contracts

We have revised Chapter 15, Personal Service Contracts, of the *State Administrative and Accounting Manual* (SAAM), effective February 18, 2009, to reflect the requirements of Engrossed Substitute Senate Bill (ESSB) 5460.

Chapter 15: Personal Service Contracts (<http://www.ofm.wa.gov/policy/15.htm>)
(New Section 15.00)

- Added new Section 15.00, Personal Service Contract Restrictions, which reflects the contract restrictions contained in ESSB 5460.

The personal service contract restrictions included in ESSB 5460 are applicable to **all** agencies. Executive branch agencies can find additional information related to the implementation of ESSB 5460 in Director Victor Moore's Memorandum dated February 20, 2009.

Questions regarding policy content and proper interpretation of the contract policies in Chapters 15 should be directed to the following OFM Contract Staff:

Susan Johnsen	(360) 725-5258	susan.johnsen@ofm.wa.gov
Laura Wood	(360) 725-5259	laura.wood@ofm.wa.gov
Jan McMullen	(360) 725-5260	jan.mcmullen@ofm.wa.gov
Meredithe Quinn-Loerts	(360) 725-5257	meredithe.quinn-loerts@ofm.wa.gov
Becci Riley	(360) 725-5514	becci.riley@ofm.wa.gov

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>. Additional resources are also available on our Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/default.asp>.