

RECOMMENDED OUTLINE FOR A Personal Service Agreement (PSA)'s "EXHIBIT B"

Background

This section is to be a brief overview of the reason for having the contract, i.e. the particular need to be met by the contract and reason this Contractor was selected to meet that need. The Contractor will be named and thereafter referred to as "the Contractor".

I. Description of Services

This section will contain the specific duties / responsibilities of the Contractor.

II. Reporting and Data Collection

If DCF wants the Contractor to report to and be directed by a certain DCF staff or committee, this should be stated here, along with a statement of the content required in the report(s) and frequency.

III. Payment Schedule

The Face Page of the PSA has a box for "Cost and Schedule of Payments" which typically says that DCF will make payments quarterly based on invoices and quarterly reports submitted by the Contractor. If such a quarterly payment is planned for a contract, this section is not necessary. However, if the process for payments will differ from the standard quarterly one, those details should be stated here in this section. For example, a Contractor may be asked to submit their invoices immediately after certain services have been delivered.

I. Budget and, if necessary, Budget Narrative

The RFP may give a format for the budget. If not or if there was no RFP, the budget can be a WORD or an EXCEL document in a format chosen by the Contractor or simplified by the DCF Program Lead or the PSA Lead in the Division of Contract Management.