



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

MEMORANDUM

TO: Agency Heads
FROM: Benjamin Barnes, Secretary
DATE: January 18, 2013
SUBJECT: Personal Service Agreements

In light of the of the State's ongoing budget challenges, effective immediately, state agencies are to refrain from entering into new Personal Service Agreements (PSA's) or extending or adding funds to existing PSA's. The only exceptions will be for agreements necessary in order to continue essential state agency operations.

While PSA's will be reviewed on an individual basis, essential operations are generally those (1) required to protect the public health, safety and welfare; (2) necessary to the continued provision of essential state services; (3) supporting programs or services required by federal law or court order; or (4) supporting the collection or recovery of taxes or other state revenue. In exercising its approval authority under the general statutes, the Office of Policy and Management will interpret these exceptions narrowly.

Pending PSA approvals which do not appear to qualify for one of the exceptions described above will be disapproved and returned to the agency. Agencies should also seek guidance from their OPM budget analyst to determine whether Personal Service Agreements which have been approved by OPM, but not executed, are consistent with the policy outlined above in order to determine whether execution of the contract is warranted.

If you believe that a proposed PSA qualifies under one of these exceptions, it should be submitted in the normal manner and should reflect an appropriate justification. In addition, the agency head or deputy must submit a letter to me which explains, in detail, why the Personal Service Agreement is needed and why it qualifies for one of the exceptions

Questions concerning PSA issues should be directed to Robert S. Dakers, Executive Financial Officer at (860) 418-6422 or at robert.dakers@ct.gov

Cc: Governor Malloy
Agency Chief Fiscal Officers