



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
OFFICE OF THE SECRETARY

To: Agency Heads
From: Robert L. Genuario, Secretary
Date: May 20, 2009
Subject: Personal Service Agreements

In light of the state's fiscal challenges and the fact that a budget for the 2009-2011 biennium has not been adopted, effective immediately, state agencies are to refrain from entering into Personal Service Agreements (PSA's) for services to be provided on and after July 1, 2009. 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 review Personal Service Agreements which have been approved by OPM, but not executed, in order to determine whether their execution is consistent with the policy outlined above.

If you believe that a proposed PSA qualifies under one of these exceptions it should be submitted in the normal manner and should reflect that determination. 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 Under Secretary Philip L. Smith at (860) 418-6500.

cc: Governor Rell