

**Personal services**

**Direct Negotiation Justification Form**

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| **OVERVIEW** |

PPS Public Contracting Rules and Oregon Revised Statutes require a competitive process be used to select contractors, unless the contract meets certain requirements which allow it to be exempted from competition.

Use this form when entering into a Personal Services Contract (“PSC”) greater than $75,000, and where direct negotiation is specifically allowed by the PPS Public Contracting Rules (PPS-46-0525)(3)(4), or (6).

This form is not required for direct negotiation of contracts for child care services paid by third parties, Title I tutoring services, interim or temporary staffing services, provision of therapeutic placements for students, legal services, or medical services. (See PPS-46-0525(9)-(14)).

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| **SUBMISSION INSTRUCTIONS** |

To justify a direct negotiation procurement, please follow the steps listed below:

1. Please fill in all fields and boxes that apply to your procurement.
2. Ensure all appropriate department signatures are obtained.
3. Submit your completed “Direct Negotiation Justification Form” with your contract and Contract Approval Form to Purchasing & Contracting for review and approval. .

If you have any questions, please contact Purchasing & Contracting at [purchasing@pps.net](mailto:purchasing@pps.net).

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| **DIRECT NEGOTIATION JUSTIFICATION FORM**  **For Personal Services Greater than $75,000** |

**Part I:**

Department Name:

Contract Manager:

Department Contact:

Department Contact Phone:

Prospective Contractor:

Cost: $

Describe the services to be purchased:

**Part II:**

For the reason(s) below, this purchase may be directly negotiated:

The nature of the work is not project-driven but requires an ongoing, long-term relationship of knowledge and trust. Examples of such work include legal services, insurance brokerage/agent of record services, medical services, and audit services. (PPS-46-0525 (3))**. Describe the contractor’s ongoing, long-term relationship of knowledge and trust with the District:**

The Contractor possesses unique knowledge and/or expertise in a specialized service area, making competition impractical. Such services can include, but are not limited to, education services, academic and staff coaching, school sports officiating, and community relations. (PPS-46-0525 (4)). **Describe the unique knowledge or expertise required:**

**REQUIRED: Indicate what steps were taken to verify that the essential knowledge or expertise is not available from another source:**

A Contract for which a non-District funding source, e.g., a Grant or a federal, state, or city contract, identifies the Contractor in the funding award or makes a funding award conditioned upon the service being performed by a specific Contractor (PPS-46-0525 (6)).

Name of external funding source:

How the funding source selected the Contractor:

\*Please attach a copy of the funder’s document, naming the Contractor, with your submission of this document.

**Part III:**

My recommendation for this direct negotiation procurement is based upon an objective review of the services required and is in the best interest of the District. I certify that I have no conflict of interest in making this recommendation.

Signature

Printed Name of Contract Manager

Date

Signature

Printed Name of Budget Holder (if different)

Date