

**PERSONAL SERVICES
DIRECT NEGOTIATION JUSTIFICATION FORM**

OVERVIEW

Use this form when entering into a Personal Services Contract ("PSC") where direct negotiation is specifically allowed by Jefferson County School District (JCSD).

Oregon Revised Statutes ("ORS") 279A, 279B and 279C specify how the District may select contractors. These rules and statutes require a competitive process be used to select contractors, unless the contract meets certain requirements which allow it to be exempted from competition. (ORS 279A.015 (5)).

SUBMISSION INSTRUCTIONS

To justify 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 with at least the Department Head's signature.
3. Submit your completed "Direct Negotiation Justification Form" with your contract to the CFO.

DIRECT NEGOTIATION JUSTIFICATION FORM
For Personal Services

Part I:

Department Name:

Department Head:

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. **If you check this box, you must complete Part III.**
- 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. **If you check this box, you must complete Part III.**
- A portion of the Contract Price is discounted or donated to the District. Describe how all or a portion of the Contract Price will be discounted or donated to the District.
- A Contract for which is 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.

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.

- The Contract is entered into pursuant to an Emergency declared by the Superintendent.
*Please attach a copy of the Superintendent's Emergency Declaration with your submission of this document.

PART III: Complete this section if directed above:

1. Does the estimated cost above represent the total need for the service/project?

a. Yes

b. No

If No, please explain the additional costs expected and over what period of time

2. If cost savings are anticipated: By directly negotiating with the contractor, we expect the following cost savings:

3. What essential skills or knowledge does this contractor have that are not available from any other source?

4. What steps were taken by the District to verify that these essential skills or knowledge are not available elsewhere?

Part IV:

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

Signature

Printed Name of Department Head

Printed Name of Superintendent

Date

Date

Signature

Printed Name of CFO

Date