



Illinois Department of Corrections

Administrative Directive

Number: 02.20.184	Title: Request for Personal Services Contracts	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.20.184 effective 7/1/2002

Authority: Illinois Procurement Code, 30 ILCS 500/1-1, et seq	Related ACA Standards: 5-ACI-1A-11, 17- 18, 5-ACI-1C-14
Referenced Policies: 01.02.107	Referenced Forms: DOC 0137 – Contractual Employees Payroll Time Report

I. POLICY

Requests to contract for personal services with individuals are subject to prior approval by the Director. Individuals shall not be hired or paid to supplement personal services in any category, in any amount, or without prior written approval in accordance with this procedure. If approved by the Director, individuals shall be paid using the contractual payroll system.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a policy regarding appropriate approvals to enter into personal services contracts with individuals as opposed to services rendered by employees of corporations, partnerships or other business entities.

B. Applicability

This directive is applicable to all facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. Personal services contracts are generally defined as contracts directly with individual medical practitioners, teachers, attorneys, ministers, or individuals who could otherwise be considered employees of the Department.
2. All requests to contract for personal services are subject to the approval of the Director prior to entering into an official contract.
3. The Chief Administrator shall be responsible for ensuring appropriate approvals are obtained prior to the effective date of the contract or the beginning date of services.
4. Initial personal services contracts or a contract for current personal services with a new provider shall be subject to the provisions of Paragraph II.F.

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5. Renewals of a current personal services contract with the same provider shall be subject to the provisions of Paragraph II.G.
6. All proposed and final contracts shall include the following information:
 - a. Beginning and end date of contract;
 - b. Name, address and social security number of the individual;
 - c. Term of contract;
 - d. Complete job description for the individual;
 - e. The number of on-site hours to be provided;
 - f. The work schedule and the hourly rate; and
 - g. If services are to be provided off-site, such as consulting work, the financial terms of the contract, including but not limited to travel expenses, per diem and lodging.

F. Requirements for New Contracts

1. The job description and proposed draft contract shall be submitted to the respective Deputy Director and Director for approval and processing.
2. Upon approval of the Director, the facility may proceed to enter into an official contract.
 - a. The Chief Administrator shall request a background investigation to be completed on the individual per Administrative Directive 01.02.107 and drug testing.
 - b. Upon clearance of background investigation and drug testing, three copies of the final contract shall be forwarded to Procurement for approval and the Director's signature. A copy of the drug test results shall be submitted with the contract when applicable.
 - c. A copy of the approved contract, two Employee Withholding Exemption Certificates, W-4, and a Direct Deposit Form shall be forwarded to the Payroll Section in order to establish the individual on the contractual payroll system.
 - d. Services shall not begin until a contract has been signed by the Director and returned to the facility.
3. The signed contract shall be maintained in the facility file.
4. The assigned supervisor shall be responsible for submitting the Contractual Employees Payroll Time Report, DOC 0137, to Payroll Section upon the close of each pay period by the due date.

G. Requirements for Contract Renewals

Personal services contract renewals shall be submitted directly to Procurement for approval.
