



Department of Corrections
Contracts and Legal Affairs
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Personal and Client Services

Personal services are professional or technical services provided by a consultant to accomplish a specific study, project, task, or other work statement. Consultants, who provide personal services, serve state agencies as objective advisers by rendering professional opinions, judgments, or recommendations. A consultant's services may include offering advice based on specialized knowledge, skills and experience, conducting studies, analyzing and evaluating technical issues, and /or providing advice and training to improve managerial and administrative operations. These services will often assist an agency in setting policy and/or making decisions. Personal services may range from fairly simple projects such as graphic design to complex consulting engagements resulting in development of complex computer systems.

Client services are defined in RCW 39.29.006(2) as: services provided directly to agency clients including, but not limited to, medical and dental services, employment and training programs, residential care, and subsidized housing.

Formal solicitations for Personal Services, such as Request for Proposals or Request for Qualifications, are posted on General Administration's (GA) Washington's Electronic Business Solution (WEBS) at <http://www.ga.wa.gov/>.

Client Services may be advertised in local media by the Department of Corrections' staff at the correctional facilities or posted on GA's WEBS.