
INTRODUCTION

Approval from the Michigan Civil Service Commission (MCSC) is required for all personal services requests to ensure that the job or activity proposed meets the criteria for purchase of services outside the classified work force. For more detailed information and procedures for securing CS-138 authorization, state of Michigan employees can visit the [CS 138 Requests website](#).

PERSONAL SERVICE REQUEST PROCESS

The Personal Service Request Process is a *request for approval to contract*, not an actual contract. For purchase of all non-preauthorized personal services of \$1,000 or more per vendor per fiscal year, the Contract Administrator shall prepare the DHS-0138-CPS, Request for Approval to Contract for Personal Services, and secure approvals in advance of the purchase.

Personal Service requests should:

- Be initiated by completing and submitting form DHS-138-CPS as soon as the intent to purchase is known.
- Be initiated at least sixty calendar days prior to executing a contract.
- Be approved for the entire period of the contract.
- Be approved for the total contract value.

AMENDMENTS

A new DHS-138-CPS request must be completed when processing an amendment for:

- Increase in amount.
- Changes in services.
- Changes in terms.
- Increase in time period.

A copy of the original DHS-138-CPS should be attached.

**PREAUTHORIZED
SERVICES**

MCSC has preauthorized some services types. MDHHS may enter into contracts for these specific personal services without going through the approval process. State of Michigan employees can see a list of preauthorized services on this [MCSC website](#).

**SERVICES
OUTSIDE CIVIL
SERVICE
JURISDICTION**

Generally, a disbursement for personal services is within MCSC jurisdiction if it is between (a) an individual or organization and (b) a state agency, pursuant to which the state agency is obligated to make disbursements from appropriated funds for personal services rendered to, or for the direct benefit of, the state, by persons who are not classified employees of the state.

Services that do not meet this definition are outside MCSC jurisdiction, and do not require submission of a CS-138.

A list of National Institute of Governmental Purchasing codes deemed to be outside MCSC jurisdiction is maintained on this [MCSC website](#).

Contracts with intragovernmental units, such as cities, counties, townships, other state agencies, public universities, public community colleges, or other public schools are outside of MCSC jurisdiction.

If there is any question about whether MCSC has jurisdiction over a particular service, contact the MDHHS Office of Human Resources.