

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES****SUBJECT:** CONTRACTING FOR OTHER THAN COUNTY SERVICES**POLICY NO.** 831

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**PURPOSE::** To communicate a recent ruling of the County Counsel, Chief Administrative Officer, and Purchasing Agent relative to contracting for sundry services to be performed by other than County personnel.

**POLICY::** It is the policy of the County and the Department that all purchase order contracts and agreements for other than patient services shall be negotiated by the County Purchasing Agent as the authorized Agent of the County.

A contract for services other than patient services or services governed by specific statutes, (such as construction and repair of buildings), may be made by the Purchasing Agent when:

1. No civil service employee presently qualifies to perform the same level of service and it is impossible to recruit such personnel to perform the service for the period of time the service is needed by the County.
2. The service cannot be performed adequately or competently or satisfactorily by civil service employees, the contract is for service of an extraordinary or professional nature and the service of a temporary nature or the service is needed on a part-time basis.
3. The contract is for personal services to provide an independent analysis, evaluation, review and/or audit of an existing or proposed County Project, function or program and there is a need or contractual obligation to obtain an independent analysis, evaluation, review, and/or audit of said project, function or program.

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**EFFECTIVE DATE:** Nov 24, 1975

**SUPERCEDES:**

**APPROVED:** Signature on File

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