**Personal Services Contract Form - Help Document**

This document is intended to assist you through the contracting process and the steps to finalize a personal service contract by using the Personal Services contract form.

To complete a contract:

**1**. The department negotiates an agreement with the contractor -- **Invite contractor to accept the College form**.

**2**. The department completes the form (including manager’s signature and budget code), and forwards the original and 1 copy to the contractor for tax information, address and signature. It is recommended the contractor sign the form before the college accepts the contract.

**3**. Next, forward the contract to Wayne Mask (Bldg 12), for initial review and recording. After a final review of the executory agreement and if appropriate, Tim Gould or her designee gives her approval with her signature.

**4**. The completed original document will be distributed to the Business Office with additional copies to the department, unless instructed otherwise. One original copy of every signed contract must be filed in the Business Office. A second copy should be delivered to the contractor. It is suggested the department also keep a copy.

The Personal Services contract form:

Line (1) The date the contractor signs the contract.

Line (2) Give contractor’s legal name and indicate type of business formation with appropriate designation (i.e. Inc, co, Corp, Ps). Include address and zip.

Line (4) Consultant’s area of expertise; what makes contractor a suitable selection (consider any licensing, training, certification, accreditation).

Paragraph I Scope of Service: The most important section in the contract. Put as much information about the details of the engagement as you have. By reading this section, a reasonable person should gain clear understanding of what is expected of the contractor. Discuss the **who,** **what, where, when, why and how**. If there is no sufficient space to list all details, include an attachment and make a reference of the attachment in this section. Include payment plans (reimbursable, per deliverable etc.) and final report requirements. Also, attach a budget plan if available.

Paragraph II Compensation: Specify the maximum contract cost (not to exceed $----). Include other allowable expenses and rates, all appropriate fees and taxes (sales) if applicable. Also, consider establishing a unit price so that in the event the contract is terminated before completion there’s a means by which amount due the contractor can be determined. For personal service contracts it is recommended a rate per deliverable is established.

Advances are not authorized by state regulation (Article VIII, section 5 of the State Constitution) except for travel and a few other items. Any travel reimbursement allowances should follow state regulation applicable to travel.

Paragraph III Use the same date as the ending date of the Period of Performance in the Scope paragraph, unless other arrangements have been made.

Remaining Form areas to be filled out are the contractor’s personal information: name, address, UBI number, SSN or Tax ID, whichever is applicable. Please make sure the department manager has signed the contract and the budget code to be charged is given.

To avoid incorrect reporting of income, all personal services agreements sent to independent contractors should be accompanied by IRS Form W-9 (Request for Taxpayer Identification Number and Certification).

Engagements for activities outside the College’s ordinary business functions or for inherently risky activities, i.e. skiing, sledding, mountain climbing, rafting, or entertainment that involves physical contact, may require additional liability coverage. The coverage can be provided by either requiring from the contractor evidence of insurance coverage or by purchasing a Special Event policy. A Special Event policy can be arranged through the Division of Risk Management; additional costs may be attached. Extra lead time should be allowed to place such a policy in effect.

Please keep in mind, because the contract form has been approved ***as to form*** by the Assistant Attorney General’s Office form language should not be changed without specific advance approval.

**To accomplish payment**, please submit a completed voucher distribution (A-19-2), along with the contractor’s invoice and the W-9 to Accounts Payable (Bldg 14)

The Personal Services contract and W-9 forms can be accessed on the TCC Portal / College Financial Services / Contract. For additional information contact:

* Cassandra Byars (x6081) for invoicing/payment information;
* Wayne Mask (x5051) for contracting/insurance information.