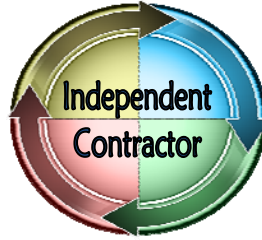


Summary of Steps to Establish

Start Here



Agreement

Certification



Read "Contract" Operating Procedures:

Located on the Administrative Services "Procedures" web page, the Contract Operating Procedure documents the entire process and standard procedure, step-by-step.

Determine Necessity:

Individual may not qualify to be hired as an Independent Contractor. Refer to "Contract" Operating Procedure, page 2 or "Quick Tips", in middle of Flow Chart for guidance in determining if individual qualifies or if a different hiring method must be used.

Begin Certification Section of BSF-01:

If necessity is determined, begin Certification portion of BSF-01 form.

(* see note below re: approved contractor list)

Review and check all applicable boxes under the Independent Contractor Checklist section of Certification.

Begin Certification Approval Process:

The Certification portion of the BSF-01 is designed to accommodate an electronic approval process. The Program Administrator electronically fills in their name/date on the approval line, and clicks the Submit button to automatically send/email the completed form to Internal Services Manager for approval.

Certification Approval:

Once approved, the Internal Services Manager will email the Certification to Accounts Payable (AP) to set up the vendor. Once complete, AP will email approved Certification and applicable Vendor ID # back to Program Administrator for their reference.

Wait for approved copy to be returned before entering into an Agreement.

(If un-approved, cannot hire as an Independent Contractor, and must hire as employee)

An Independent Contractor is defined as an individual who is not an employee, and who receives compensation or executes a contract for services performed.

Quick Tips to Determine Necessity

An individual should not be set up as an Independent Contractor if any of the following are true:

- The individual maintains a business and business license within the scope of the intended services, and provides these services within their normal business operation.
Treated as a vendor – PO encumbered and invoice submitted by business.
- The individual is an employee of a business with a federal taxpayer identification number and services rendered are on behalf of the business, or the individual is part of a corporation, non-profit agency, or a partnership.
Establish MOU/Contract with business, PO encumbered, and invoice submitted by business.
- The services to be rendered are already available through a current BCOE position.
Must hire using Temporary Services Contract (HR-046) through Human Resources (fingerprint clearance is required).
- Payment is a stipend.
Must hire using Temporary Services Contract (HR-046) through Human Resources (fingerprint clearance is required).

Begin Agreement Section of BSF-01:

Once Certification is approved, begin Agreement portion of BSF-01 form. The Agreement is a contract, therefore must be authorized with original signatures, rather than electronic approval.

If individual will have contact with minor students, fingerprint clearance is required; Contractor must complete and sign BSF-01a, Criminal Record Check Affidavit, and submit with signed Agreement.

Determine "Not to Exceed" payment:

In Agreement, payment determined for Independent Contractor should include services as well as any additional expenses, such as expected travel and incidentals.

Agreement Approval:

Provide Independent Contractor a copy of approved Certification for their review, and obtain required signatures/initial, per instruction on BSF-01 form.

Encumber PO:

Encumber purchase order for amount of contract, and attach copy to Agreement. Original Agreement and original PO are sent to and held in AP dept.

Processing Payment:

Upon completion of services, Independent Contractor submits invoice to BCOE program. Process invoice and PO per standard expenditure practice.

Independent Contractor Process is now Complete!

Next Steps – Go to Agreement

***Note:** Once an individual is certified as an Independent Contractor, for a specific Definition of Service, the Certification for that specific Definition of Service is good for the whole FY for that individual. Be sure to check "**Approved Contractor List**" in the Business PLUS (IFAS) system prior to completing Certification. *(see instructions to run list, available on Procedures web page)*