

Ventura County Community College District
PERSONAL SERVICES PRE-HIRE WORKSHEET

Name of Independent Contractor _____ **Tax ID No.** _____

Instructions:

- **To be completed by the prospective contractor**
- This worksheet must be submitted with a Request for Personal Services, District-wide Form No. 14037
- Before a worker is hired as an independent contractor, the following checklist must be completed to help determine the status of a relationship. It is important to remember that many of these factors could be used to indicate either an employee or an independent contractor status depending on the situation. The questions below should indicate the degree of control and the degree of independence in the business relationship.

IRS Common-Law Factor Questions	Yes	No
1. Are you a current or former employee of the District? If yes, list position		
2. Are you related to any District employee or officer? If yes, list name and position		
3. Does the District provide instructions to you about when, where, and how you perform the work?		
4. Does the District provide you training?		
5. Does the District hire, supervisor and pay any of your assistants?		
6. Is there a continuing relationship between you and the District?		
7. Does the District set your work hours and schedule?		
8. Is this a full-time work assignment with the District?		
9. Is the work performed on the District's premises?		
10. Are you required to perform the services in an order or sequence set by the District?		
11. Are you required to submit oral or written reports to the District?		
12. Are you paid by the hour, week, or month (specify)?		
13. Does the District pay your business or traveling expenses?		
14. Does the District furnish significant tools, materials and equipment?		
15. Do you have a significant investment in facilities or tools used to perform the services?		
16. Do you realize a profit or loss as a result your services?		
17. Do you provide services for more than one firm at a time?		
18. Do you make your services available to the general public?		
19. Does the District have the right to discharge you at will?		
20. Can you terminate the relationship with the District any time without incurring liability to the District?		

 Contractor

 Date

If after addressing the above 20 Common Law Factors, as established by the Internal Revenue Service, you have determined the person you intend to engage can legally be an independent contractor, please complete the VCCCD Request for Personal Services Contract and attach both forms to a VCCCD requisition for processing. If you believe the person you wish to engage should be an employee of the District, regular Human Resources/Payroll procedures must be followed.

 Contract Administrator

 Date

 Vice President, College Services

 Date

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT REQUEST FOR PERSONAL SERVICES CONTRACT

The Request for Personal Services Contract must be completed by a VCCCD employee (not the contractor). Prior to completion of this form, review VCCCD "TABLE OF FORMS FOR PAYMENT OF PERSONAL SERVICES", District-wide form No. 14017, to determine if a Request for Personal Contract needs to be submitted. Some services are predetermined as independent contractors and may be exempt from the Personal Services Contract procedures and process. If the total amount of the agreement is to be \$500 or less, a Personal Services Contract is not required.

The information provided on this Request for Personal Services Contract form will serve as the basis for an independent contractor, consultant or professional service. Please answer all questions in detail and be as specific as possible. When completed, attach this form and the IRS 20 Questions Pre-Hire Worksheet to a VCCCD Requisition form. Evaluation and approval of these forms must be completed **prior** to contractor beginning any work and issuance of a Personal Services Contract.

An independent consultant is an individual of proven professional or technical competence who provides primarily professional or technical advice to the District and the District does not control either the manner of performance or the result of the service. The independent contractor performs professional services beyond the scope of a VCCCD employees' normal work duties or any classification of the District.

Attach any required documentation and detailed responses to the questions below that require more space than provided, such as description of services, proposals supplied by the prospective contractor, and a list of prospective contractors.

1. Describe the need for the services requested (attach separate sheet if necessary).
2. Describe in detail the services to be provided. Include any specific objectives, issues or questions that will be addressed. If available, attach written proposal supplied by prospective contractor (attach separate sheet if necessary).
3. Why is an independent contractor being engaged for this project instead of a VCCCD classified employee? What specialized skills are required that are beyond the scope of a VCCCD employees' normal work duties?

4. Who will coordinate, review and assess the work product to be satisfactory?

5. Provide the following information for the Contractor you prefer to hire:

Preferred Contractor Name: _____

Address: _____

Phone No. _____ Fax No. _____

E-Mail Address: _____

Social Security Number: _____ Business License No. _____

6. What specific qualifications does Contractor have to perform work?

7. Estimated number of hours to complete work _____

Anticipated Start Date: _____

8. Consultant fees may include fees for services, travel and supporting costs:

How was the amount to be paid determined: \$ _____ Hourly rate
\$ _____ Market rate (documentation req'd)
\$ _____ Other (explain _____)

Travel Expenses \$ _____

Other Expenses \$ _____ (explain _____)

Total Contract Amount \$ _____

Payment Schedule:

- Full amount due at completion of work
- Other payment scheduled (explain _____)

9. Attach a list of all prospective contractors identified for this project, including name, address and phone number, and indicate how a selection was made (attach separate sheet).

Your signature acknowledges that:

- o The proposed contractor has not been employed by your department in a policymaking position in the same general subject area within the last twelve (12) months; this includes retirement, dismissal, separation or former employment.
- o The proposed contractor was not engaged in any part of the negotiations, transactions, planning, arrangements or any part of the decision making process relevant to the contract while employed in any capacity in any VCCCD department during the two year period beginning on the date the person left VCCCD employment.
- o The contractor was not involved in a prior business contract with the District that required, suggested, or recommended the services described in this contract.

Contract Administrator Date _____

REVIEW AND APPROVAL:

Vice President, College Services Date _____

College President Date _____

Vice Chancellor, Human Resources or designee Date _____

Associate Vice Chancellor, Business Date _____