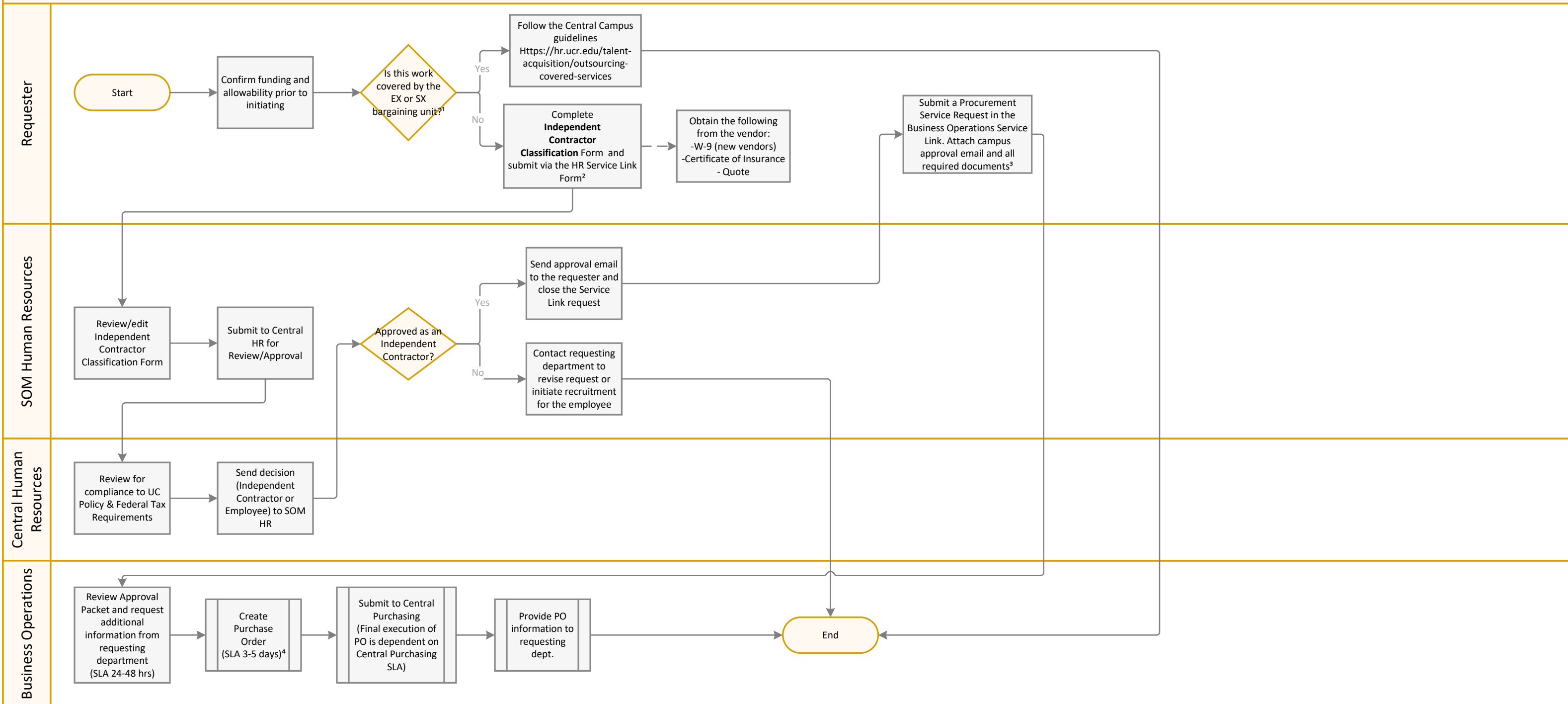


Independent Contractor Process

Version Release Date: 2/28/2023
Origin Release Date: 12/16/2020

Purpose: The purpose of this workflow is to document the process and requirements for requesting an independent contractor purchase order. An independent contractor relationship exists when the University has the right to control only the result of the service (i.e., the end product), not the manner of performance. Generally, an independent contractor produces a list of agreed upon deliverables, or completes a series of agreed upon tasks. The agreement term does not exceed a total of 12 months. Arrangements to secure the services of an Independent Contractor may be entered into only when the services are so unique, specialized, or highly technical that they cannot be performed economically or satisfactorily by existing University employees. See Campus Policy: <https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=750-27>. **Note: that this process does not guarantee allowability on a Contract & Grant, to confirm allowability please refer to notice of award and/or terms & conditions.**



NOTES:

¹Reference UCOP Policy 5402 for a covered service examples: <https://regents.universityofcalifornia.edu/governance/policies/5402.html>

² Link to Independent Contractor Service Link: https://ucrsupport.service-now.com/som_portal?id=sc_cat_item&sys_id=6fe9d6541b5a9550609f86e9cd4bcba7

³ Link to Procurement Service Request: https://ucrsupport.service-now.com/som_portal?id=sc_cat_item&sys_id=509c09211b0a9110e4b40dc2cd4bcb78

Documents to include: W9 (new vendors), Certificate of Insurance and quote/SOW.

⁴ SLA Estimate starts once all requested information is received.