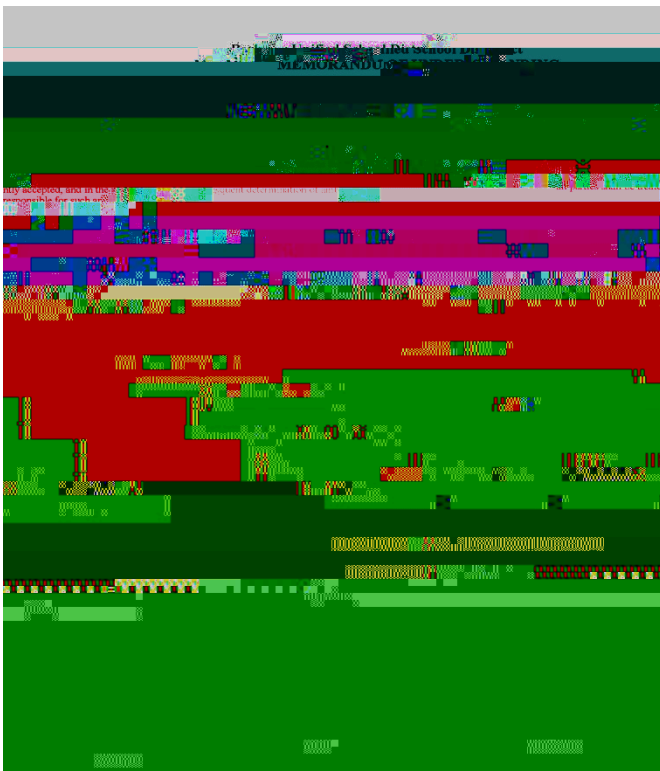
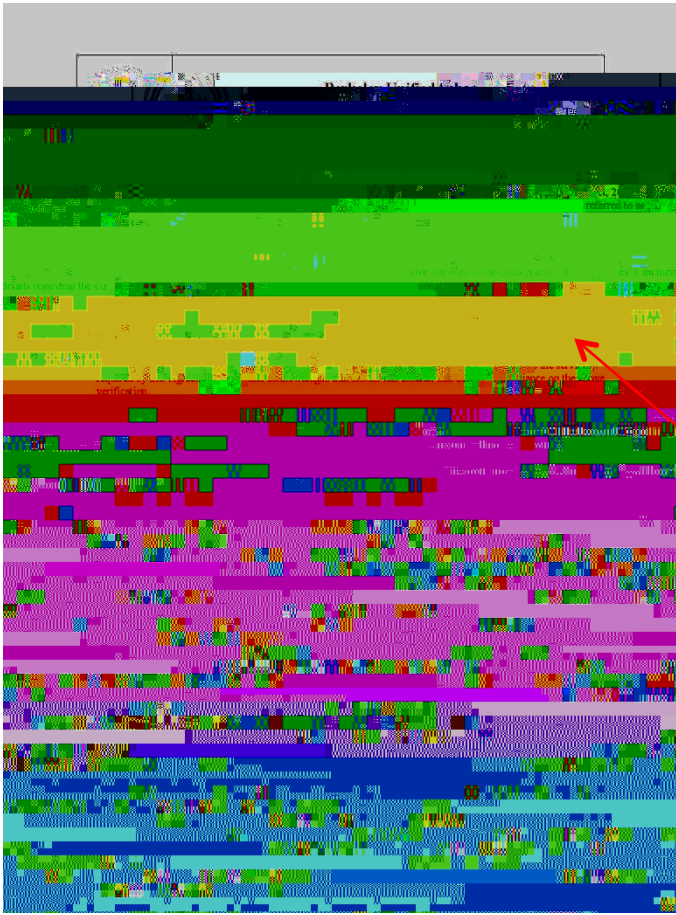


Pay particular attention to Article IX: Compensation for Services on page 3, in which you will provide a total and breakdown of the contractor's charges.

The standard language in

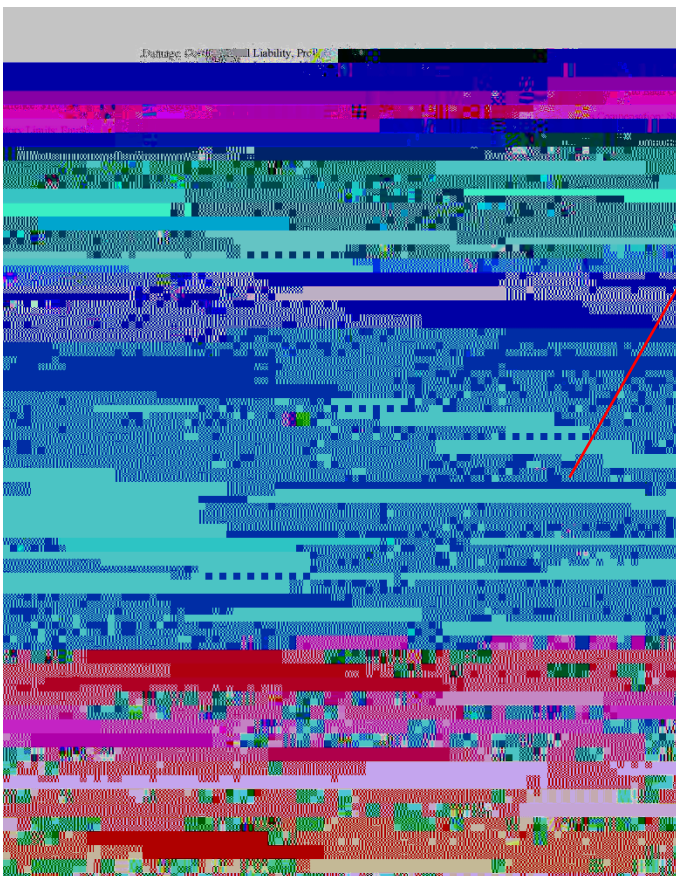


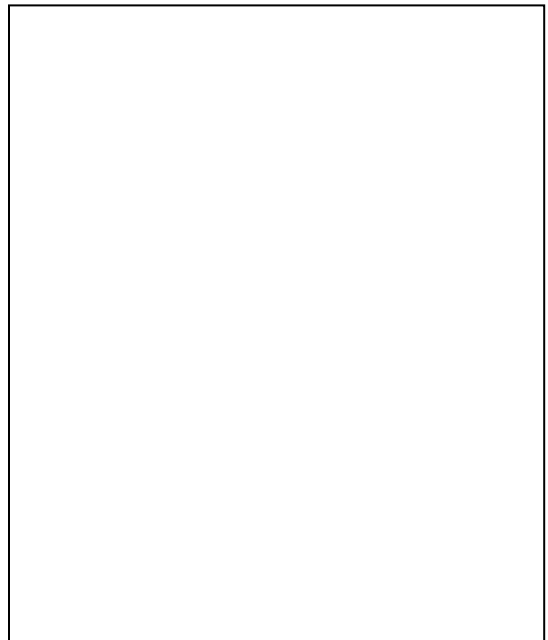
Independent Contractor Agreement (ICA) Checklist

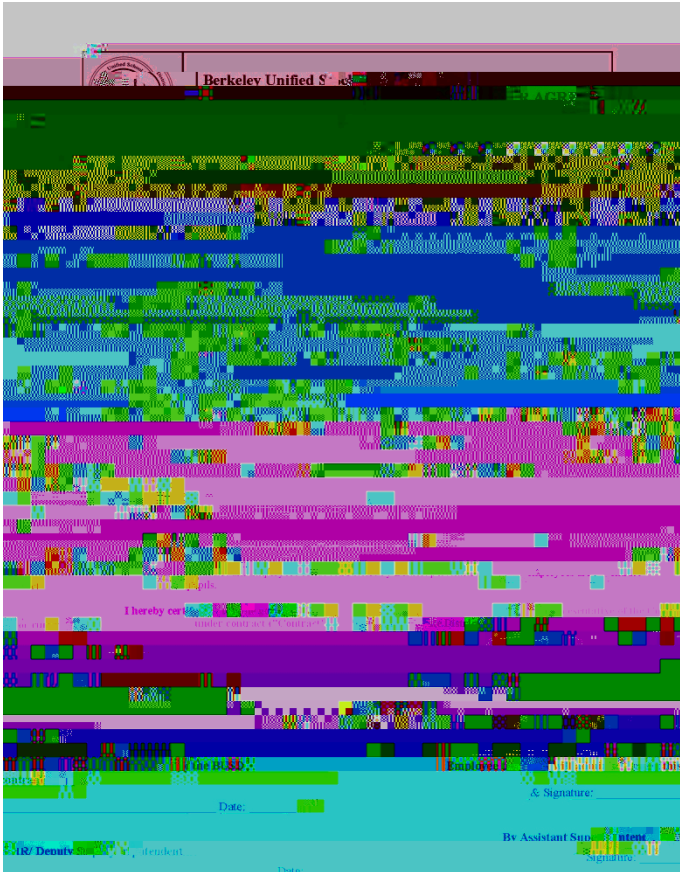
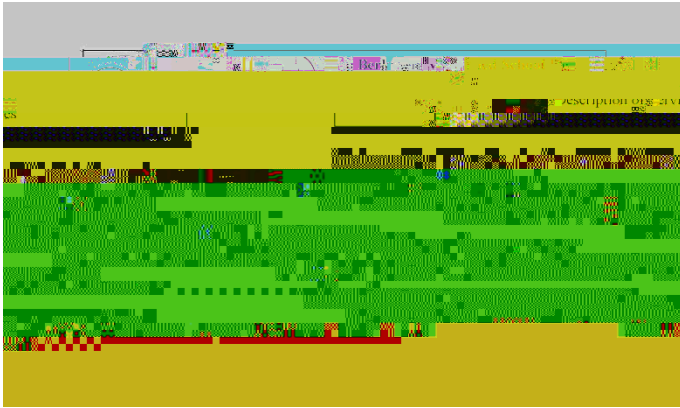


Complete highlighted areas and be sure to include Attachment A, describing the independent contractor's services to be provided.

If the Independent Contractor intends to request an insurance waiver, be sure that they initial this section after reading the guidelines thoroughly. The Deputy Superintendent must approve this request.







The contract must include a description of services in the form of Attachment A.

In Attachment B, the contractor must certify that he/she has complied with fingerprinting requirements or request a waiver. The Contractor and Budget

Best Practices for an Amendment to Contract