

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

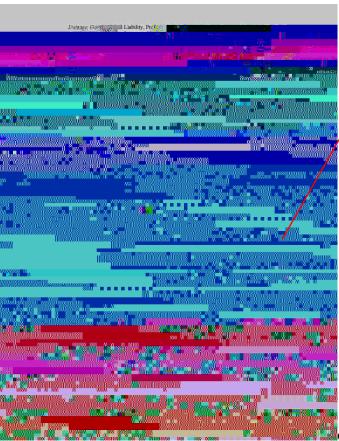


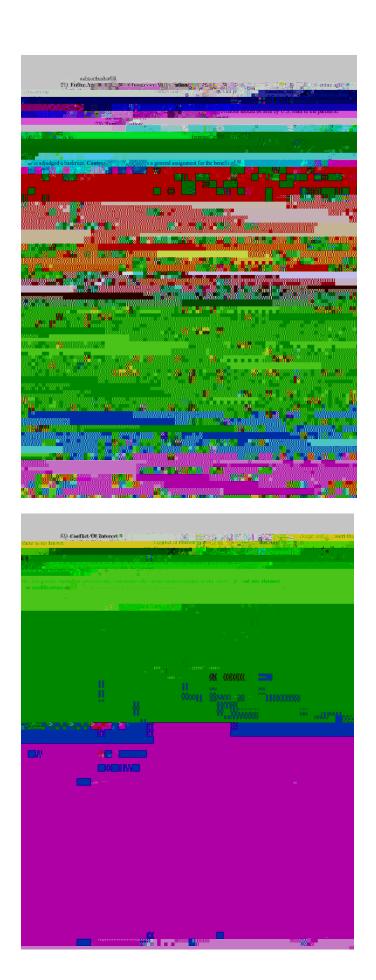


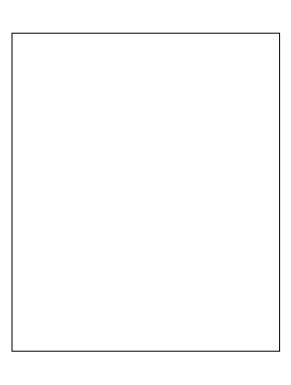
Independent Contractor Agreement (ICA) Checklist

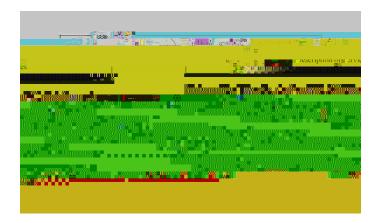
> Complete highlighted areas and be sure to include Attachment A, describing the independent contractor's services to be provided.

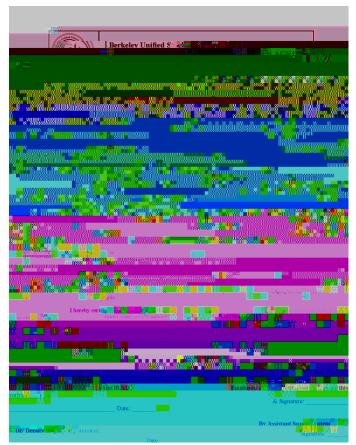
If the Independent Contractor intends to request an insurance waiver, be sure that they initial this section after reading the guidelines thoroughly. The Deputy Superintendent must approve this request.











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 1. When you are extending the terms of your contract or changing the amount of the contract, complete this form and attach it to a requisition. 2. The requisition will be for the amount of the amendment, but the Contract Total Amount on the Routing Form should be for the total contract amount (including the original and the amendment). 3. Be aware that if the amendment puts your total contract above \$10,000, the requisition will need to be submitted to the Board for approval. Allow additional time for this step.