



REQUEST FOR CONTRACT FORM (RFC)

Name of Requester: _____ Extension: _____ Date: _____
 Requisition # (if app.): _____ Board Date & Agenda # (if app.): _____
 Budget Administrator's approval: _____ Date: _____
 Dept. VP Approval: _____ Date: _____

If coordination required with any of the following Departments, please obtain approval signatures:

IT/IS related (Integration/ADA): _____ Police (safety): _____
 F&M (Install/renovation/construction/maintenance): _____

SCOPE OF WORK:

Start Date: _____ End Date: _____ Location (if app.): _____
 Name of Contractor/Consultant/Vendor's Legal Entity (match W-9): _____
 Name of Point of Contact (if different than above): _____
 Legal Authorized Signor's email: _____ Direct Phone #: _____
 Address, City, State and Zip code: _____

Requester must confirm the following with Contractor/Consultant/Vendor:

- Has Contractor/Consultant/Vendor been an employee of WVMCCD as student, faculty and/or staff?
- Has Contractor/Consultant/Vendor been employed within the last 12 months?
- Has Contractor/Consultant/Vendor retired from WVMCCD?
- Has Contractor/Consultant/Vendor retired as a member of either CalSTRS or CalPERS?
- If so, which one? _____

Responsibilities of Contractor/Consultant/Vendor:

Contract Objectives:

Contract Deliverables/Milestones:

Total Not to Exceed Amount (inclusive of all expenses): _____
 OR Rate of Pay: \$ _____ Per: Hour Days Event/Project
 To be paid: 100% after services 50% now 50% after services FOAP: _____

Responsibilities of Requester and Requester's Department:

Point of Contact at College & Title whom will managing responsibilities: _____

TYPE OF CONTRACT REQUEST:

- Consultant Agreement (advisory in nature)
- *Independent Contractor (has a specific skill, performing a specific job for a designated period of time)
- Service Agreement (Misc. services)
- Performer or Lecturer Agreement (performing or speaking at an event)
- Name of Event: _____ Location: _____
- Date of Event: _____ Start and End Times: _____
- Amendment to existing/active Agreement (Describe what needs to be amended under Scope of Work.)
- Vendor's Agreement (non-standard contract review/negotiations). Explain why not using District standard Boilerplate agreement: _____

***EFFECTIVE 1/1/20, MUST ACCOMPANY COMPLETED/APPROVED INDEPENDENT CONTRACTOR CHECKLIST**

ADDITIONAL INSTRUCTIONS & INFORMATION

(PLEASE DO NOT INCLUDE THIS PAGE WHEN SUBMITTING YOUR RFC):

Items to Include with RFC (if app.):

- W9 form for new vendor (send to W9@wvm.edu to set up a new vendor before creating REQ)
- Proposal (if any)
- Copy of original Agreement if amending or if a non-standard contract request

Timeline:

- Upload approved RFC with REQ to initiate contract **3-4 weeks** before start date to allow time for possible negotiations and:
 - Standard Boilerplates will take up to five (5) days for processing from date received.
 - Non-standard requests will take up to ten (10) days for processing from date received. May take longer if legal counsel and/or insurance needed for review.
- Please do not cc on DocuSign. If urgent, less than 5 business days before start date of Contractor/Consultant/Vendor, email approved RFC directly to: kim.habian@wvm.edu and cc: General.Services@wvm.edu. Please include Items noted above.

Legal Clauses:

- Per AP6370, a District employee should not be employed under contract. The IRS scrutinizes the returns of individuals who receive both a W-2 Form and a 1099 Form in the same calendar year from one employer. If a District employee is hired to perform a service outside the scope of their normal duties, he/she must be paid through the payroll process.
- Per CA EDU Code §81644, contract term cannot exceed: 3 years max for material/supplies; 5 years for work/services or apparatus/equipment.