



DARE TO DO MORE

Engaging Consultants – Independent Contractor Agreements

The University may engage individuals or firms to provide services not otherwise available at CUNY. However, before a consultant can be engaged, the end user is responsible for determining that there are no current employees who can fulfill the requirements as part of their duties and that hiring a consultant is less expensive and more economically advantageous than hiring new or additional employees. Note that, pursuant to the Public Officer's Law, no former CUNY employee may be engaged to perform services for CUNY within two years following the employee's separation from service with CUNY, SUNY, New York State agency, or any entity that derives its funds from New York State.

If the requestor believes that a particular consultant is the only one able, or is otherwise uniquely qualified, to perform the services needed, then the end user must:

- a) provide to Purchasing an explanation as to why this one specific consultant is uniquely qualified or the only option to perform the services;
- b) Identify which other consultants were considered;
- c) Explain why each of the other consultants considered were determined to be inadequate, and;
- d) Explain how it was determined that the price being charged is reasonable.

A detailed scope of work, the specific qualifications required, and proposed payment terms are needed for any solicitation effort for the contract. The scope of work must be prepared by the end user/requestor; the scope of work can never be prepared by the consultant who will be providing the services.



LaGuardia Community College

31-10 Thomson Avenue Long Island City, NY 11101

Independent Contractor Agreement (ICA) Checklist

Requestor / End User: _____ Dept: _____
Ext: _____

Provide explanation for consultant as outlined on page 1.

Requested latest copy of ICA document from purchasing

Consultant registered and is active in NYC Financial Management System (FMS) and CUNYfirst as a vendor

Indicate FMS Vendor # _____

Include a completed copy of Scope of Work (SOW) with payment terms

Include a copy of consultant's most current resume / biography

Completely and accurately filled out the ICA document



STOP HERE! Submit this checklist and completed ICA documents to purchasing for review.

Purchasing Agent Review / Approval: _____ Date: _____

After Approval, Purchasing will return documents to you for next step.

Consultant signed and notarized ICA (attach 3 copies)

"Prepared by" section on the agreement signed by end-user

Valid CUNYfirst Requisition # _____



Return original signed copies to Purchasing for execution.

Note: A consultant cannot start working for the college without a fully executed ICA agreement.

Only authorized Business Office / Purchasing staff can sign an ICA.

Contact: 718-482-5525