



DARE TO DO MORE

Engaging Consultants – Independent Contractor Agreements

The LaGuardia Community College Related Entities 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 contracted to perform services for the LaGuardia Community College Related Entities 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.

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.

Suppliers should not perform any work without a fully executed contract and purchase order. To ensure execution allow 4 – 6 weeks prior to event date for processing. LaGuardia Community College Related Entities assumes no liability for goods/services provided without a valid purchase order.

ADDRESS: 31-10 Thomson Avenue
Long Island City, NY 11101

PHONE: 718.482.5000
WEB: www.laguardia.edu





LaGuardia Community College

31-10 Thomson Avenue Long Island City, New York 11101

Contract Checklist

Supplier Registration Package

Active Non-Tax Levy CUNYfirst Supplier? Yes No

Please provide the following:

Supplier Name _____

Supplier Email Address _____

Supplier Telephone # _____

Purchasing will contact the Supplier with directions for the registration process if they are not active.

Contract Package

Completed Detailed Scope of Work (Include Payment Schedule, if Applicable)

Up-to-Date Resume

Up-to-Date Bio

Event Flyer

**Submit Complete Contract Package to Purchasing Department for review.
Incomplete packages will not be accepted.**

I _____ have read and understand page 1, titled

Department Contact Name

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Submission Date: _____ Reviewed by: _____ Review Date: _____

*****This form is to be used only for payments of \$2,000 or more to individuals who are not members of orchestras or ensembles under direction of LaGuardia Community College personnel.*****

EXHIBIT 1

SCOPE OF WORK

[Corporation to provide]

PAYMENT SCHEDULE

(Complete A or B):

- A. Contract Fee for Services \$ _____
- B. Rate per hour/day for Services \$ _____ x hours/days _____ \$ _____

Corporation shall pay the above amount according to the following schedule:

[Corporation to provide]

ADDRESS FOR INVOICES

Contractor shall submit invoices for Services provided on a _____ basis, to the following address: *[Corporation to provide]*