

INDEPENDENT CONTRACTOR AGREEMENT (ICA) INSTRUCTIONS

The Independent Contractor Agreement (ICA) is a BGSU contract completed by the Department prior to purchasing a **SERVICE** from an **INDIVIDUAL**.

INDIVIDUALS are those vendors that would mark their federal tax classification as an “Individual/sole proprietor or single- member LLC” on a W-9 Form. This can include speakers, entertainers, and providers of all general services (installation, maintenance, etc.)

FILLING IN THE ICA FORM...

DATE RANGE in section 1.3 cannot exceed 12 months.

LICENSE referred to in section 1.4 is a professional license. For example, the State of Ohio requires licenses for Massage Therapists and Counselors.

TOTAL AMOUNT that BGSU will pay the Independent Contractor should be less than \$50K. If greater than \$50K, contact Purchasing for competitive bid requirements. Service may be a single event or multiple events having a duration of up to 12 months.

IF PAYING FOR INDEPENDENT CONTRACTOR’S TRAVEL: Reimbursements are not to exceed the limits set by Section 301-11.18 of the Federal Travel Regulation <https://www.gsa.gov/travel/plan-book/per-diem-rates> and as stated in BGSU University Travel Policy 3341-6-47. See Office of Controller’s website for additional information <https://www.bgsu.edu/finance-and-administration/controller.html>

ATTACHEMNT A is a document that must be attached to every ICA. The document needs to describe in detail the services that will be provided, otherwise known as the **Scope of Work (SOW)**. It must also list all **fees and expenses** that will be charged for the services.

SCOPE OF WORK (SOW)

- Detailed description of what services have been agreed upon
- List of expectations
- Date, arrival time and location of services
- Items Independent Contractor will bring
- Items BGSU will provide (mic, podium, whiteboard, bottled water etc.)

FEES AND EXPENSES

- Cost of each service being provided
- Specify if paying by the hour or the job completion
- If paid from a Grant budget include Grant name and number

The Independent Contractor may provide a document listing SOW and Fee information

- If there is not a signature section on the SOW/Fee document, then it can be used as “Attachment A”. Simply label the top of the page “Attachment A” and attach to ICA.
- If there is a signature section on the SOW/Fee document, then it is considered a contract and cannot be used as an Attachment A. Please work with the Purchasing group for assistance.

If the Independent Contractor does not provide a document listing SOW and Fees

- Use the “ICA with Attachment A” form
- Fill in the last page with detailed SOW and Fees

SIGNATURE of ICA should be in compliance with BGSU Delegation of Contract and Signature Policy #3341-1-7