

## INSTRUCTIONS FOR COMPLETING AN INDEPENDENT CONTRACTOR/ CONSULTANT SERVICES CONTRACT (ICC)

Effective January 1, 2015, the formal contract bid threshold has been increased to **\$86,000** for contracts, which are required to be competitively bided and awarded pursuant to Public Contract Code (PCC) Sections 20111 and 20651.

An Independent Contractor/Consultant Services Contract ("ICC") is required for services of **\$600** or more. Contracts over **\$25,000** require Board of Trustees' approval, with the exception of bond funded contracts (Funds 63 & 65). The formal contract bid threshold is used as the Board approval threshold for bond funded contracts. A copy of the Board meeting minutes must be submitted with the ICC packet.

The ICC must be approved by the Chancellor **PRIOR** to service being rendered by any new or continuing contractor/consultant. A new ICC must be submitted for each fiscal year.

Procedures for the ICC process:

1. Information provided by the cost center manager:
  - A brief description for the Scope of Work (SOW)  
Note: See attached SOW is unacceptable and will be returned for correction.
  - Contract completion date
  - Contract amount (plus the hourly rate or rate sheet)
  - Budget codes (all 23 digits)  
Note: Split coding is allowed, but be sure to include the amounts for each budget string.
  - Vendor Number (for new vendors, please submit a vendor application to the Purchasing department)

Note: Please submit an ICC addendum if any of the above items is to be amended.

2. Information provided by the vendor:
  - Street address (P.O. Box is unacceptable)
  - Business license number (if applicable)
  - Social security number or federal tax identification number (required)
  - Vendor's signature approval
3. Supporting documentation required for ICCs:
  - Resume (for individuals) or company overview
  - Detailed Scope of Work/Deliverables or Memorandum of Understanding (MOU)
  - Cover memo to the Chancellor explaining why the service is needed
  - Include the requisition number (open account) and attach print outs from PROMT

4. ICC routing instructions:  
The ICC packet should be forwarded to the College's Business Director for budget review and approval. A printout of the budget overview should be attached to the ICC.

The Business Director will then forward the ICC packet to the College President for review and approval. Note: ICCs generated from District Service Centers require the department's Vice Chancellor's review and approval.

All ICCs should be routed to the District Purchasing department for review (new for fiscal year 2014/15). From Purchasing, the ICC will be routed to the Executive Assistant at the District Finance Office for the Vice Chancellor for Finance and Administration's review and approval. The Finance Office will then forward the ICC to the Chancellor for final approval.

5. Once all of the appropriate signatures have been obtained, the ICC will be logged and a copy of the entire ICC packet will be sent back to the College Business Director. Originals will be stored at the District Finance Office.

Note: A copy of the approved ICC must be attached to each invoice and submitted to the District Accounts Payable department for payment processing. Accounts Payable will not pay invoices without a fully executed ICC.

Please keep in mind that active employees *cannot* be independent contractors. If you would like a copy of the District's guidelines for hiring an independent contractor and/or a questionnaire to determine if the company or individual meets the IRS standard of being a contractor vs. an employee of the District, please visit the Business Services webpage at <http://web.peralta.edu/business/finance-contacts/independant-contractor-guidelines/>