

Contract for Services Checklist

The Contract for Services is a University approved form. When using this form, or other University-approved forms, completing the following steps will assist in proper implementation and payment.

Prior to Entering into a Contract for Services

- Contractor has been evaluated for Independent Contractor Status
 - To start the evaluation process, submit a completed **Independent Contractor Classification Checklist** and **Vendor Information Form** (substitute W9) to Payables via P2P_Payables@boisestate.edu.
 - Independent Contractor Approval is not authorization to begin services **without** a contract in place.
- Procurement has been contacted for bidding approval
 - If your contract is above \$10,000, please verify that your contract is not subject to bidding by contacting the Procurement and Vendor Services at 426-1283 for more information.
- Software contract has been approved by SARB/OIT. If not please submit SARB [request](#).

Completing the Contract for Services:

- 1) Scope of Work details the services to be provided
- 2) Term of Contract
 - CANNOT exceed one year
 - Start Date CANNOT be prior to signature dates. Contractor cannot begin work until a fully executed contract is in place
- 3) Fee for Services – MUST choose only one
 - Hourly/Event – both “Per Hour” and “Not to Exceed” MUST be completed. The “Not to Exceed” box does not constitute a properly executed contract
 - Flat Fee – this is the TOTAL amount the contractor will be paid for the services as described under 1) Scope of Work
- Signatures:
 - Only individuals who have been delegated signature authority by the VPFA office have the permission to sign on behalf of the University, and only up to certain amounts. To find out who has signature authority in your department, please contact the VPFA office at 426-1483 or the Office of the General Counsel (OGC) at 426-1203.
 - Contracts which exceed Departments’ signature authority should be signed by the VPFA. Contracts of this nature should be routed to the Office of the General Counsel with a completed **Contract Routing Form**.
 - Services CANNOT begin until a Fully Executed Contract is in place.
 - Boise State Standard Contract Terms and Conditions should be included with the contract and each page should be initialed by the Contractor and Authorized Signor.

Routing the Contract for Services:

If the Contract for Services meets the following criteria, it should be routed to the Office of the General Counsel:

- Contract is not on a Boise State University approved Standard Form.
- Boise State University approved Contract for Services Form has been revised, modified, or altered in any way, including the deletion of any terms and conditions or the addition of terms and conditions through a scope of work.
- Contract exceeds department’s signature authority amount.
- The cumulative total of the contract is indeterminate and/or addendums/amendments cause the original contract to exceed designated signature authority.

To Route, submit the following documents online from the OGC website:

- Fill out online Contract Routing form.
- Contract from vendor or revised Contract for Services form.
- Copy of Independent Contractor verification Email from Payables.
- Copy of Procurement and Vendor Services (\$10,000 & over) verification Email *if applicable*.
- Copy of Risk Management Email (waiving #18) *if applicable*.
- Copy of SARB/OIT verification email *if applicable*