



Independent Contractor (Consultant) Checklist Revised 2/25/2010

Prior to submitting a purchase order and Independent Contractor Agreement to VMRF Purchasing for an Independent Contractor, the following items must be completed:

1. Does the individual have a City, State, County or Federal business license or tax identification number, other than a Social Security number? Yes No

If yes, process purchase order as you would any requisition for supplies, products or services and indicate the business license or I.D. number on the vendor account number line.

If no, continue with checklist.

NAME OF INDIVIDUAL:

2. Is the individual currently a VA employee? Yes No

If yes, the individual cannot be an Independent Contractor with VMRF.

3. Is the individual currently a VMRF employee **OR** has this individual been a VMRF employee at any time in the past twelve months? Yes No

If yes, the individual cannot be an Independent Contractor with VMRF.

4. Is the payment for services being made to or on behalf of a U.S. citizen or legal permanent resident? Yes No

If no, please contact the VMRF accounting office for further assistance.

5. Has this individual rendered services to VMRF previously? Yes No

If yes, when?

6. Does the individual have privileges to see patients at the VA? Yes No

7. Clearly describe the services to be provided by the individual.

8. Where will the services be performed (please list the specific location such as home address, lab, etc.)?

9. If your purchase order exceeds \$10,000, can you provide quotes from other suppliers of same services? Yes No

If you cannot supply the above, you must allow time for Purchasing to seek other bids for the services required.

10. Will the individual require training or instruction from a member of your department?
Yes No

11. Will the department be furnishing equipment, materials and/or space to the individual?
Yes No

If yes, clearly define what the department will be supplying and/or at what location the individual will perform the services.

If no, state where the services will be performed and what supplies and/or equipment the individual will be supplying.

12. Will the department establish hours and guidelines under which the individual will be expected to perform the services?
Yes No

13. Does the department retain the right to change the methods or direction established by the individual to perform and complete the services?
Yes No

14. Will the individual be performing stated services alone? Yes No

If no, who will be assisting the individual and who will be responsible for payment to assistants?

15. Is the individual using a personal automobile as described in VMRF Contractor Agreement, VIII., B.?
Yes No

If yes, attach a Certificate of Insurance to the Contractor Agreement.

16. How many hours per week and weeks per month do you anticipate the individual will be working for your department?

17. Does the individual perform same or similar services for clients other than VMRF?
Yes No

18. Does the individual advertise same or similar services to the general public? Yes No

If yes, in what media?

19. Is a resume, curriculum vita or similar supporting documentation attached to the Independent Contractor Agreement? Yes No

When reviewing the checklist, the following factors must be taken into consideration:

Item #1

If the answer is yes, the individual would not be what VMRF defines as an Independent Contractor and the purchase order would be submitted the same as that for any business.

Item #9

Any quotes received by the department must be attached to the purchase order.

Items #10 through #13

If the answer to these questions is yes, then a clear and defined Employer-Employee relationship exists and the individual cannot be retained as an Independent Contractor. The department must then retain the individual as an employee of VMRF.

Item #14

If the individual is hiring others to work with him/her to perform the services required, it must be clearly stated within the purchase order that all taxes, worker's compensation and other liabilities are those of the Independent Contractor.

Items #16 through #18

This information is used to determine whether or not the individual does, in fact, work as an Independent Contractor under normal circumstances. If not, then further review by Purchasing will be required to determine if the individual can be retained as an Independent Contractor, should be referred to Personnel, or if the department will be required to seek another source for the services.

The hiring of Independent Contractors is always under close scrutiny by the State and Federal governments and it is each department's responsibility, as well as that of Purchasing, to ensure that VMRF is at all times in compliance with the guidelines established by these agencies.

I have reviewed, understood, and approved this checklist for submission.

I have provided a copy of the INDEPENDENT CONTRACTOR INFORMATION to the proposed Independent Contractor.

Requestor Signature/Title

Date

ATTACH THIS COMPLETED, SIGNED CHECKLIST TO PURCHASE ORDER.

INCLUDE COPY OF RESUME, CURRICULUM VITA OR OTHER DOCUMENTATION.