



**FOLSOM LAKE COLLEGE**  
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF120044SA**

CHANGE ORDER 8/6/12 SA #40265

PO Date: Jul 27, 2012

Date Required:

Ordered By: B. HANEY

Requisition #: FLC-BSO

VENDOR: BRAVERMAN-BIRCH, JESSICA  
472 WILLIAMS STREET  
FOLSOM CA 95630

SHIP TO: FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

BILL TO: FOLSOM LAKE COLLEGE  
ATTN: BUSINESS SERVICES  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

PH: 916-351-5855

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	TO PROVIDE SERVICES AS SPECIAL EVENTS COORDINATOR FOR: FOLSOM LAKE COLLEGE FOUNDATION ANNUAL SIGNATURE FUNDRAISING EVENTS				
	PER LRCCD SERVICE AGREEMENT NO. 40265 AND ATTACHED PROPOSAL FROM: 02/01/2012 - 09/30/2012				
	2013 PO REBUDGET COORDINATOR FEE- TO BE PAID IN 3 MONTHLY INSTALLMENTS OF \$1562.50/EACH, UPON RECEIPT OF INVOICE AND FOLSOM LAKE COLLEGE APPROVAL OF SERVICES RECEIVED	1.00		\$4,687.500	\$4,687.50
2	REIMBURESABLE EXPENSE - PRIOR APPROVAL REQUIRED INVOICE(S) w/ ORIGINAL RECEIPTS REQUIRED FOR REIMBURSEMENT	1.00	EA	\$1,000.000	\$1,000.00
	THIS PURCHASE ORDER FOR SERVICE AGREEMENT #40265 FROM: 07/1/2012 - 09/30/2012				
	SEND ALL ORDER COMPLETION NOTICES, INVOICES & RECEIPTS FOR THIS PURCHASE ORDER TO: BUSINESS SERVICES - ATTN: BRENDA HANEY haneyb@flc.losrios.edu				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

8/6/12 - Change Order - Line 2 - Reimbursable  
Expense increase from \$300 to \$1,000.  
Per REQ# 34800 dated 7/30/12.

State Tax %

Sub Total

State Tax

Shipping

Total PO Amount

All shipments, invoices, and correspondence must be identified with our Purchase Order Number  
Direct all deliveries and delivery documents to the SHIP TO address.  
Direct all correspondence and invoices to the BILL TO address.  
NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE

*Katherine Kuklin* 8/7/12

**FOLSOM LAKE COLLEGE**  
EL DORADO CENTER • RANCHO CORDOVA CENTER

**CHECK ONE**

- ASG(71,72)
- College Act. Trust(81.89)
- Foundation(83)
- IR(13, 14)
- Three Stages(55)

**CAMPUS-BASED REQUISITION**

DATE 7/31/12  
 VENDOR Jessica Birch-Brauerman  
 ADDRESS 472 Williams Street  
 CITY Folsom  
 STATE CA ZIP 95630  
(916) 932-6956

REQ. # CBF 34800  
 PO REQUIRED (circle one) YES  NO   
 P.O. # CBF Chg Order to PO # CBF 12004454  
 DATE REQUIRED \_\_\_\_\_

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Party supplies from multiple vendors for				1000
2	One Night Benefit Gala				
3					
4	Not to exceed \$1,000.00				
5					
6					
7	Increase line # 2 -				
8	Reimbursables from \$300 to \$1,000				
9					
10					

**Check Distribution**

- Call Student, Hold for pick up # 916-932-6956
- Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_
- Forward to \_\_\_\_\_
- Inter-Campus mail to \_\_\_\_\_
- USPS mail
- Other Reimburse when receipts are submitted

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	<u>1000</u>

Account Name	<u>BANFL</u>	Bus Unit	<u>4550</u>	Account	<u>183</u>	Fund	<u>FL-CP FOUN</u>	Department	<u>70903</u>	Program	<u>10000</u>	Class	<u>16405</u>	Project	<u>\$ 1000</u>	Amount
Account Name		Bus Unit		Account		Fund		Department		Program		Class		Project		Amount

AUTHORIZED Jessica Birch  
 Club Officer/Requestor  
 APPROVED Lee Howard  
 Faculty Advisor/Administrator

Business Services Use Only

Budget Checked  Vendor ID 756  
 Voucher # \_\_\_\_\_ Date \_\_\_\_\_  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_



FOLSOM LAKE COLLEGE  
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway  
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SERVICE AGREEMENT #40265

PO Date: Jul 27, 2012

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Ordered By: B. HANEY

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	Shipping/Handling (taxable)				

INSTRUCTIONS:

Sub Total

State Tax %

State Tax

Shipping

Total PO Amount

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NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE

*Kathleen Buckley* - 7/30/12

## PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all **claims**, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORs who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.



FOLSOM LAKE COLLEGE  
EL DORADO CENTER-RANCHO CORDOVA CENTER

**CAMPUS-BASED REQUISITION**

1/20/12

DATE

VENDOR Jessica Braverman Birch

REQ. # CBF 33012

ADDRESS 472 Williams Street

P.O. # CBF \_\_\_\_\_

CITY Folsom

DATE REQUIRED \_\_\_\_\_

STATE CA ZIP 95630

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Fees to cover a special events coordinator to				\$12,800
2	assist in putting together the Folsom Lake				
3	College Foundation Annual Signature Fundraiser				
4	event.				
5					
6	See attached Scope of Work and LRCCD Service				
7	Agreement #40265				
8					
9					
10					

**Check Distribution**

Call Student, Hold for pick up # \_\_\_\_\_

Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_

Forward to \_\_\_\_\_

Inter-Campus mail to \_\_\_\_\_

USPS mail \_\_\_\_\_

Other \_\_\_\_\_

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	\$12,800

Account Name BANFL / Bus Unit 5100 / Account 83 / Fund FL.CP.FOUN / Department 70903 / Program 00000 / Class 6700 / Project \$12,800 / Amount

Account Name \_\_\_\_\_ / Bus Unit \_\_\_\_\_ / Account \_\_\_\_\_ / Fund \_\_\_\_\_ / Department \_\_\_\_\_ / Program \_\_\_\_\_ / Class \_\_\_\_\_ / Project \_\_\_\_\_ / Amount \$ \_\_\_\_\_

AUTHORIZED *Jessica Braverman Birch*  
Club Officer/Requestor

APPROVED *Jessica Braverman Birch*  
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked D Vendor ID 756

Voucher # \_\_\_\_\_ Date \_\_\_\_\_

Warrant # \_\_\_\_\_ Date \_\_\_\_\_

LOS RIOS COMMUNITY COLLEGE DISTRICT  
SERVICE AGREEMENT

(Information on the purchase order and the back of this form  
are part of this Agreement. Please read this important information.)

No. 40265

Attachment to Purchase Order No. \_\_\_\_\_

This Agreement entered this 20th day of Jan 2012 by and between the Los Rios Community College District (District) and  
(CONTRACTOR), Jessica Braverman Birch CONTRACTOR No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Business Name (if different) \_\_\_\_\_ FIN No. \_\_\_\_\_

Check One: Sole Proprietorship  Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Check One: U.S. Citizen  Resident Alien \_\_\_\_\_ Non-resident Alien \_\_\_\_\_

Telephone No. (916) 351-5855 (SSN or FIN No. must be provided for payment)

Address 472 Williams Street City and State Zip Folsom, CA 95630

Are you now or have you been an employee of the District? Yes \_\_\_\_\_ No  If yes, Date \_\_\_\_\_ Location \_\_\_\_\_

Are you related to an employee of the District? Yes \_\_\_\_\_ No  If yes, who \_\_\_\_\_

GENERAL CONDITIONS:

1. **Scope of Work.** CONTRACTOR shall perform specific services as set forth below (attach separate schedule if necessary, and reference the attachment).

The term of this Agreement is from (date) February 1, 2012 to (date) September 30, 2012

See attached Scope of Work

2. **Integration, Amendments.** This Agreement (front & back) and the purchase order constitute the entire Agreement by the parties. No other representations, whether oral or written are part of this Agreement except that the following document(s) are part of this Agreement: \_\_\_\_\_

\_\_\_\_\_ All amendments to this Agreement must be in writing and signed by authorized representatives of both parties.

3. **Compensation.** For its services hereunder, CONTRACTOR shall be paid a sum of money not to exceed \$ 12,500 during the term of this Agreement. Payment of this amount shall be made in accordance with established District payment schedules, and is contingent upon the CONTRACTOR submitting an invoice to the District Accounts Payable Office, and upon receipt of verification of services satisfactorily rendered (receiver) by the appropriate College/District Administrator. plus \$300 for extra expenses with approval.

Payment terms are: \$12,500 total based on \$1,562.50/mo x 8 months Payment will be mailed to address on purchase order.

Payment Dates: Last day of each month beginning February 2012 and ending September 2012.

4. **Termination.** The DISTRICT shall have the right to terminate this Agreement for convenience at any time and for any reason by giving thirty (30) days written notice of such termination to CONTRACTOR. In the event of termination, DISTRICT may proceed with the work in any manner deemed proper by DISTRICT and the DISTRICT's costs shall be deducted from any sum due CONTRACTOR under this Agreement and the balance, if any, shall be paid to CONTRACTOR upon completion of the work. DISTRICT may also terminate this Agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants contained herein at the time and in the manner provided in this Agreement.

5. **Licenses, Permits, Etc.** CONTRACTOR represents and warrants to the DISTRICT that CONTRACTOR has, and shall keep in effect, at its sole cost, all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for CONTRACTOR to practice its profession or provide any services under this Agreement.

Signature below by CONTRACTOR indicates that all parts of this Agreement have been read, understood and accepted.

Name of CONTRACTOR (Printed) Jessica Braverman Birch

Signature of CONTRACTOR Jessica S. Braverman Birch Date 1/20/12

Requisition No. 33012

Jessica Braverman Birch  
472 Williams Street  
Folsom, CA 95630  
(916) 932-6956  
jbravermanbirch@gmail.com

**Proposal for Event Planning and Coordination  
Folsom Lake College/Three Stages Performing Arts Center  
Signature Fundraising Event**

In collaboration with volunteer committees, FLC Staff, and Board members, plan and oversee all logistical aspects of the Folsom Lake College/Three Stages Signature Fundraising Event ("Signature Event") scheduled for August 2012. Serve as liaison between college administration, event committee, vendors and volunteers.

- Attend event committee meetings and respond to needs of event chairs and committee members as necessary.
- Meet regularly with college president/designee to review planning, identification, progress and finalization of all work tasks associated with "Signature Event."
- Serve as main point of contact to restaurant and winery sponsors and other vendors or businesses involved with "Signature Event" to ensure smooth logistics coordination. Schedule tours with vendors as needed.
- Act as liaison between Aramark and food and beverage vendors to ensure proper coordination for logistical needs, workspace, and supplies.
- Negotiate pricing and maintain event budget
- In conjunction with Volunteer Coordinator and Three Stages staff, oversee event volunteer efforts including set-up, "day of" and clean-up/tear-down volunteers.
- Assist committee with fundraising-specific aspects of event (sponsorships, drawings) as needed and as determined by college president and event planner.
- Oversee additional event planner to be hired for on-site coordination of vendors

**Project timeframe: February 2012 – September 2012**

**Total compensation for project: \$12,500, plus \$300 for extra expenses with approval**

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
Service Agreement Certification Form**

Requisition No 33012  
Description of Services \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to contract for services. Before a requisition can be processed, the following certificate must be completed indicating that the required service meets the Ed Code criteria.

**Section I**

The requisition will not go forward for processing unless you answer yes to at least one of the questions below:

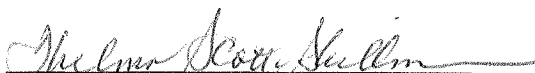
- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Is this a continuing Service Agreement that was in place before January 1, 2003?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. The necessary services are either unavailable within the District workforce, cannot be satisfactorily performed by employees, or are very highly specialized. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment.                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Contracting out is necessary to avoid a conflict of interest or other legal problem, or where an outside perspective is needed.                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. The service is needed to respond to an emergency. The contract shall be no longer than sixty days.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff.                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. The services are so urgent, temporary or occasional that the delay in the District's hiring process would frustrate the purpose.                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**Section II**

If the services do not fall within one of the above exceptions, the requisition will not go forward unless you answer yes to all of the following questions:

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. There clearly will be actual overall cost savings.  | <input type="checkbox"/> | <input type="checkbox"/> |
| a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work.  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor.                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The services are not being contracted out solely to save money.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract does not cause the displacement of District employees.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The savings must be large enough that market fluctuations will not tip the balance.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The amount of savings must clearly justify the size and duration of the contract.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The contract must be publicly bid.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions.    | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house.     | <input type="checkbox"/> | <input type="checkbox"/> |

If the services do not qualify under Section I or II, then the services must be completed by District staff and the requisition cannot be processed.

Certified by:   
(Dean or other Authorized Signature)

Date: 1/20/12



## LOS RIOS COMMUNITY COLLEGE DISTRICT INDEPENDENT CONTRACTOR vs. EMPLOYEE CHECKLIST

This questionnaire is to be used to determine if an individual is an independent contractor or employee. The individual should be consulted where necessary to answer all questions. If you believe that the individual qualifies as an independent contractor, submit a requisition, service agreement, checklist, and any explanatory attachments. The contract will not be valid until a Purchase Order is issued, and no agreements should be made nor should work commence before that time. Due consideration should be given to all questions, since the penalty to the originating department for misclassification is approximately 50% of the contract amount. For more information see the District Purchasing Guide. If you have any questions or require assistance, please contact the Director, Accounting Services at the District Office.

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| 1. Has this person ever been employed by the District? If so, please explain when and in what capacity _____  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Does the work include teaching, training, facilitating, counseling, curriculum development, workshops, seminars, or any other function related to education? If so, please explain _____ | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Will the District exercise any control, direction or supervision of the contractor? If so, please explain _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

If the answer to any of the above questions is "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why, and continue to question #4. If the answer to all of the above questions is "No", continue to question #4.

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| 4. Must this individual perform the services (as opposed to the individual subcontracting or assigning the work to others)? Please explain to what extent the individual may or may not hire/subcontract others to do the work _____ | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Has this individual worked for the District as an independent contractor in the past? If so, please explain the nature of past services (for what period, continuous vs. intermittent, how many hours, etc.) _____                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6. Can the contractor quit for any reason other than the District's breach of contract?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Can the District terminate the contract for any reason other than the contractor's breach of contract?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

If the answer to three or more of these questions 4 through 7 are "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why and continue to question #8.

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| 8. Does the individual operate an independent trade or business, offering these same services to the general public? If so, please ask the individual what proportion of their annual revenues are obtained from the District:<br>Less than 25% - _____ Between 25% & 50% _____ Over 50% _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Does this individual have a substantial investment in his/her business, maintain facilities, own/rent equipment, etc.?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Does the individual provide all materials, supplies, and support services necessary for performance of this service? If no, please explain _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Does the individual bear the cost of any travel and business expenses incurred to perform this service (no District reimbursement)?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer to questions 8 through 11 is "Yes", and the answer to questions 1 through 7 is "No", this individual can be classified as an independent contractor.

The above information has been compiled and reviewed per District Guidelines:

Originator: Shelene Scott Mullen

Date: 1/20/12