

General Process to hire an Independent Contractor:

*****Work may not begin with vendor until a Contract is fully approved and signed by Contracting Department. Otherwise, a Confirming Order Justification form will need to be completed by the PI and signed by the Dean's office. The PI would need to explain why policy was not followed and work started before a Contract was approved. (Form attached).**

1. **Vendor set-up:** Please provide full legal name, address, email address of the vendor. Address should be the same as would appear on their W-9 Form. Please do not collect the W-9 form from the vendor for security reasons. The vendor will receive and email from our UCD Vendor department with instructions to upload their W-9 form securely.

This step may take 2 days to 2 weeks depending on Vendor desk workload/routing.

2. **General information:** Please provide specifics of the project/work:
 - a. Account to charge:
 - b. Amount total for duration of project/contract:
 - c. Approximate date range of services:
 - d. Basic description of services to be provided:

3. **Forms:**
 - a. Pre-hire form (attached): to be completed by initiator/PI
 - b. Scope of work (attached): to be completed by vendor
 - c. Potential conflict of interest form if applicable

4. **Submission to Contracting:** Once the Vendor has been approved, General information clarified, and Forms completed, the business office (Galina in this case) will submit request to Contracting for approval. Contracting request at least 2 weeks to review/approve on their end. They will contact the technical contact if clarification will be needed. Once approved, they will email the signed Contract to the vendor and to the PI/technical contact. The business office will confirm with the PI as well. Then – work may begin.

This step may take 2 days to 4 weeks or longer if additional information will be required by Contracting.