

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR
FOR \$49,999 AND UNDER**

INFORMATION AND INSTRUCTIONS

The purpose of this ‘short form’ contract is for one-time contracts for services or contracts where the contract authority will not exceed \$49,999 over the life of the contract. If the contract amount is \$50,000 or greater, or an agency has reason to believe the contract may be amended and the contract authority would exceed \$50,000, this contract form **is not** to be utilized. In those contracting situations the standard eight page template Contract for Services of Independent Contractor must be used. All contract templates and reference materials can be found on the Purchasing Division’s website, <http://purchasing.nv.gov>, under the Contracting Toolbox link.

COMPLETING THE FORM

Section	Instructions
Agency Name	Provide all requested information regarding the contracting agency, including a point of contact.
Contractor	Provide all requested information regarding the independent contractor, including a point of contact. Do not include the contractor’s social security number, State-issued vendor number, T Number or any other personal information.
Contract Term	Identify the start and end date of the contract.
Notice	Identify the number of calendar days required for notice of termination. The default is 30 days. Section 7A in this contract is written to provide unilateral termination without cause only to the State. The parties can mutually agree to terminate without cause. Consider whether these provisions are appropriate for your contract. Please contact your agency’s Certified Contract Manager if you have questions or if you require different notice or termination provisions.
Scope of Work (SOW)	Clearly and succinctly describe the services to be performed by the vendor, either within the table provided or as incorporated in Attachment AA. The SOW should be quantifiable criteria written so expectations are adequately described and mutually understood, and can be structured by milestones, deliverables or processes. This will minimize misunderstanding and reduce the State’s potential liability risk. Any Attachment, if used, shall not include any terms that contradict the terms of the Contract document to which it is attached.
Consideration	This section can be modified to clearly identify the payment methodology for the services specified in the Scope of Work, i.e., in full upon completion, percentage of completion, or based on specific deliverables, etc. All payments should be upon receipt of an invoice and subject to agency approval. Agency approval shall be timely and not unreasonably withheld. The contract not to exceed amount shall not be more than \$49,999, inclusive of any subsequent contract amendments.

Section	Instructions
Insurance Schedule	This form of contract does not use a separate insurance schedule. Automobile liability and professional liability coverage may be deleted if not required. Insurance limits may be modified with the concurrence of the Division of Risk Management and your Deputy Attorney General. If the nature of the work requires insurance other than that which is listed in Section 12, contact Risk Management to request a waiver.
Required Signatures	<p>The required signatures for the short form contract are as follows:</p> <ol style="list-style-type: none"> 1) Independent Contractor, 2) Contracting Agency Authorized Signature 3) Deputy Attorney General 4) Clerk of Board of Examiners
Approving Body	Subject to contract approval, the effective date that work may start, will be the date the contract is executed by the Clerk of the Board, on behalf of the Board of Examiners. [NRS 333.700(7)]