

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR
FOR LESS THAN \$50,000**

INFORMATION AND INSTRUCTIONS

1. The purpose of this ***‘Short Form Contract’*** is for one-time Contracts for Services or Contracts where the Contract authority will be less than \$50,000 over the life of the Contract.
2. 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 be equal to or exceed \$50,000, this Short Form Contract **is not** to be utilized.
3. In those contracting situations the standard Contract for Services of Independent Contractor form **must** be utilized.
4. All Contract templates and reference materials can be found on the Purchasing Division website at: <http://purchasing.nv.gov/Contracts/ToolBox/>
5. Instructions for completing the Short Form Contract are noted in the table below:

SECTION # AND TITLE	INSTRUCTIONS
CETS #	Enter the appropriate CETS #.
Solicitation #	Enter the appropriate solicitation number.
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 or any other personal information.
Section 1 - Contract Term	Identify the start and end date of the contract.
Section 2 - Notice	Identify the number of calendar days required for Notice of Termination. The default is 30 days. <i>Section 7A, Termination Without Cause</i> 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. Contact your agency’s Certified Contract Manager (CCM) if you have questions or if you require different notice or termination provisions.
Section 3 - Scope of Work (SOW)	Clearly and succinctly describe the services to be performed by the contractor, either within the table provided or as incorporated in <i>Attachment AA</i> . 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.

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	Any Attachment, if used, shall not include any terms that contradict the terms of the Contract document to which it is attached.
Section 4 - Consideration	<p>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.</p> <p>All payments should be based upon the receipt, review and acceptance of the deliverable(s) and upon receipt of an invoice and subject to agency approval. Agency approval shall be timely and not unreasonably withheld.</p> <p>The Contract not to exceed amount shall be less than \$50,000, inclusive of any subsequent Contract Amendments.</p>
Section 12 - Insurance Schedule	<p>The Short Form Contract does not use a separate insurance schedule.</p> <p>Automobile liability and professional liability coverage may be deleted if not required.</p> <p>Insurance limits may be modified with the concurrence of the Division of Risk Management and your Deputy Attorney General.</p> <p>If the nature of the work requires insurance other than that which is listed in Section 12, contact Rick Management to request a waiver.</p>
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) Contract Agency Authorized Signature; 3) Deputy Attorney General; and 4) Clerk of the Board on behalf of the 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]).