Shoreline Community College - District Number Seven  
16101 Greenwood Avenue North, Seattle, WA 98133-5696  
Non-Employee Agreement for Services

This Agreement is made and entered into on [ENTER FULL DATE HERE] between Shoreline Community College - District Number Seven, hereinafter called the “College,” and [ENTER FULL CONTRACTOR NAME HERE], hereinafter called the “Contractor.” The Contractor address is: [ENTER COMPLETE PHYISICAL/BILLING ADDRESS HERE].

This agreement shall be effective with the signatures of authorized representatives for the College and the Contractor, and the issuance of a purchase order (as applicable) by the College purchasing authority through established procedures. Additionally, any agreement for personal service contracts of $10,000 or more, including amendments, are subject to Revised Codes of Washington RCW39.26.10 and/or RCW28B.10.029. This contract shall terminate on [ENTER FULL DATE HERE].

## DESCRIPTION OF SERVICES TO BE PROVIDED

The Contractor agrees to provide the following services as described below or on attached documents (include scope of work with date(s) of service, project deliverables, deadlines, reports, etc.)

|  |
| --- |
| [ENTER DESCRIPTION HERE.] |

## COMPENSATION AND PAYMENT

Compensation shall not exceed the amount of [Enter total dollar value here in numerical format. Example: $8,500.00] and shall be payable upon completion of services provided by the Contractor.

## NONDISCRIMINATION

Nondiscrimination Requirement. During the term of this Agreement, Contractor, including any of their officers, employees, or agents, hereafter referred to collectively as “Contractor,” shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor shall give written notice of this nondiscrimination requirement to any labor organizations with which the Contractor has a collective bargaining or other agreement.

Obligation to Cooperate. Contractor shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor has engaged in discrimination prohibited by this Agreement pursuant to RCW 49.60.530(3).

Default. Notwithstanding any provision to the contrary, the College may suspend Contractor upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Agreement, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until College receives notification that Contractor is cooperating with the investigating state agency. In the event Contractor is determined to have engaged in discrimination identified at RCW 49.60.530(3), the College may terminate this Agreement in whole or in part, and Contractor may be referred for debarment as provided in RCW 39.26.200. Contractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Agreement termination or suspension for engaging in discrimination, Contractor shall be liable for agreement damages as authorized by law including, but not limited to, any cost difference between the original agreement and the replacement or cover agreement and all administrative costs directly related to the replacement agreement, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. College shall have the right to deduct from any monies due to Contractor or that thereafter become due, an amount for damages Contractor will owe College for default under this provision.

## PAYMENT PROCESSING

For shorter-term contracts, please complete an internal College Voucher Request Form (VRF) with relevant ctcLink budget codes. Submit the VRF and an invoice from the Contractor with a description of service(s) that includes date(s) of service, who provided service(s), time spent, and cost or hourly fee amount of service(s). For longer-term (annual) contracts, you may elect to generate a purchase order in ctcLink. For annual POs (encumbrances), no VRF is required. Please send VRFs (as applicable) with invoices to:

Shoreline Community College  
**Financial Services – Accounts Payable**[accountspayable@shoreline.edu](mailto:accountspayable@shoreline.edu) 16101 Greenwood Ave. N.  
Shoreline, WA 98133

## CONTRACTOR ACCEPTANCE & STATEMENT

The Contractor hereby acknowledges that they are acting as an independent contractor to provide the goods and/or services outlined in this agreement to the College, and that no employee/employer relationship exists between the College and the Contractor. The Contractor further accepts responsibility for reporting and payment of local, state, or federal taxes which may be due and payable as a result of this agreement.

I hereby certify that I am authorized to sign as the Contractor or the agent thereof, and hereby accept the terms, conditions, and compensation as specified in this agreement.

Contractor’s Signature: Date:

Print Name: Title:

Email: Phone:

Federal Tax Identification/SS #: **(Please attach a current W-9 form)**

College Budget Number: (ctcLink budget code)

College Signing Authority: Date:

Joe Mazur, MS-CIS, CPA

Vice President, Business & Administrative Services