

How To Hire a Short-Term Non-Employee Contractor or Vendor



IMPORTANT: A short-term, non-employee contractor or vendor is typically one person or a small business that is hired for services they will provide during a single fiscal year that WILL NOT exceed \$10,000.00 (taxes included).

1. Click <https://www.shoreline.edu/intranet/forms.aspx> to download the template and forms needed.

Business & Administrative Services

- ➔ • [Contract Signing Protocol](#)
- [Credit Card Purchase Authorization Form](#)
- ➔ • [Employee-Independent Contractor Guide](#)
- [Maximum Lodging Exception Form](#)
- [Meals & Light Refreshments Form](#)
- ➔ • [Non-Employee Agreement for Services \(Word\)](#)
- [Purchase & Contract Signing Authority QRG](#)
- [Voucher Request Form](#)

2. Complete the *Non-Employee Agreement for Services* (NEAFS) contract template, entering all required data within [bracketed] areas. Remove brackets once data is entered. **Save As** a PDF document and send to contractor for signature and date. Be sure to include ctcLink budget code.
3. Click [IRS W-9 \(March 2024\)](#) to download and send to contractor for completion, signature, and date. Only first page needs to be returned by contractor. Other pages are instructions for the contractor and may be discarded.

NOTE: For efficiency, you can send the NEAFS and W-9 together to the contractor for completion of IRS W-9 form and then request their signature and date on both documents. Be sure to add start and end dates for the contract.

4. Complete the *Employee or Independent Contractor Guide* and send to the **Executive Director of Human Resources** with completed, signed, and dated NEAFS and W-9 **for review and signature approval**. This form is used for auditing purposes to ensure the College, as a state agency, is not hiring contractors for services that are intended to be executed by employees of the College.
5. Complete the *Contract Signing Protocol* to ensure that you as the hiring manager have reviewed the contract carefully for accurate scope of work, expected deliverables (outcomes), legal issues, insurance and/or liability issues, adequate budget resources, reasonable fees/compensation (market competitive), and any technology that may be required to fulfill the contract. **The Executive Director of TSS must review and sign this form if the agreement is for software, hardware, or technology services installation.**
6. Combine the *NEAFS*, contractor/vendor W-9, *Employee or Independent Contractor Guide*, and *Contract Signing Protocol* documents into one PDF document. Send to Executive Assistant for the VP of Business and Administrative Services for review and signature approval by the VPBAS.
7. Send fully executed copy of NEAFS packet to Purchasing & Procurement Supply Specialist 3 (purchasing@shoreline.edu) for contractor/vendor setup as SUPPLIER in ctcLink so College can issue payment upon completion of services and receipt of invoice from contractor/vendor.