PURPOSE
This document aims to outline the approval process for the hiring of Independent Contractors at San Francisco State University by providing guidance around required forms and who to contact with questions.

DEFINITION
An Independent Contractor (IC) is engaged in a distinct occupation, profession, business or trade not regularly part of University business; agrees to do a specific piece of work for an agreed upon fee; provides services to non-University clients; and supplies their own tools and work space.

Independent Contractors are not eligible to participate directly or indirectly in University benefit programs and the University is not required to verify immigration status under Immigration Reform and Control Act provisions.

APPROVAL PROCESS
The following forms can be submitted concurrently to their corresponding administrative department (except for the requisition).

IC Status Determination Form
Human Resources

The Twenty-Four Factor Test is used to help determine whether the individual who is performing the services is an Independent Contractor. This form must be accompanied by a supplemental document outlining: contact information for the IC, scope of work, deliverables, estimated timeframe, total cost, and any other expenses. The Business Unit (BU) can submit this form to HR for review and approval via email, inter-office mail, or hand-delivery. BUs who need access to the IC Status Determination Form and SOW Template should email Mark Manansala at manansala@sfsu.edu

Vendor 204 Form
Fiscal Affairs

The information captured on this form is considered confidential and should not be emailed to anyone. The independent contractor can fax the completed form to the Business Unit, and the form can either be hand-delivered or sent via inter-office mail to the Vendor Coordinator in ADM 358. See form for complete instructions.

Proof of Insurance
Risk Management

Proof of insurance must meet the Campus’ minimum insurance requirements for ICs. If for some reason, there is a request to waive certain insurance requirements, BU must submit the IC Insurance Requirement Waiver Request Form to Risk Management via email, inter-office mail, fax, or hand-delivery. Risk Management will make a determination as to whether the insurance requirements can be waived and follow up with the Business Unit if further action is required.

Requisitions must only be submitted after the preceding 3 steps have been completed.

Requisition
Procurement

Once the three steps above have been completed, the BU can enter a requisition. After the BU has approved the requisition, it will be assigned to a Procurement team member for review. Procurement will review and follow up if additional information is required. If all requirements are met, Procurement will determine whether the Scope of Work is acceptable to proceed with contract execution.