**What is The Purpose of an ICA?**

Independent contractor agreements (ICA’s) are essential for the school district to manage vendor relationships effectively, ensuring legal and financial protection. ICA’s define responsibilities, payment terms, and deliverables, which helps in compliance and budget control. These legal contracts detail service expectations minimizing risks and fostering productive partnerships.

An ICA is needed **before** a school or department wants to use the service. This ensures the terms of the arrangements with the vendor are understood and agreed to by both parties, before services are rendered.

**When Do I Need an ICA?**

Generally, ICA’s are needed whenever the District (including schools) wants to use a vendor to perform services. Below are three criteria to help you decide if an ICA is required. If **any** of the below situations apply, then an ICA is required.

1. The contractor is performing services at a school or department during work hours.
2. The contractor encounters students or has access to student education records.
3. The cost of the services that the vendor is providing is greater than $20,000.

There are several additional exceptions, as noted below and in the pages following this document.

* **Military or College Recruitment:** An ICA is not required for branches of the military or colleges that are on-site for recruitment purposes
* **Spirit or Artwork:**  An ICA is not required for approval of artwork, unless the approval includes terms, pricing, or some form of contractual commitment.
* **Business Meetings:**  An ICA is not required for business meetings that are held on campus.
* **Annual Career Fairs: A**n ICA is not required for vendors or participants who participate in annual career fairs.
* **Athletic Honorees: A**n ICA is not required for athletic honorees who are honored at athletic or school events.
* **Scholarship Donors : A**n ICA is not required for vendors, businesses, or individuals who are on campus for the purpose of presenting scholarship funds.
* **School Interview Projects:** An ICA is not required for individuals or businesses who participate in school-wide interview projects.
* **Guest Speakers** An ICA is not required if the guest speaker is unpaid, or if the guest speaker is speaking at a non-school site or after school hours at a school site.

All Purchasing guidelines for vendor quotes must be followed. [Please refer to the Instructions for Obtaining Quotes document for details.](https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/1823/Tutorials/Quotes%20for%20Purchases_revised%202-6-24.pdf)

**How Do I Arrange for Charter Buses? Is an ICA required for this?**

* The district has a contract with Amador Stage Lines, and Amador should be used whenever possible.
* If Amador can't provide a bus, email Lorie Ramirez in Purchasing.
* Once verified, Lorie can approve the use of a different provider.
* If a new vendor is needed, an ICA will be required.

**Do I need an ICA for Portable Toilets?**

* Yes, an ICA is required for each school that needs portable toilets.

**Do I need an ICA for Fundraising Events?**

* Yes, an ICA is required if a vendor is involved and if the fundraising event is held on campus.

**Do I need an ICA for Food Trucks?**

* Yes, because of liability issues, an ICA is required for food trucks.

**Do I need an ICA for Blood Drives?**

* Yes, because of liability issues, an ICA is required if the blood drive is taking place on campus or if they interact with students.

**Do I need an ICA for ASVAB Testing?**

* No.

**Do I need an ICA For Yearbook and Athletic Team Pictures?**

* Yes, an ICA is required for yearbook and athletic photography vendors.

**Do I need an ICA for ACT Bootcamp?**

* Yes, an ICA is required for ACT Bootcamps, if the school is hiring the company. However, if the ACT Bootcamp is simply using our facilities and is being paid by parents, then a Facility Use Agreement is required.

**Do I need an ICA for Athletic Game Filming?**

* Yes, an ICA is required for outside vendors who wish to film athletic events.

**Deliveries**

* Do I need an ICA forVending Machines?
  + Yes, an ICA is required if the items are being installed into a vending machine.
* Do I need an ICA forother deliveries?
  + No, deliveries under the supervision of staff do not require an ICA. However, if there are services being performed, an ICA is required. An example is if a vendor is simply delivering bags of fertilizer, an ICA is not required, but if that vendor is spreading the fertilizer on District property, an ICA is required.

**Do I need an ICA for Military or College Recruitment?**

* No, an ICA is not required for branches of the military or colleges that are on-site for recruitment purposes

**If I have a meeting that includes a vendor and/or a vendor is present, do I need an ICA?**

* No, an ICA is not required for a discussion with a vendor as long as no services are being performed.

**Do I need an ICA for Booster, PTO, or PTA Meetings?**

* No, an ICA is not required for Booster, PTO, or PTA meetings.

**Do I need an ICA for Spirit or Artwork?**

* No, an ICA is not required for approval of artwork, unless the approval includes terms, pricing, or some form of contractual commitment.

**Do I need an ICA for Business Meetings?**

* No, an ICA is not required for business meetings that are held on campus.

**Do I need an ICA for Annual Career Fairs?**

* No, an ICA is not required for vendors or participants who participate in annual career fairs.

**Do I need an ICA for Athletic Honorees?**

* No, an ICA is not required for athletic honorees who are honored at athletic or school events.

**Do I need an ICA for Scholarship Donors?**

* No, an ICA is not required for vendors, businesses, or individuals who are on campus for the purpose of presenting scholarship funds.

**Do I need an ICA for School Interview Projects?**

* No, an ICA is not required for individuals or businesses who participate in school-wide interview projects.

**Do I need an ICA for Guest Speakers?**

* An ICA is required if the speaker is being paid and is on a school site during school hours and speaking to students.
* If the guest speaker is speaking at a non-school site or at a school site during off hours and is paid less than $20,000, no ICA is required.

**Do I need an ICA for Free Services?**

* An ICA is still required If the service is on school property or involves students or student records (except as noted above).
* Your ICA will be for zero dollars ($0.00).
* Purchase Requisitions
* Because of limitations in BusinessPLUS, You will need to create a purchase request for $1 to complete the approval process in BusinessPlus
  + Enter 1 in the “Quantity” field and $1.00 in the “Unit Price” field.
  + Follow the regular steps for ICA PR entry

**Do I need an ICA for Volunteers?**

* As defined in WCSD Board Policy 1500 and Nevada Revised Statutes, a WCSD Volunteer refers to any person, aged 18 and older who is not a district student, who helps or assists a school or the district, regardless of compensation or benefit, with activities, athletics, functions, programs, and/or tasks, including but not limited to, in a classroom, on school grounds, at a school/District sanctioned activity, at a school/district sponsored event, or on a school/District sponsored trip.
* For example, a volunteer is typically an individual who assists a school on their own behalf, rather than as a representative of a business. (i.e. parent, guardian, etc.).
* ICA’s are not required for Volunteers, but the person needs to go through the background check and application process with the Volunteer Services Department.

**Are there any District-Wide ICA’s?**

* As of the 2024-2025 school year, district-wide ICA’s that cover vendors at multiple locations are not available.
* The Purchasing Department can work on such agreements. If you feel there is an opportunity for a District-wide ICA, i.e., for vendors that work at multiple schools, please contact Lorie Ramirez in the Purchasing Department.

**If I intend to use the same vendor for services year after year, do I need to prepare and have signed a new ICA each year?**

* No, in that situation, you can prepare and have signed a multi-year ICA with that vendor up to a term of five (5) years. If you did that, you will need to submit a purchase requisition (PR) in BusinessPLUS each year for the services being performed for that fiscal year and then attach the multi-year ICA.
* Please remember that if the dollar amount of the multi-year contract is $100,000 or more, the ICA must go on the Board of Trustees agenda for Board approval. Also, please remember that District policies and regulations require a competitive solicitation process to select a firm for professional services above $10,000.

**What if the Vendor Wants to Use Their Own Contract Form, and not the ICA?**

* This is allowed but will result in additional time for Purchasing and the Office of General Counsel to review the contract.
* If the vendor prefers to use their own contract, it must encompass all elements included in the ICA and pass the document review process.
* Please reach out to Purchasing if a vendor prefers to use their own contract.

**What about Artwork that includes WCSD School Logos?**

* All WCSD and School Logos shall follow the branding guidelines.

**What about Truckee Meadows Community College and the University Of Nevada?**

* If there is an existing WCSD contract or agreement with TMCC or UNR, no ICA is needed for work related to that contract or agreement.
* Please contact the Purchasing Department for inquiries regarding contracts or agreements with TMCC and UNR.

**What Do I Do If I Think a Vendor Has an Existing Contract, Agreement, or MOU In Place?**

* If there is a current WCSD contract that meets all ICA requirements, an ICA is not needed for work related to that contract.
* Please contact the Purchasing Department for inquiries regarding contracts or agreements with existing vendors and businesses.

**Important Links**

WCSD Branding Guidelines: <https://www.washoeschools.net/page/1265>

Facility Use Agreement: [Facilities Management / Community Use of Facilities](https://www.washoeschools.net/Page/3675)

Volunteer Form: <https://www.washoeschools.net/Domain/91>

**For Additional Information**

* For questions about how to fill out the ICA form, please call or email Jessica Valdovinos in the Office of Business and Financial Services.
* For questions about liability insurance or requirements, please call or email Thomas Wood, Risk Manager.
* If you have a question not answered by this FAQ page, please call or email Tami Hanson, Purchasing Department.