



ICA Step by Step

Download the ICA form from the WCSD website: <http://www.wcsdpolicy.net/search.php?search=AP-F006&rd=TRUE>

Please start this process at least 4 weeks prior to service.

You (not the vendor) complete the document.

1. Justification form:
 - a. Who you are hiring?
 - b. Who is responsible for them?
 - c. Why are you hiring them?
 - d. How are you paying for them?
 - e. Principal or Department Head Name and Date
2. Screening to Determine Potential Status as independent contractor:
 - a. Are they eligible to be an independent contractor or should they be an employee? **IRS requirement.**
 - b. Principal or Department Head Sign and Date
3. Independent Contractor Agreement. This is the actual contract.
 - a. Documentation of the services and costs as agreed upon.
 - b. Descriptions should align with the justification sheet.
 - c. Obtain W-9 from Vendor
 - d. Obtain Insurance Certificate from Vendor (\$1,000,000 General Liability, \$300,000 Auto, and District is named as additionally insured on all)
 - e. To be signed by the contractor (after the site fills out everything). **Site does not sign this contract.**
4. Is the Contractor requiring their own contract signed in addition?
 - a. If so, the contract must go through document review. Please complete the Document Review Form and attach vendor contract (DO NOT SIGN VENDOR CONTRACT).
 - b. Link: http://www.wcsdpolicy.net/search.php?search=AF_3326&rd=TRUE
 - c. Follow directions on the document review form. If document passes the review (purchasing/legal), then purchasing will sign the contract and return to you. Contact purchasing with questions.
5. Fingerprinting:
 - a. Does the vendor or individual working for vendor require fingerprinting?
 - b. Principal or Department Head Sign and Date
 - c. If they must get fingerprinted
 - i. Provide the signed fingerprinting form to the vendor
 - ii. Vendor must go to our School Police/Fingerprint Office (not an outside fingerprinting service) and be fingerprinted.
 - iii. The Fingerprint Office will provide the completed form back to the originating department/school.
6. Public Disclosure Form:
 - a. Must be completed by Contractor.
 - b. Must be completed by WCSD staff requesting contract.
7. Review:
 - a. All sections are complete
 - i. Fingerprinting form is signed by Fingerprint Office if applicable.

- ii. Public Disclosure forms are complete and signed.
 - iii. Document Review form is complete if applicable.
- b. W-9 has been obtained
- c. Insurance certificate(s) has (have) been obtained from the vendor and includes:
 - i. General Liability (not Professional) with \$1,000,000 of coverage
 - ii. Auto Insurance with \$300,000 of coverage
 - iii. WCSD is additionally insured on **both** Auto and General Liability (not just “certificate holder)
- 8. Attach all documents to a Purchase Request (PR):
 - a. Make sure to select “IC” and “AT” under requisition code
 - b. PR will route through BusinessPLUS for all other required approvals
 - c. Purchasing signs ICA after all BusinessPLUS approvals are obtained.
- 9. Purchasing will send out a copy of the printed PO and the signed contract to the Vendor and to the site.
 - a. **DO NOT START SERVICES UNTIL YOU RECEIVE THE COMPLETED AND SIGNED ICA AND THE PO IS FULLY APPROVED.**

Recent changes:

- **(effective 10/1/18) Grant Funded ICA’s:** If the ICA exceeds \$10,000 and utilizes federal funds, then the site will be required to get three (3) quotes and award to the lowest vendor, unless/until the site has filled out the sole source paperwork and it has been approved by Purchasing. For all procurements, including professional services (ICA’s), the federal requirements are more strict than State law. Please allow sufficient time for processing.
- **(effective 9/27/19) Public Disclosure Forms:** Per NRS 281A.020, NRS 281A.400 and Board of Trustees Policy 4505. A form should be completed by the contractor as well as the employee requesting the contract.

Upcoming changes:

- Past employees providing services similar to when they were employed will not be eligible to be an independent contractor for a period of time (up to one year) after employment.
- The official contract will be separated from the District required support documents.

Common hold ups on processing an ICA:

- Incomplete forms
- Non-compliant insurance certificate

Examples of unusual circumstances:

- Prom requiring services off property paid with District Funds or Student Activity Funds – ICA IS REQUIRED.
- Offsite training for WCSD Employees exclusively – ICA IS REQUIRED.
- Offsite training that is held and multiple companies participate, not just WCSD – ICA IS NOT REQUIRED.
- Dogs or other animals coming on to District Property whether paid or not – ICA IS REQUIRED

Contacts:

- Business Office Accounting Manage: 348-0317
- Business Office Account Technician: 348-0307
- Purchasing Assistant Supervisor: 850-8024
- Risk Manager: 348-3854