



Procedure 202-08 Independent Contractors and Entertainers

Sponsor: Business and Administrative Services

Purpose

Assist faculty and staff through the process of hiring Independent Contractors and Entertainers when specialized skills, knowledge, resources and experience are needed.

Definitions

None

Procedure

Independent Contractors

When specialized skills, knowledge, resources, and experience are needed, and an existing staff or District service department cannot provide that reasonably, such services may be obtained from firms or individuals outside the District on a fee-for-service or Personal/Professional Services Contract basis.

The contract should require the performance of a task, project or study to be completed within a given time frame. The relationship with the District is that of an independent contractor, and the District has no right to supervise or control how the work required by the contract is done. The independent contractor is solely responsible for the results specified by the contract.

Examples of Independent Contractor Services include but are not limited to:

1. Auditing, accounting, financial services
2. Legal services
3. Medical and health services
4. Appraisals
5. Research
6. Grant writing
7. Consulting services
8. Surveys and studies

The requisitioning department may select the firm or individual to perform the services. Selection should be on the basis of the best qualified at a fair and reasonable price. Written documentation, identifying the necessity for selection of a particular Contractor, absent of competition, shall be supplied by the requisitioning department and become part of the procurement package. However, the Director or Purchasing and Auxiliary Services shall reserve the final decision in determining the need for competitive bidding and type of contract used.

The Independent Contractor's contract must be approved and signed by the Director of Purchasing and Auxiliary Services up to \$50,000, by the Executive Vice President or designee for those contracts over

\$50,000 up to \$100,000, and by the President for those contracts over \$100,00 up to \$250,000. The District Governing Board must approve the President signing contracts of \$250,000 or more in value.

Entertainer Fees

A properly executed contract shall authorize payment for entertainer fees. In order to expedite payment to the entertainer (to meet many entertainers' requirements for payment immediately after the performance), contracts shall be approved and signed at least 10 days prior to the performance. Contracts up to \$50,000 will require signature by the Director of Purchasing and Auxiliary Services. Contracts over \$50,000 and up to \$100,000 will require signature by the Executive Vice President. Contracts over \$100,000 and up to \$250,000 will require signature by the President. The District Governing Board must approve the President signing all contracts of \$, 250,000 or more in value.

References

A.R.S. § 41-2513

Procedure History

10/25/2019 New and Adopted by Executive Leadership Council

10/10/2024 Updated to reflect changes made to 202-06

07/07/2025 Revised Sponsor from Purchasing and Auxiliary Services to Business and Administrative Services

Legal Review

None (the contents of this procedure are substantially from state laws and procurement codes)