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Instructions for use of the Short Form Contract for Guest Speakers, Performers, and Miscellaneous Services

The Short Form Contract is a tool that can be used for small dollar, low risk services, where limited additional review is required. The form has been updated to capture all of the information needed to execute a contract for these services. The Short Form Contract is appropriate for use for the following types of services:

1. Services less than \$10,000
2. Services with no personal interaction with students or minors
3. Services with no apparent risk of injury or property damage
4. Services with a limited period of performance

For use of the Short Form Contract, it is essential that a complete Statement of Work be included. This Statement of Work should also be listed on the purchase requisition accompanying the Short Form Contract. A complete Statement of Work must include, at a minimum:

1. Description of Services: Name of the event (if appropriate), list of tasks to be performed, all deliverables or milestones
2. Period of Performance: When the services are to start and end
3. Payment: How and when the contractor is to be paid ex. lump sum, daily or hourly (lump sum preferred)

Independent Contractor Determinations: An [Independent Contractor Determination Form](#) is not required for the following:

1. Guest speakers and performers.
2. Contractors who are incorporated,
3. Services less than \$600
4. Approved form on file within the last 3 years for similar services.

For all other services an [Independent Contractor Determination Form](#) must be submitted as part of the requisition backup.

For services that do not meet the requirements for use of a Short Form Contract, the Statement of Work and other requisition backup should be provided to Procurement and a Contracting Officer will issue a Professional or Non-Personal Services Contract as needed.

University of Alaska
Short Form Contract for Guest Speakers/Performers/Miscellaneous Services

THIS CONTRACT, entered into by the University of Alaska and the Contractor named below, documents the entire understanding of the parties regarding the services to be provided. This agreement becomes effective only when signed by the contractor and a University of Alaska Procurement Officer.

NAME AND ADDRESS OF CONTRACTOR:
(Contractor may not be a current UA employee.)

Name of Contractor

Address

Address

City/State/Zip Code

Phone Number/E-mail

NAME AND ADDRESS OF UA DEPARTMENT:

University of Alaska

Department, Unit or Division Name

Address

City/State/Zip Code

Department, Unit or Division Contact

A complete statement of work is the best way to ensure that services under contract meet user expectations for timeliness and quality. Please include the best information you can provide for all three sections (Description of Work, Period of Performance, and Payment Terms). A contractor's proposal may be substituted if it contains the required information for all sections. See the Short Form Contract instruction page for explanations regarding the types of information needed for each section. Please ensure that the information provided is as complete and accurate as possible. For example the name of an event is not an adequate Description of Services.

1. Description of Services

2. Period of Performance Start Date: End Date:

3. Contract Amount

4. Payment Terms

5. INDEMNIFICATION: Contractor shall indemnify, save harmless and defend the University, its Board of Regents, officers, employees and agents from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of the Contractor, subcontractor, or anyone directly or indirectly employed by them in the performance of this agreement. All contractors' activities will be at it's own risk and contractor is given notice of it's responsibility to guard against physical, financial, and other risks as appropriate.

6. TERMINATION: This contract may be terminated at no cost to either party upon _____ days advanced written notice (30 days unless otherwise indicated). This contract may also be terminated in whole or in part in the best interest of the University, or terminated for default if the contractor fails to make delivery of work products or perform services within the specified time.

7. OTHER: Contractor is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This contract is governed and construed by the laws of the State of Alaska, federal laws, local laws, and regulations and ordinances applicable to the work performed. The Contractor shall be cognizant and shall at all times observe and comply with such laws, regulations, and ordinances which in any manner, or in any way affect the performance of this contract.

8. INSURANCE: The responsible Procurement Officer may require proof of applicable insurance prior to job performance. By signing this Short Form Contract, the Contractor acknowledges that they, and their subcontractors, of any tier, are responsible for obtaining their own Workers Compensation Insurance in compliance with the requirements of the State of Alaska and maintaining this insurance throughout the contract performance period.

Signature of Contractor

Printed Name and Title

Date Signed

Signature of Procurement Officer

Printed Name and Title

Date Signed