

GUILFORD TECHNICAL COMMUNITY COLLEGE
Professional Services Agreement

Important: GTCC may contract with an individual not employed by the college business that is not owned by a GTCC employee. **If the individual or business has not been approved previously for independent contractor status by the Purchasing Office prior to completing this form.**

Guilford Technical Community College, hereinafter referred to as the College and

hereinafter referred to as the Contractor, enter into this agreement for professional services as described below in Item I for the period and rate of pay indicated.

/ X The Contractor Agrees:

To provide professional services as follows: _____

B. Rate of Pay: \$ _____ per hour OR _____ per month

OR Flat Rate Not to Exceed: _____

C. Period Covered: From: _____ To: _____

D. Source of Funds: Budget Code: _____

Budget Manager Signature: _____

E. Except for applicable withholding on non resident contractors (Payments may be subject to 4% withholding for NC income taxes); payment of all Federal and State income taxes and Social Security applicable to the compensation received is the responsibility of the Contractor and not the College.

F. The Contractor is responsible for all liability and worker's compensation insurance and acknowledges that the College is not responsible for any insurance for the Contractor or its employees. The Contractor must attach a current certificate of insurance to this agreement. The Contractor also agrees to all NC General Contract Terms and Conditions (Contractual and Consulting Services) and all GTCC Codes of conduct and acknowledges that this is an e-procurement contract.

G. The rate of pay specified above includes all expenses of the Contractor, including travel and subsistence.

H. The Contractor agrees that this agreement may be terminated by the College either due to cause, financial exigency or cancellation of a course due to lack of students or funds.

The College Agrees:

To make payment within thirty (30) days of the completion of services rendered as provided in Item I B above and upon receipt of an invoice itemizing services furnished and certified by the responsible Director/Division Chair.

III. Attest:

A. Contractor: _____
(Name) (Present Employer)

Address: _____
(Street) (City) (State) (Zip)

_____ (Contractor's Federal ID#) (Signature) (Date)

B. College Representative: *(Only President, VP of Business & Finance/CFO or Director of Purchasing & Contract Administration are authorized to sign this contract on behalf of the College. This is not a binding contract without one of those signatures.)*

_____ (Name) (Signature) (Title) (Date)