

GUILFORD TECHNICAL COMMUNITY COLLEGE
Professional Services Agreement

Important: GTCC may contract with an individual not employed by the college or with a business that is not owned by a GTCC employee. *If the individual or business has not been approved previously for independent contractor status, contact 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.

I. The Contractor Agrees:

To provide professional services as follows (describe below; attaching a Scope of Work and/or Proposal):

B. Rate of Pay: Hourly: _____ Number of Hours: _____ OR Daily: _____ Number of Days: _____

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.

II. 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 the 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)

STATEMENT OF PURPOSE: The information on this contract is being gathered to confirm the tax information of a contractor entering into a service agreement with the College