

# Hofstra University

## Contract Information Form (to be attached to all proposed contracts)

1. VENDOR/CONTRACTOR INFORMATION:

Contractor

Name 1 : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

2. UNIVERSITY ORIGINATOR OF CONTRACT: (Person most familiar with details and responsible for implementation)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No: \_\_\_\_\_

3. BRIEF EXPLANATION OF CONTRACT (including benefit to University):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. HOW WAS VENDOR SELECTED? (explain prior work performed for University, Relationship to University, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complete, accurate contractor name must appear on contract. If the vendor is a corporation, the contract must be signed by a corporate officer indicating he/she is an officer having authority to sign on behalf of the corporation.

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5. COMMENCEMENT DATE (work may not commence until contract is executed and insurance certificate received and approved): \_\_\_\_\_

6. TERM OF CONTRACT: \_\_\_\_\_

7. COST OF CONTRACT: \_\_\_\_\_

8. BUDGET APPROVAL:  
(indicate budget codes): \_\_\_\_\_

9. IS THE CONTRACT ON A STANDARD HOFSTRA UNIVERSITY FORM?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. HAS THE STANDARD FORM OF CONTRACT BEEN ALTERED IN ANY WAY?

Yes \_\_\_\_\_ No \_\_\_\_\_

11. ARE REQUIRED INSURANCE CERTIFICATES ATTACHED?

Yes \_\_\_\_\_ No \_\_\_\_\_

12. SHOULD SIGNED CONTRACT BE RETURNED TO DEPARTMENT, OR SENT TO VENDOR OR SOMEWHERE ELSE? (specify below)

\_\_\_\_\_  
\_\_\_\_\_

13. ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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***REQUIRED FOR ALL CONTRACTS WITH AN INDIVIDUAL***

*Please complete this checklist in order to assist us in determining whether an individual is appropriate for a consultancy relationship with Hofstra. This checklist is not exhaustive and it is not necessary to satisfy each factor.*

NAME OF CONSULTANT: \_\_\_\_\_

Consultant is not currently an employee of Hofstra University. (Current employees of Hofstra University may not be hired as a consultant, stop here.)

Consultant is not a former employee of Hofstra University.

Consultant operates as a business and holds itself out to the public as a provider of the type of services it is performing for Hofstra University.

Consultant does not require any training by Hofstra nor does Hofstra provide any training to Consultant.

Consultant performs some or all of the services or project at a location outside of Hofstra's premises.

Consultant supplies his/her own equipment or materials.

Consultant has the right to control the day-to-day aspects of the project, as well as the manner, method and means by which the project is completed, including delegation to its own staff, setting work hours, etc.

Consultant invoices Hofstra University in order to be paid for services.

Consultant is not held out to third parties as an employee of Hofstra University.

Project involves an area or a service where outsourcing to nonemployees is customarily recognized as acceptable and common in the educational industry.

Consultant's project or services involves something not traditionally performed in house by employees of Hofstra.

Consultant is not required to report to anyone at Hofstra or attend regular department meetings and makes his/her own schedule.

Consultant is free to perform similar work for others as well as for Hofstra.

Hofstra has little or no management or supervision of Consultant for this project.

Consultant is not provided a Hofstra ID, Hofstra email address or an office on Hofstra's premises (please cross off if not applicable).

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I hereby certify that I have completed or reviewed the contents of this checklist on the date indicated by my name, and I attest to the accuracy of the contents of this checklist.

SIGNATURE OF UNIVERSITY OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_