

This Agreement is entered into between North Dakota State University - _____ hereinafter referred to as "NDSU" and _____ hereinafter referred to as "Contractor".

Name and Address of Contractor:

Name: _____

Address: _____
Street Address City State Zip

Phone #: _____

Is Contractor a current NDSU Employee? Yes No

If yes, all NDSU employees must be paid through the HR/Payroll System. Please see *Relationship of the Parties* section below. (Contracted Services Agreements cannot be used for employees.)

Is Contractor a past NDSU Employee? Yes No If yes, list last date of employment: _____

Services: The services the Contractor agrees to provide are:

Time: The Contractor shall perform the services to the satisfaction of NDSU at the following date(s) and time(s):

Compensation: NDSU agrees to pay the Contractor as follows:

Relationship of the Parties: It is mutually agreed the Contractor is an independent contractor and not an employee of NDSU for purposes of this agreement. It is understood that the Contractor is not subject to the supervision and control of NDSU. No agency, employment or partnership is created by this Agreement. Each of the parties will be solely and entirely responsible for its own acts and/or the acts of its employees or agents. No benefits provided by NDSU to its employees, including unemployment and workers' compensation insurance, will be provided to the Contractor or his/her/its employees.

Disclosure: "NDSU has an obligation to make information available to the campus on where to get information about Registered Sex Offenders who are working on NDSU property. You are obligated to inform NDSU Campus Police, in advance of any of your employees being on NDSU property, of any such employee who is a Registered Sex Offender. This obligation includes property owned or controlled by NDSU that is at locations other than the main campus (for example, the Equine Center, Downtown Campus, Research Extension Centers, etc.)."

Non-discrimination: The Contractor agrees that no part of this Agreement shall be performed in a manner which illegally discriminates against any person on the basis of age, color, physical or mental disability, pregnancy, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. Veteran.

Certification: Acceptance of this contract constitutes certification that the Recipient is not proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Contractor Signature Date

Print Contractor Name
Are you a U.S. citizen, U.S. national, or a permanent resident of the United States? Yes No
Are you a current or past NDSU Employee? Yes No

If yes, please see *Relationship of the Parties* section above.

Dept Authorized Signature Date

Print Dept Authorized Name

NDSU Director of Purchasing Signature Date

Print Director of Purchasing Name

Please print this form.
Route this form to:
Purchasing
17 Old Main
Phone: (701) 231-8954
Fax: (701) 231-7050