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| MIT LOGO | **Independent Contractor Information**  **To be Completed by Requisitioner**  [**Definitions & Instructions**](http://vpf.mit.edu/site/sourcing_procurement/policies_procedures/independent_contractor_instructions) | **Requisition #** |

**1. Contractor’s General Information:**

Name:

Business Address:

Phone #:      Fax #:      Email:

**2. Contractor Citizenship Information:**

Where will the work be performed? Inside U.S. Outside U.S.

If “Inside U.S.”, which of the following applies: U.S. Citizen Resident Alien Non-Resident Alien

*Type of Visa:*

If a foreign citizen, what is the country of citizenship?

**3. Please Answer ALL of the Following (Yes / No):**

1. Is the proposed independent contractor presently or formerly affiliated with MIT as an

employee, student, faculty member, or independent contractor?

2. Is the proposed independent contractor an employee at another organization?

3. Is the proposed independent contractor a full-time student of any institution?

4. Are the services to be provided comparable to those performed by other MIT employees?

5. Will the contractor supervise any MIT employees?

6. Will the contractor receive detailed supervision by any MIT employees?

7. Will anyone provide direction and/or instruction to the contractor on how to complete the work?

8. Will the contractor perform his/her work at MIT?

9. Will the contractor’s work hours be set by MIT?

10. Will the contractor be assigned MIT office space and/or require MIT administrative services?

11. Will additional services of this contractor be required after completion of this contract?

***\* A YES answer to ANY of the above must be explained \****

**4. Period of Performance:**

From:      /      /      To:      /      /

**5. Compensation:**

Compensation Rate $       Per       (hour, day, etc.)

Total # of hours, days, etc. (from above) of services **X**

Total estimated cost of services $

Total estimated cost of travel $

Other       $

Total Estimated Cost of Contract $

**6. Required Documentation:**

**The following information must be submitted as a package to VPF Sourcing & Procurement**:

1a. A resume and client list which document the contractor’s independent contractor status or website which clearly shows the business purpose and experience/clients of the contractor.

1b. If the contractor is a first time independent contractor, a letter of intent from the contractor clearly stating his/her intention to begin work as an independent contractor and a description of his/her plan and efforts to establish him/herself as an independent contractor including prospective clients other than MIT will be required in addition to a resume.

2. The contractor’s W-9 or W8-Ben

3. VPF’s Vendor Registration form

4. Basis for selection of contractor and acceptance of costs as reasonable (if Selection of Source form is not included).

5. A memo that provides a thorough description/ explanation of:

a. Statement of Work or Vendor’s proposal

b. Deliverable items (tangible) or Reports

6. An approved requisition that references the memo from item #5

7. This Form: completed, signed, and dated

Signature Date

(Requisitioner or MIT Technical Representative)

**ATTACH THIS FORM AND ALL OF THE ABOVE TO THE REQUISITION**