Below is the innovated Freelance Program, this process is aimed to simplify order placement and overall management for your unit and others. The Flow Chart below may be utilized by Requestor-Department when placing orders for freelance contractors; for further guidance please don’t hesitate to reach out to the Procurement Service Department.

**ROLE: REQUESTOR-DEPARTMENT**

**Prepare a Purchase Requisition & provide scope of service(s), pay rate(s), & other disciplines**

**ROLE: REQUESTOR-DEPARTMENT & PROCUREMENT**

**Conduct monthly review meetings to monitor/regulate the Freelance Contractor List**

- Manage suppliers time/hours, NTE limits, and expiration dates
- Application requests for new freelancers will be accepted the first Monday of the following months: March, July, and November
- All updates are to be reviewed and updated on the Freelance Contractor List by the first Monday of the following months: April, August, and December

**ROLE: INDEPENDENT CONTRACTOR**

Proceed to the Independent Contractor Process


1. Consult with Central Human Resources' Policy Analyst to determine the nature of the work relationship
2. Complete an Independent Contractor Classification Form
   - To be reviewed by Human Resources to determine whether or not the work should be classified as an FTE (Full Time Employee) position
3. Determine if there is a conflict of interest; complete Potential Conflict of Interest Form if necessary
4. Obtain a Certificate of Insurance with the required coverage from the proposed independent contractor.
   - To be reviewed by Risk Services – Liability Manager to collect/retain a copy for tracking purposes and as an overall review of insurance certificates for compliance
5. Submit the completed Purchase Requisition, Independent Contractor Form and Insurance Certificate to Procurement Services.

**ROLE: PROCUREMENT**

**Evaluate the Purchase Requisition in its entirety and process the order as an Blanket**

1. Review Purchase Requisition, proof of insurance, classification worksheet and any Risk Services & Human Resources comments
2. Determine if additional information will be required from the department or proposed independent contractor
3. Consult with appropriate offices as necessary
4. Approve or deny a request for use of an independent contractor