



# Western Nevada College

## INDEPENDENT CONTRACT AGREEMENT

### Contract for Services of Independent Contractors

A contract between the Board of Regents of the Nevada System of Higher Education on behalf of Western Nevada College hereinafter referred to as WNC, and \_\_\_\_\_, hereinafter referred to as "Contractor."

1. Does Nevada System of Higher Education (NSHE) pay others, as employees, who perform the same duties that are to be performed by this independent contractor?

Yes  No

2. Is the recommended Independent Contractor a current or former (during the past 24 months) employee of the State of Nevada or NSHE (which includes College of Southern Nevada, Desert Research Institute, Great Basin College, Nevada State College, Truckee Meadows Community College, UNLV, UNR, Western Nevada College, or any NSHE System Administration Offices)?  Yes  No

If the answer to question 2 is YES, do NOT proceed with this form. Process the payment on an employment document. For current or former state employees, contact Controller's for instructions.

3. Is the recommended Independent Contractor related to an NSHE employee?

Yes  No

If the answer to question 3 is YES, do NOT proceed with this form. Under the Board of Regents Conflict of Interest Policy (BOR Title 4 Chapter 10) payment is not allowed.

4. Is the recommended Independent Contractor a U.S. citizen or lawful permanent resident (green card holder)?  Yes  No

If NO, contact the Nonresident Alien Tax Specialist at nra@unr.edu or (775) 784-1404 for additional documentation requirements and approval of Section VII.

### PREAMBLE

WHEREAS, NRS 333.700 authorizes elective officers, heads of departments, boards, commissions or institutions to engage the services of persons as independent contractors; and

WHEREAS, it is deemed that the services of Contractor herein specified are both necessary and desirable and in the best interests of WNC; and

WHEREAS, Contractor represents that it is duly qualified and able to render the services as hereinafter described;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties hereto mutually agree as follows:

1. This contract shall be effective from \_\_\_\_\_ to \_\_\_\_\_ unless sooner revoked by either party as set forth in Paragraph (2).
2. This contract may be terminated without cause by either party prior to the date set forth in Paragraph (1) provided that a termination shall not be effective until \_\_\_\_\_ days after a party has served written notice of termination upon the other party.
3. The parties agree that the services to be performed are as follows:  
*[Specifically describe in this space the services to be performed; or, when appropriate, describe in this space the finished product or result to be provided; or attach an exhibit or exhibits containing this information, label the exhibit or exhibits as Exhibit A, Exhibit B, etc., and then place the following statement in this space]:*

See Exhibit A (or B, etc.) attached hereto and which is made a part of this contract by reference thereto.

4. Contractor agrees to: **[Choose Only One]**

Provide the services set forth in Paragraph (3) for a total cost not to exceed \_\_\_\_\_, which cost includes travel and all other expenses incurred by Contractor in performance of this contract.

WNC agrees to pay Contractor in installments as follows:

**OR**

Provide the services set forth in Paragraph (3) at a cost of \_\_\_\_\_ per \_\_\_\_\_ (here set forth the hourly, daily, etc. rate at which the contractor agrees to perform the services exclusive of travel expenses) with the total cost not to exceed \_\_\_\_\_.

WNC  agrees  does not agree to reimburse Contractor for travel expenses reasonably incurred in the performance of this contract plus a per diem allowance of \_\_\_\_\_ per day while on travel status in performance hereof.

WNC agrees to pay Contractor in installments as follows:

5. The parties agree that the laws of the State of Nevada shall govern the validity, construction, interpretation, and effect of this contract. Any and all disputes arising out of or in connection with the contract shall be litigated only in the Second Judicial District Court in and for the County of Washoe, State of Nevada, and Contractor hereby expressly consents to the jurisdiction of said court.
6. The Contractor shall neither assign, transfer, nor delegate any rights, obligations, or duties under this agreement without the prior written consent of WNC.
7. The books, records, documents, and accounting procedures and practices of the Contractor relevant to this agreement shall be subject to inspection, examination, and audit WNC.
8. Any reports, studies, photographs, negatives, computer discs, or other documents or drawings prepared by Contractor in the performance of its obligations under this agreement shall be the exclusive property of WNC and all such materials, if any, shall be remitted to WNC by Contractor upon completion, termination, or cancellation of this contract. Contractor shall not use, willingly allow, or cause to have such materials, if any, used for any purpose other than the performance of Contractor's obligations under this agreement without the prior written consent of WNC.
9. Contractor agrees to indemnify and save and hold harmless the Board of Regents of the Nevada System of Higher Education, the Nevada System of Higher Education on behalf

of Western Nevada College, their agents, officers, and employees harmless from any and all claims, causes of action, or liability arising from the performance of this agreement by Contractor or Contractor's agents, officers, or employees.

10. Insurance Coverage: Contractor shall, at Contractor's sole expense, procure, maintain, and keep in force for the duration of the Contract the following insurance conforming to the minimum requirements specified below. Unless specifically noted herein or otherwise agreed to by WNC, the required insurance shall be in effect on or prior to the commencement of work by Contractor and shall continue in force as appropriate until the latter of:

- a. Final acceptance by WNC of the completion of this contract; or
- b. Such time as the insurance is no longer required WNC under the terms of this contract.

Any insurance or self-insurance available to WNC shall be in excess of and non-contributing with any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by WNC, Contractor shall provide WNC with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by the contract, an insurer or surety shall fail to comply with the requirements of this contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify WNC and immediately replace such insurance or bond with insurance or bond meeting the contract's requirements.

#### **Workers' Compensation and Employer's Liability Insurance**

Contractor shall provide proof of workers' compensation insurance as required by NRS 616B.627 or proof that compliance with the provisions of Nevada Revised Statutes, Chapter 616A-D and all other related chapters, is not required. If work occurs outside of the State of Nevada, by employees who do not live and work in Nevada, proof of applicable statutory state's workers' compensation insurance must be provided.

#### **Employers Liability**

- a. Minimum limits required:  
\$100,000 Per accident or disease

#### **Commercial General Liability Insurance**

- a. Minimum limits required:  
\$2,000,000 General Aggregate  
\$1,000,000 Products & Completed Operations Aggregate  
\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Each Occurrence to include bodily injury and property damage
- b. Coverage shall be on an occurrence basis and shall cover liability arising from premises, operations, independent contractors, completed operations, personal injury, products, and liability assumed under contract.

**Business Automobile Liability Insurance**

- a. Minimum limit required: \$1,000,000 Each Occurrence.
- b. \$5,000,000 Each occurrence for charter services.
- c. Coverage shall include owned, non-owned, and hired vehicles.

**Professional Liability/Errors & Omissions Insurance**

Professional liability insurance is required only if the Contractor is performing work of a professional nature.

- a. Minimum limit required: \$1,000,000 per Claim
- b. Minimum limit required: \$3,000,000 Annual Aggregate
- c. Retroactive date: Prior to commencement of the performance of this contract.
- d. Discovery period: Three (3) years after termination date of contract.

**Umbrella or Excess Liability Insurance**

- a. May be used to achieve the above minimum liability limits.
- b. Shall be endorsed to state it is "As Broad as Primary Policies."

**Technology Errors and Omission/Cyber Liability**

Required when services include software/financial programs.

- a. Minimum limit required:  
\$5,000,000 Per claim  
\$5,000,000 Per aggregate
- b. The retroactive coverage date shall be no later than the effective date of the contract.
- c. Contractor shall maintain and extend reporting period for not less than three (3) years after termination of this contract.

**General Requirements**

- a. Additional Insured: By endorsement to all liability policies, except Professional Liability, Western Nevada College shall be named as additional insureds for all liability arising from the contract using the applicable ISO endorsement CG Form. The endorsement form must be included with the Certificate of Insurance.
- b. Waiver of Subrogation: Each liability insurance policy, including worker's compensation, shall provide for waiver of subrogation against Western Nevada College.
- c. Deductibles and Self-Insured Retentions: Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to WNC. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$100,000.00 per occurrence, unless otherwise approved by NSHE or institution's Risk Manager.
- d. Approved Insurer: Each insurance policy shall be:

- i) Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made, and
- ii) Currently rated by A.M. Best not less than A-.

**Evidence of Insurance**

Prior to the start of any work, Contractor must provide the following documents to WNC:

- a. Certificate of Insurance: The Accord form certificate of insurance (or equivalent) to evidence insurance policies and coverage required by this Contract. The certificate for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies or to provide evidence of renewal as required by this Contract is a material breach of contract.
  - b. Additional Insured Endorsement: An original Additional Insured Endorsement using the applicable ISO endorsement CG form, signed by an authorized insurance company representative, must be submitted WNC, by attachment to the Certificate of Insurance, to evidence the endorsement of WNC as additional insured.
  - c. Notice of Cancellation: Should any of the insurance policies required by the insurance provisions of this Contract be suspended, voided, or cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
11. Access: Contractor agrees to provide WNC and its insurer access and authority to investigate on site and to obtain such information from Contractor as may be required to defend WNC and its officers or employees from claims or litigation arising from activities under this contract.
12. The parties agree that Contractor is an independent contractor and that this contract is entered into in accordance with NRS 333.700, which statute in pertinent part provides that the contractor is not an employee of WNC, and:
- There shall be no:
- (1) Withholding of income taxes by WNC;
  - (2) Workers' compensation insurance provided by WNC;
  - (3) Participation in group insurance plans which may be available to employees of WNC;
  - (4) Participation or contributions by either the Contractor or WNC to the public employees retirement system;
  - (5) Accumulation of vacation leave or sick leave;
  - (6) Unemployment compensation coverage provided by WNC if the requirements of NRS 612.085 for independent contractors are met.

It is further agreed that Contractor is not an employee of WNC and is not entitled to any of the compensation, benefits, rights, or privileges of employees of WNC.

13. This contract constitutes the entire agreement between the parties and may only be modified by a written amendment signed by the parties.

14. Written notices required under this contract shall be sent certified mail, return receipt requested, to:

Contractor:

WNC:

Western Nevada College  
2201 West College Parkway  
Carson City, NV 89703

[Signature page to follow]

IN WITNESS WHEREOF, the parties hereto have executed this contract

DATED this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

BOARD OF REGENTS OF THE NEVADA SYSTEM OF  
HIGHER EDUCATION

on behalf of Western Nevada College

By: \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Name, Title)*

\_\_\_\_\_  
*(Organization)*

By: \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Name, Title)*

\_\_\_\_\_  
Western Nevada College