

Procurement Helpful Tips

When is an Independent Contractor Contract required?

Independent Contractor Contract was created for doing business with individuals operating with their Social Security number instead of a Federal Identification number.

This contract is only required if you are doing business with an individual on a continuous basis. For example, if you are paying an individual to provide Yoga lessons once a week at a recreation center and/or another County facility, then a contract is required.

If you are only using an individual once, then the Purchase Order issued will act as the contract.

If you are using a Vendor that is operating as an individual but has a Federal Identification number, a contract is not required.