

Independent Contractor Agreement (ICA) Checklist

- Provide explanation for Consultant as outlined on page 1.
- Requested latest copy of ICA document from Procurement
- Include a completed copy of Scope of Work (SOW) with payment terms
- Include a copy of Consultant's current resume/biography
- ICA form completely and accurately filled out



Submit this checklist and completed ICA documents to Procurement for review.

After Approval, Procurement will return documents to for the next step.

- ICA form signed and notarized by Consultant
- "Prepared by" section on the agreement signed by the end user
- If Consultant is not a vendor in CF, they must contact Procurement to register
- Valid CUNYfirst Requisition # _____



Return original signed copies to Procurement for execution

Note: Consultant cannot start working for the college without a fully executed ICA.

Only authorized Business Office/Procurement staff can sign the ICA.
Questions: Contact Procurement at 718-960-8261