

ATTACHMENT F
Independent Contractor Certification Statement

This form must be completed if one person will perform all of the contracted work.

PART A. CONTRACTOR CERTIFICATION. (Completed by Contractor)

I certify that I am independently employed in accordance with federal and state law, including ORS 670.600, and that the following statements are true and correct:

1. If providing services requiring licenses or certifications, I have current and valid licenses or certificates required to provide the services, and I am licensed under ORS Chapter 671 or 701, if necessary.
2. I maintain an independently established business and three (3) or more of the following statements are true (check all that apply):
 - A. My business is operated or headquartered at a separate location from the University (separate locations can include another university). If that location is in a portion of my house, that portion of my house is used primarily for my business.
 - B. I engage in at least one of the following activities:
 - I have provided these services for at least two different clients (this can include the University) within the past year; **OR**
 - I advertise or market the same or similar services that I will perform for the University to promote my business and get new clients.
 - C. I supply all of my own tools to perform the services.
 - D. I have the right to hire employees, at my own expense, to help me perform these services for the University. (I may also choose not to use this right).
 - E. My clients are not responsible for providing me with additional compensation if my costs or losses exceed the amount I am paid for my services. At least one of the following must be true:
 - I enter into fixed price contracts.
 - I negotiate indemnification agreements or purchase liability insurance, performance bonds, or "errors and omissions" insurance.
 - I guarantee or provide a warranty for the services I provide.
 - I am required by contract to correct any defective work I perform.

Contractor Signature: _____

Date: _____

PART B. DEPARTMENT CERTIFICATION. (Completed by Department)

Federal and state law, including ORS 670.600 set forth the standards for classifying a vendor as an independent contractor. By signing below, I represent that:

1. The University, including my department, has no control over how the Contractor performs and completes the services, except we may require certain results of the services, including the final product.
2. The University, including my department, is not responsible for obtaining or paying for any business registrations, certifications, or licenses necessary for Contractor to perform the services.

Department Signature: _____

Date: _____

For more information about answering these questions and how UO determines independent contractor status, please contact Purchasing and Contracting Services at (541) 346-2419.