UCLA INDEPENDENT CONSULTING
REQUIRED DOCUMENTATION

The paperwork needed to hire an Independent contractor/consultant is located at the following website:

https://www.purchasing.ucla.edu/purchasing/departmental-buyer/how-to-hire-independent-contractor-consultant

1.) Luskin Order form
2.) If new vendor onboarding is needed, provide the Vendor name, phone, fax, and email.
3.) Independent Contractor Pre-Hire Worksheet
4.) Independent Contractor/Consultant Form
5.) Sole Source Request Form (NOTE: Sole Source is needed if total payment exceeds $2,500 on federal funds, $100K on non-federal funds)
6.) Detailed scope of work
   a. Name and address
   b. Description of work to be performed/provided
   c. Period of performance (start and end date) should technically be a future period
   d. Work Location
   e. Daily rate for consultant
   f. Price reasonableness that includes hourly rate & number of hours for each task/requirement
7.) Contractor/Consultant Budget
8.) Contractor/Consultant Budget Justification
9.) Has a signed agreement has been created between faculty and consultant?
10.) Resume or CV
11.) Contractor must provide proof of adequate insurance. (Copy of Comprehensive or Commercial General Liability Insurance listing ‘Regents of the University of California’ as added insureds.
   • The University offers a vendor insurance program in case the consultant does not have general liability insurance.

CONSULTING INVOICING:

Consultants invoice after work has been completed, whether it be monthly or quarterly, depending on terms between consultant and PI.

The invoice must contain the following information:
1.) It must state “Invoice”
2.) Date of invoice, as well as dates of service requesting payment for
3.) Brief description of service
4.) Name and address of consultant.
5.) PO number

Once you provide all this paperwork to our office, we will send all this information to the Purchasing Department.