

“Why does it take so long?”
or the *Administrative Processes SparkNotes Series*
Scope of Work Contracts for Hiring Independent Contractors [SOWs]

Need to hire an independent contractor? Here’s a rundown on the process for setting up SOW contracts and submitting payments.

SPARKNOTES: PI identifies need for contractor -> Request necessary information from contractor -> Receive complete SOW information -> Fill out official SOW form & submit to Campus HR-> Receive executed SOW contract from HR -> Set up supplier in CUMarketplace -> Supplier to validate W-8 information -> HR to conduct background check if necessary -> Create purchase order (PO) if SOW contract value is greater than \$10k-> Work starts -> receive invoice -> validate invoice totals for appropriateness -> validate invoice for complete information -> Create CU Marketplace payment voucher or send to APinvoice if SOW has been set up as PO -> wait 10 business days -> OGC has posted the payment.

Acceptable Supplier Invoice Example:

Example:

Invoice 1 – January 2020 or 1/01/2020-1/31/2020

Contractor Name Contractor Email or Phone Contractor Address Line 1 Contractor Address Line 2 Contractor Address Line 3	Bill to the University of Colorado Department of Obstetrics and Gynecology Academic Office One 12631 East 17th Avenue 4th Floor Aurora, CO 80045
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Work Performed - examples	Amount
Created and sent an implementation outline for Dr. XXXX's study	\$ 100
Wrote survey questions for study subjects for Dr. XXXX's study	\$ 200
Ran statistical analysis for Dr. XXXX's study	\$ 300
	<i>Total</i> \$ 600

Setup:

1. **Send an email to erin.lococo@ucdenver.edu. Please include in the body of the email:**

- a. The name of the proposed independent contractor.
- b. The sponsored project they will support.
- c. The SpeedType they are anticipated to charge into.
- d. The email of the proposed contractor.

2. **Erin LoCoco will send an email to the PI and the contractor asking for the following details:**

- a. The last 4 digits of the contractor's social security number (SSN).
- b. Contractor billing address.
- c. Contractor citizenship status.
- d. Contract begin/end date.
- e. Invoice frequency (yearly/monthly/biweekly/etc.).
- f. Total cost of services.
- g. Location of services rendered.
- h. Whether university supplies or equipment will be used.
- i. Whether the service provider is retired and receiving PERA benefits.
- j. Whether the service provider has been previously hired by the university as a contractor.

If yes, please provide previous SOW number or PO number.

- k. Whether the proposed contractor was previously employed by the university.

If yes, please provide their former Employee ID.

- l. Whether the proposed contractor will be working with vulnerable populations (e.g. minors).

If yes, the CU Anschutz campus will need to conduct a background check. This background check must be completed *before* the proposed work can begin.

- m. Proposed Work Information:

Description of services to be requested as well as the contractor's qualifications. This section must include milestones, timelines, deliverables, or any other special terms.

Description of how and by whom the proposed contractor was selected including any extenuating circumstances.

3. **Once Erin has received all the requisite information outlined in Step 2, she will submit a SOW request form to Campus HR for approval.**

- a. The OB-GYN DFA or other senior fiscal staff must approve the SOW form.
- b. Campus HR must approve the SOW form.

- c. The service provider must sign the internally-approved contract document.
- d. Once the contract is executed, HR will return the completed contract document to Erin.
- e. Erin will send the executed contract to the service provider, and she will retain it for our internal records.

Payments:

4. **CU Marketplace Setup:** If the proposed contractor has not worked within the CU ecosystem previously, they will need their own supplier profile in CU Marketplace to invoice and receive payment.
 - a. Erin will request a new supplier in CU Marketplace and will fill out the forms necessary.
 - b. The service provider will then receive an automatically generated email from CU Marketplace asking for W-8 information and for verification of addresses, etc.
 - c. Once the supplier profile is complete, the contractor will be able to invoice us for services rendered and receive payment.
5. **Supplier Invoices:** Supplier invoices must be sent to OBGYNARC@cuanschutz.edu. The invoice must contain the following information:
 - a. An invoice number.
 - b. Contractor information (name, address).
 - c. A "Bill To the University of Colorado" line.
 - d. CU Department Name – Department of Obstetrics and Gynecology.
 - e. CU Department Address – see in below example.
 - f. Period of performance for the invoice.
 - g. Description of work performed – preferably tied to specific line items from the original SOW document (deliverables, milestones).
 - h. A valid purchase order (PO) number if one has been issued.*

Example:

Invoice 1 – January 2020 or 1/01/2020-1/31/2020

Contractor Name	Bill to the University of Colorado
Contractor Email or Phone	Department of Obstetrics and Gynecology
Contractor Address Line 1	Academic Office One
Contractor Address Line 2	12631 East 17th Avenue
Contractor Address Line 3	4th Floor
	Aurora, CO 80045

Work Performed - examples	Amount
Created and sent an implementation outline for Dr. XXXX's study	\$ 100
Wrote survey questions for study subjects for Dr. XXXX's study	\$ 200
Ran statistical analysis for Dr. XXXX's study	\$ 300
	<i>Total</i> \$ 600

*For SOWs where the total contract value is in excess of \$10,000, a purchase order must be set up. A sole source justification may also be required in these cases.

6. **Submission of payment voucher:** Once an invoice has been received with the required information outlined in Step 5, Erin will process a payment voucher in CU Marketplace. If the SOW has been set up as a PO, invoices will be sent to APinvoice. The invoice should be paid within 10 business days, but delays may occur if:
 - a. The contractor is international – a wire transfer form must also be submitted in these cases.
 - b. OGC conducts an audit.
 - c. The supplier's invoice does not contain all the mandatory information outlined in Step 5.