



Independent Contractor

Requestor:	Recommended Independent Contractor:
NSU Telephone #:	Name of Principal Owner:
Department/Division	Address:
VP/Dean/Supervisor:	
	Business Telephone #:
	FIN/SS#:
Estimated Cost for Services:	eVA Registration No.:

I, _____, certify by my signature that the recommended Independent Contractor listed above is not an employee of Norfolk State University (NSU). I further certify that I have taken all measures available to me to determine the employment status of the recommended contractor/vendor/consultant at Norfolk State University.

I, _____, have reviewed, discussed, and made available all policies relating to this assignment with the recommended Independent Contractor which includes, at minimum, NSU's Ethics in Procurement Policy, Outside Employment Policy, Individual Services/Consultants Policy, Virginia Government Frauds Act, and the State and Local Government Conflict of Interests Act. (Hyperlinks are provided for convenience)

Signature: _____ Date: _____

Goods and/or Services to be performed under this agreement: (If additional space is needed, please attach to document)

Below for HR and Procurement only

Human Resources - I have reviewed the information listed above and certify that the recommended contractor listed ___ is or ___ is not an employee of Norfolk State University.

Authorized by: _____ Signature _____ Date _____

Comments: _____

- Virginia Public Procurement Act, Ethics in Public Contracting § 2.2-4367 to 2.2-4377) <https://law.lis.virginia.gov/vacode/title2.2/chapter43/section2.2-4367/>
- State and Local Government Conflict of Interests Act <https://law.lis.virginia.gov/vacodepopularnames/state-and-local-government-conflict-ofinterests-act>
- Virginia Government Frauds Act. . <https://vacode.org/2016/18.2/12/1.1> and <https://vacode.org/18.2-498.3/>
- Ethics in Procurement Policy: <https://www.nsu.edu/policy/admin-43-28.aspx>
- Individual Services/Consultants Policy: <https://www.nsu.edu/policy/admin-43-37.aspx>