

Complete this form along with the *Consulting and Professional Services Worksheet* to establish independent contractor status.

1. Name of proposed Consultant:
2. Services will be required from _____ through _____
3. Describe the specific tasks which require the services of this Consultant (Statement of Work):
4. Will the Consultant come onto Caltech property to provide his/her services? Yes No
5. List any deliverables (i.e. reports, plans, drawings, etc) and their due dates:
6. Do you require to meet with the Consultant on a weekly or monthly basis to discuss the status of their services, if yes, please indicate.
7. Describe the specific qualifications of the Consultant selected to perform the required services (please attach resume):
8. Provide the name of all other individuals and/or firms who have been considered as possible consultants:
9. Compensation to the Consultant will not exceed (total contract amount): \$_____
 - Fee of \$_____ per _____ (i.e. hour, month, task)
 - Travel expenses (specify if applicable): \$_____
Are these travel expenses billable to this contract? Yes No
If no, please submit a Purchase Requisition with all travel related receipts attached as expenses are incurred.
 - Other expenses (specify if applicable): \$_____
Are these other expenses billable to this contract? Yes No
If no, please submit a Purchase Requisition with all receipts attached as expenses are incurred.
10. Please provide the name of the Caltech Technical Representative. The Caltech Technical Representative has the authority to administer this contract in all its technical aspects. In this capacity, the Caltech Technical Representative is authorized to make specific requests for Consultant services, to provide technical direction, to receive an approve invoices, and to accept deliverable items.
11. Services to be charged to Project-Task-Award (PTA) Number: