

## INDEPENDENT CONTRACTOR/ CONTRACTED SERVICES, VENDORS, SPEAKERS, ARTISTS, AND PERFORMERS AGREEMENT

This Agreement is between California State University Dominguez Hills Foundation (hereinafter “Foundation”), a California nonprofit public benefit corporation and auxiliary organization organized under Education Code 89900 et seq. for the benefit of California State University, Dominguez Hills (“CSUDH”), with its principal place of business at 1000 East Victoria Street, Cain Library 3rd Floor, Carson, CA 90747, and \_\_\_\_\_ (the “Contractor”) with its principal place of business at \_\_\_\_\_.

Contractor is in the business of providing \_\_\_\_\_.

The parties therefore agree as follows:

### 1. ENGAGEMENT SERVICES

(a) **Engagement.** The Foundation retains Contractor to provide, and Contractor shall provide, the services described in the Statement of Work **Exhibit A** (the “SOW”). See page 3 for Exhibit A template.

(b) **Tentative Timeline (Contractor, Please Complete)**


### 2. TERM AND TERMINATION

(a) Term. The effective date of this Agreement is \_\_\_\_\_ to \_\_\_\_\_. Unless it is terminated earlier in accordance with subsection 2(b), this Agreement will continue until (the “Term”) as stipulated in the "CSUDH FOUNDATION GENERAL TERMS AND CONDITIONS FOR INDEPENDENT CONTRACTORS, CONTRACTED SERVICES, VENDORS, SPEAKERS, ARTISTS, AND PERFORMERS.

☐ BY CHECKING THIS BOX, AND SIGNING BELOW CONTRACTOR/VENDOR/SERVICE PROVIDER/ SPEAKER/CONSULTANT/ETC., AGREES TO BE BOUND BY CSUDH FOUNDATION'S GENERAL TERMS AND CONDITIONS INCLUDING RIDERS A & B FOR SERVICES AND GOODS PROVIDED TO THE CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS FOUNDATION. **FOR TERMS AND CONDITIONS CLICK HERE: [TERMS & CONDITIONS](#)**

☐ CSUDH FOUNDATION ENFORCES INSURANCE REQUIREMENTS OF CONTRACTORS, CONSULTANTS, VENDORS, AND SUPPLIERS PROVIDING SERVICES TO THE UNIVERSITY. BY CHECKING THIS BOX, AND SIGNING BELOW CONTRACTOR/VENDOR/SERVICE PROVIDER/ SPEAKER/CONSULTANT, ETC. ACKNOWLEDGES INSURANCE REQUIREMENTS OUTLINED IN CSUDH FOUNDATION'S TERMS AND CONDITIONS AND AGREES TO PROVIDE ALL REQUIRED DOCUMENTS TO FOUNDATION PRIOR TO THE COMMENCEMENT OF WORK. **FOR MORE INFORMATION CLICK HERE: [FAQ - INSURANCE GUIDE](#)**

**ATTACH EXHIBIT A SCOPE OF WORK/FEE SCHEDULE**

Each party is signing this agreement on the date stated opposite that party's signature and agrees to be bound by CSUDH Foundation's General terms and conditions for services and goods provided to California State University Dominguez Foundation.

**Date** \_\_\_\_\_

**California State University Dominguez  
Hills Foundation**

Signature: \_\_\_\_\_

Name: Tranitra Avery

Title: Executive Director

**Date** \_\_\_\_\_

**Service Provider**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Date:** \_\_\_\_\_

**California State University Dominguez  
Hills Foundation Procurement and Contracts**

Signature: \_\_\_\_\_

Name: Jinna Matzen

Title: Director of Procurement and Contracts

EXHIBIT A - SCOPE OF WORK TEMPLATE			
<b>Vendor Information</b>			
<b>Vendor Name</b>		<b>Address</b>	
<b>Phone Number / Email Address</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>
<b>Department Contact Information</b> <i>(Who will be responsible for approving the work being completed)</i>			
<b>Name</b>	<b>Phone Number</b>		<b>Email Address</b>
<b>Project or Event Name</b> <i>(Example: New Student Orientation)</i>			
<b>Place of Performance</b> <i>(Where the services/work will be performed)</i>			
<b>Scope of Work</b> <i>(include details on the services the vendor be completing)</i>			
<b>Timeline</b> <i>(Duration of Services)</i>			
<b>Start Date</b>		<b>End Date</b>	
<b>Deliverables and Schedule</b> <i>(if services performed will require progress payments, please include major deliverables and approximate delivery dates. Attach more sheets if necessary)</i>			
<b>Deliverable Description</b>		<b>Deliverable Due Date</b>	
<b>Amount</b> <i>(must be inclusive of all fees)</i>			
<b>Terms of Payment</b>			
<i>Payments to all vendors are made Net 30 in arrears after submitted invoice. If the vendor is requesting a different payment term, provide it below for consideration.</i>			
<b>Additional Comments and/or Conditions</b>			