

University of Alaska Anchorage
Short Form Contract for Guest Speakers/Performers/Miscellaneous Services

THIS CONTRACT, entered into by the University of Alaska Anchorage and the Contractor named below, documents the entire understanding of the parties regarding the services to be provided. This agreement becomes effective only when signed by the contractor and a University of Alaska Anchorage Procurement Services Department representative.

NAME AND ADDRESS OF CONTRACTOR:
(Contractor may not be a current UAA employee.)

NAME AND ADDRESS OF UAA DEPARTMENT:

Name of Contractor

Address

Address

City/State/Zip Code

Phone Number/E-mail

University of Alaska Anchorage

Department, Unit or Division Name

Address

City/State/Zip Code

Department, Unit or Division Contact

1. **SCOPE OF SERVICES:** Contractor shall perform all services below for the compensation indicated in Section 2 (Complete all that apply):

Name of Event or Engagement:

Location:

Date(s):

Contractor agrees to provide the following equipment/items for this agreement (if any):

University agrees to provide the following equipment/items for this agreement (if any):

The following attachments are part of this agreement:

2. **COMPENSATION:** Contractor will be paid \$

Total compensation includes all the following related to the scope of services, including, but not limited to (i.e. equipment, travel, miscellaneous materials):

3. **TERMS OF PAYMENT** (Dept representative may select one of the following, if applicable. Payment 30 days after receipt and approval of invoice unless otherwise indicated.

Payment to the Contractor upon completion of services and receipt and approval of invoice

Payment to the Contractor within 10 days after date of service and receipt and approval of invoice

See Attached Agreement for payment terms. Note: Receipt and approval of invoice is required prior to any payment.

4. **INDEMNIFICATION:** Contractor shall indemnify, save harmless and defend the University, its Board of Regents, officers, employees and agents from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of the Contractor, subcontractor, or anyone directly or indirectly employed by them in the performance of this agreement. All contractors' activities will be at it's own risk and contractor is given notice of it's responsibility to guard against physical, financial, and other risks as appropriate.

5. **TERMINATION:** This contract may be terminated at no cost to either party upon _____ days advanced written notice (30 days unless otherwise indicated). This contract may also be terminated in whole or in part in the best interest of the University, or terminated for default if the contractor fails to make delivery of work products or perform services within the specified time.

6. **OTHER:** Contractor is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This contract is governed and construed by the laws of the State of Alaska, federal laws, local laws, and regulations and ordinances applicable to the work performed. The Contractor shall be cognizant and shall at all times observe and comply with such laws, regulations, and ordinances which in any manner, or in any way affect the performance of this contract.

7. **INSURANCE:** The responsible Procurement Officer may require proof of applicable insurance prior to job performance. By signing this Short Form Contract, the Contractor acknowledges that they, and their subcontractors, of any tier, are responsible for obtaining their own Workers Compensation Insurance in compliance with the requirements of the State of Alaska and maintaining this insurance throughout the contract performance period.

Signature of Contractor

Printed Name and Title

Date Signed

Signature of Procurement Officer

UAA Procurement Services

Printed Name and Title

Date Signed