



## INDIVIDUAL/VENDOR AGREEMENT

(636) 481-3121

THIS AGREEMENT, executed on \_\_\_\_\_, between the Community College District of Jefferson County, Missouri (hereinafter called "COLLEGE"), and \_\_\_\_\_, either on their own behalf or as an authorized agent of \_\_\_\_\_ (hereinafter called "VENDOR"), agree as follows:

**The COLLEGE hereby engages VENDOR for the Deliverables described below and under the following terms and conditions (complete relevant section 1 or 2 as appropriate):**

**1. (Presentation) VENDOR** shall present live on \_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_ at the COLLEGE, (Hillsboro or Arnold) Missouri, with all speakers/entertainers being present one-half hour before the start of the presentation. **Select all that apply:**

- ☐ a. VENDOR will present virtually date time and the presentation may be broadcast live with a link that can be shared publicly.
- ☐ b. VENDOR will allow the presentation to be recorded by and the College will be allowed to share this recording on the College's PACE webpage.
- ☐ c. VENDOR shall perform for the following activity: \_\_\_\_\_
- ☐ d. Compensation to be paid to VENDOR by check only; for the sum of \_\_\_\_\_ or at the hourly rate of \_\_\_\_\_ for \_\_\_\_\_ hours.

**2. (All Other Services) VENDOR** The scope of work is either described by the Vendor Expense Voucher provided by the COLLEGE, which is incorporated by reference and made a part of this Agreement or the scope of work is to be completed is as follows:

\_\_\_\_\_

\_\_\_\_\_

The work shall be performed for the sum of \_\_\_\_\_ or at the hourly rate of \_\_\_\_\_ for \_\_\_\_\_ hours.

**3. DEFINITIONS**

Independent Contractor: VENDOR is an independent contractor, and this Agreement does not create or constitute a partnership, joint venture or any other association between COLLEGE and VENDOR. Other than as expressly provided herein, VENDOR is solely responsible for the compensation, benefits, and taxes, if any, of itself, employees, agents and subconsultants.

Term of Agreement: This Agreement shall commence as of the date first set forth above and shall continue until the Deliverables have been completed.

Compensation. All payments shall be in compliance with COLLEGE's Board policies, which available at the following website: [www.jeffco.edu/departments/board-trustees/](http://www.jeffco.edu/departments/board-trustees/). Subject to applicable Board policies, COLLEGE shall pay VENDOR for authorized, undisputed Deliverables as set forth in approved invoices provided by VENDOR on a net 30 day basis, which must be consistent with the prices quoted by VENDOR to COLLEGE in its initial response.

Governing Law; Sunshine Law: This Agreement shall be governed by, construed, and interpreted in accordance with the laws of the State of Missouri. VENDOR acknowledges and understands that as a public entity COLLEGE is subject to the Missouri Sunshine Law and may disclose such information regarding agreements with, or services provided by, VENDOR as COLLEGE determines is required to comply with applicable law.

**VENDOR**

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

Make Payable To:  
☐ See Attached **OR:**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

W-9 Attached (New or Changed) On File Dated: \_\_\_\_\_

**COLLEGE**

By: \_\_\_\_\_  
Requesting Party

By: \_\_\_\_\_  
Vice President of Finance and Operations