

THE ELIZABETH CITY STATE UNIVERSITY FOUNDATION, INCORPORATED  
**Contract for Professional Services**

THIS CONTRACT is made and entered into on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **THE ELIZABETH CITY STATE UNIVERSITY FOUNDATION, INCORPORATED**, a North Carolina 501 (C)(3) non-profit organization (hereinafter referred to as "The Foundation"), and \_\_\_\_\_.  
(hereinafter referred to as "Independent Contractor"), having a business address of \_\_\_\_\_.

RECITALS:

WHEREAS Contractor is in the business of providing \_\_\_\_\_;  
and

WHEREAS The Foundation seeks to engage Contractor to provide  
\_\_\_\_\_ services for (Department Name)  
\_\_\_\_\_.

NOW, THEREFORE, in consideration of the mutual promises and agreements of the parties, the parties mutually agree as set forth below:

**1. SERVICES AND TERM.**

Independent Contractor shall provide professional \_\_\_\_\_ services for the \_\_\_\_\_, including but not limited to the following:

- A. \_\_\_\_\_;
- B. \_\_\_\_\_;
- C. \_\_\_\_\_;
- D. \_\_\_\_\_;
- E. \_\_\_\_\_;
- F. \_\_\_\_\_;
- G. \_\_\_\_\_;
- H. \_\_\_\_\_.

The term of the contract covers professional services to be rendered during the period beginning on \_\_\_\_\_, 20\_\_\_\_ and ending on \_\_\_\_\_, 20\_\_\_\_.

**2. WARRANTY OF SERVICES.**

Independent Contractor warrants that Independent Contractor is in the business of providing the services as described in PARAGRAPH 1 above and is fully able to perform the work in accordance with the highest professional standards and that Independent Contractor will perform at the designated event.

**3. COMPENSATION.**

In consideration of the services rendered by Independent Contractor, THE FOUNDATION agrees to pay Independent Contractor up to a maximum amount not to exceed

\_\_\_\_\_ Dollars and \_\_\_\_\_  
Cents (\$\_\_\_\_\_.\_\_\_\_), subject to possible 4% withholding pursuant to PARAGRAPH 5 below. Payment of the fee shall be made by Foundation check payable to \_\_\_\_\_, with an address of \_\_\_\_\_

according to the following schedule:

- a. (Only if applicable) A deposit in the amount of \_\_\_\_\_  
\_\_\_\_\_ DOLLARS and \_\_\_\_\_  
CENTS (\$\_\_\_\_\_.\_\_\_\_), subject to possible withholding pursuant to SECTION 5 below, shall be paid following THE FOUNDATION's receipt of this contract properly executed by the Independent Contractor without modification in duplicate (2) original counterparts. The advance deposit is being paid by THE FOUNDATION in order for the Independent Contractor to reserve THE FOUNDATION engagement date. The deposit shall be refunded to THE FOUNDATION if the Independent Contractor fails to perform.
- b. The balance in the amount of \_\_\_\_\_  
\_\_\_\_\_ DOLLARS and \_\_\_\_\_ CENTS  
(\$\_\_\_\_\_.\_\_\_\_), subject to possible withholding pursuant to SECTION 5 below, shall be paid following receipt of an itemized statement/invoice of prior services rendered at the conclusion of the performance on \_\_\_\_\_, 20\_\_\_\_.

**4. EXPENSES.**

\_\_\_\_\_ is responsible for all personal travel expenses, meals, lodging, and such other costs and incidentals Independent Contractor shall incur in the fulfillment of this contract.

**5. NONRESIDENT 4% TAX WITHHOLDING.**

The parties understand and agree that, under North Carolina Law, if the independent contractor is a non-resident individual, then four percent (4%) of the compensation listed in PARAGRAPH 3 above that represents compensation for services performed in North Carolina must be deducted and withheld and deposited with the North Carolina Secretary of Revenue and reported as income to contractor, if:

- 5.1. Contractor's total compensation for a calendar year is, or is likely to be, more than \$1,500; and,
- 5.2. Contractor's work concerns a performance, an entertainment, an athletic event, a speech, or the creation of a film, radio, or television program; and,

5.3. Contractor is a nonresident individual, or a corporation or a limited liability company formed under the laws of a state other than North Carolina without a certificate of authority from the North Carolina Secretary of State, or a foreign limited or general partnership without a permanent place of business in North Carolina; and,

5.4. Contractor is neither a tax-exempt entity under North Carolina General Statutes, section 105-130.11, nor an ordained or licensed member of the clergy.

To claim an exception to withholding, Contractor must have a certificate of authority from the North Carolina Secretary of State or a permanent place of business in the State of North Carolina, which must be listed at the end of this contract.

**6. COPYRIGHT OWNERSHIP.**

It is expressly understood and agreed that the copyright(s) in any tangible work-product and tangible expression ("Work") created pursuant to this contract, at whatever state of completion, shall be owned by THE FOUNDATION, as the creator/author of the Work, as a "work for hire" as defined in 17 USC 101, and/or by specific assignment of all interests in the Work by execution of this contract. It is further agreed that the physical Work is owned by THE FOUNDATION, and it may use the Work in any manner, and Contractor waives all future rights, including the rights of attribution and integrity.

**7. WAIVER OF PERFORMANCE BOND.**

Because satisfactory performance is required prior to payment under this contract, a performance bond otherwise required of Independent Contractor by regulations of the State of North Carolina is hereby waived.

**8. FORCE MAJEURE.**

8.1. If either party's obligations under this Agreement is materially hampered, interrupted, or interfered with by reason of fire, casualty, lockout, strike, labor conditions, unavoidable accident, riot, war, or act of God, or by the enactment, issuance, or operation of any municipal, county, State or federal law, ordinance or executive, administrative, or judicial regulation, order or decree, or by any local or national emergency, then reasonable attempts shall be made to reschedule the on-site training at a mutually agreeable date and time. If no alternate date(s) can be agreed upon, then the parties shall be relieved from the obligations of this Agreement.

8.2. If Independent Contractor fails to perform services for any reason other than set forth in Section 8.1 above, THE FOUNDATION shall have no obligation to pay the fee set forth herein and shall be entitled to a refund of any deposit if paid in advance.

**9. LICENSURE.**

If Independent Contractor's professional services require a license, Independent Contractor shall provide THE FOUNDATION with documentation from the applicable North Carolina licensing board evidencing current licensure.

**10. INSURANCE/INDEMNIFICATION.**

Independent Contractor shall furnish all workers' compensation, liability insurance, and other insurance as may be required to protect Independent Contractor and the State of North

Carolina from claims that may result from Independent Contractor's performance of this contract.

Contractor holds THE FOUNDATION, its Board of Directors, employee(s), and/or agent(s) harmless from any claim(s), legal suit(s), or legal proceeding(s) arising out of Contractor's obligations under this Agreement or the breach of Contractor's obligations as described in this Agreement, including indemnifying THE FOUNDATION for reasonable expenses in defending such claims, suits, or proceedings.

**11. ASSIGNMENT.**

This contract is for professional services and shall not be assigned without prior approval.

**12. USE OF CONTRACT FOR ADVERTISING.**

Independent Contractor may not use this contract for advertising purposes without the prior written approval of THE FOUNDATION.

**13. USE OF NAMES AND MARKS.**

Independent Contractor will not use the marks or names of THE FOUNDATION for any purposes without prior written approval of THE FOUNDATION.

**14. GOVERNING LAW; EXCLUSIVE JURISDICTION.**

This contract shall be governed, construed, and enforced by the laws of the State of North Carolina (excluding any conflict of laws provisions of the State of North Carolina which would refer to and apply the substantive laws of another jurisdiction). Any suit or proceeding shall be brought in the courts located in North Carolina. Independent Contractor consents to the exclusive personal jurisdiction and venue of the courts located in North Carolina.

**15. TERMINATION.**

Either party may terminate this contract by providing the other party with thirty (30) days advance written notice from the effective date of termination.

If to THE FOUNDATION:

\_\_\_\_\_  
The Elizabeth City State University Foundation  
1704 Weeksville Road  
Elizabeth City, NC 27909

If to Independent Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16. AVAILABILITY OF FUNDS.**

This contract is subject to the availability of funds to pay amounts due under this contract.

**17. COMPLIANCE WITH STATE AND FEDERAL LAWS.**

The parties shall comply with all federal, state, and municipal laws, rules, and regulations that are applicable to the negotiation and performance of this contract.

**18. VEVRAA REQUIREMENT.**

THE FOUNDATION is subject to the requirements of the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA). **This Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**

**19. SECTION 503 REQUIREMENT.**

THE FOUNDATION is subject to the requirements of Section 503 of the Rehabilitation Act of 1973. **This Contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.**

**20. IRAN DIVESTMENT ACT CERTIFICATION.**

The NC General Assembly recently enacted the Iran Divestment Act (S.L. 2015-118). This requirement applies to all units of State government and to all political subdivisions of the State. The Iran Divestment Act List is a list published by the North Carolina Department of State Treasurer pursuant to the requirements of this Act that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

By accepting an order from THE FOUNDATION, the Artist and/or Agent certifies that, as of the date of acceptance, it is not on the then-current version of the Iran Divestment Act List. Artist and/or Agent agree to not contract with any person to perform a part of the contractual work, if, at the time the Artist and/or Agent enters into a subcontract, that person is on the then-current version of the Iran Divestment Act List. Artist and/or Agent further agree to notify the Procurement Specialist if, at any time during the contract term, including any renewal terms, it is added to the Iran Divestment Act List.

**21. NO AGENCY OR EMPLOYMENT RELATIONSHIP.**

This contract shall in no way be interpreted as creating an agency or employment relationship between the parties. Independent Contractor shall have exclusive control over the manner in which its obligations are performed under this Agreement.

**22. SEVERABILITY.**

If any part of this contract is held to be in violation of any law, the provisions held to be invalid shall be of no force and effect, but all of the other provisions of this Agreement shall continue to be binding on the parties.

**23. MODIFICATION IN WRITING.**

This contract may be modified only by written amendment executed by the authorized representatives of both parties.

**24. ENTIRE AGREEMENT.**

This contract states the entire agreement between the parties as of the effective date in respect to the subject matter of the agreement and supersedes any previous written or oral representations, statements, negotiations, or agreements.

IN AGREEMENT to the foregoing, the parties, or their authorized representative, hereby affix their signatures in duplicate (2) original counterparts.

**THE ECSU FOUNDATION, INC.**

**INDEPENDENT CONTRACTOR**

By: \_\_\_\_\_  
Dr. Kevin J. Wade  
Executive Director,  
The ECSU Foundation, Incorporated

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

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

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

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

Fed. Tax ID#: \_\_\_\_\_

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

State of Incorporation: \_\_\_\_\_

Sec. of State Corp. ID: \_\_\_\_\_