



COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
CONTRACT FOR SERVICES

This agreement is made on the \_\_\_\_\_ between Collin County Community College District, hereinafter referred to as "Collin College", and \_\_\_\_\_, hereinafter referred to as the "Service Provider".

- 1. Services: It is agreed by both parties that the services as outlined below, or identified in Attachment A, will be provided by the Service Provider:

Description of Service - \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Date and time of engagement - \_\_\_\_\_

Location of engagement - \_\_\_\_\_

- 2. Payment: Collin College agrees to pay the Service Provider \$\_\_\_\_\_ for services as described within this contract. Service Provider's address is \_\_\_\_\_ and SS# or Tax ID# is \_\_\_\_\_. Any additional reimbursements for expenses incurred by the Service Provider and paid by Collin College include \_\_\_\_\_. Any and all approved expenses will be paid in accordance with Collin College policies and procedures.

Payment options available to Service Provider:

- Check to be delivered to Service Provider following completion of activity.
Check to be mailed to Service Provider following completion of activity and upon receipt of invoice.

Payment will be made within 30 days of invoice or following the engagement, whichever is later.

- 3. Relationship: Collin College will assume no responsibility for reporting or paying employment taxes or other similar levies required by the U.S. Internal Revenue Service and/or other state or national agencies. Services are being purchased in accordance with the terms of this contract and do not establish an employer / employee relationship, partnership, or other form of relationship other than that of an outside contractor. The Service Provider shall be solely responsible for compliance with any performance fees, rules, regulations, or responsibilities required by any organization of which the Service Provider is a member or to which they may be contractually bound and Collin College shall have no liability, duty, or obligation thereto.
4. Admission: Collin College reserves the right to charge admission fees. It is understood and agreed that the Service Provider will not solicit funds or contributions either directly or through the sale of materials and that no literature of any kind will be distributed unless prior permission is obtained from Collin College.
5. Termination of Agreement: This agreement for services of the Service Provider is subject to proven detention by accidents, sickness, epidemics, acts of God, or any event beyond the control of either party. In the event that this engagement should be canceled

for any of the above circumstances, both parties shall be relieved of all obligations pursuant to the agreement and the agreement shall be deemed rescinded. It is understood that cancellation for any reason must be fully documented in writing and received by non-canceling party within forty-eight hours of verbal notification of cancellation.

6. **Place of Performance:** This agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Texas. All obligations of each party to this Agreement shall be performable in Collin County, Texas and the venue, for any dispute, related to this agreement shall be Collin County, Texas.
7. **Assignment:** This agreement, and any of the rights, burdens, duties or obligations identified herein, may not be assigned, transferred, or subcontracted by either party without the prior written consent of the other party.
8. **Severability:** This agreement shall be construed in its entirety and shall not be divisible, except that a court of competent jurisdiction declares any provision hereof invalid or unenforceable as written. It is the desire of the parties that such provision or provisions be reformed, if possible, by referring to the remaining provisions hereof so as to closely approximate the intent of the parties, and the other provisions hereof shall remain valid and enforceable as written.
9. **Force Majeure:** In the event either party is unable to provide the services herein specified because of any act of God, civil disturbance, fire, flood, riot, war, loss of transportation facilities, oil or fuel shortage or embargo, governmental action or any condition or cause beyond its control, the other party shall excuse non-performing from performance under this agreement, when satisfactory evidence thereof is presented to the other party, and provided that such non-performance is not due to the fault of the non-performing party.
10. **Release of Liability:** Each party releases and discharges the other party of all claims, demands, damages, actions, causes of action, or suits in equity, of any kind or nature, that may arise during the course of the performance of this agreement.
11. **Entire Agreement:** This agreement sets forth the entire agreement between Collin College and the Service Provider concerning the subject matter hereof. There are no representations, either oral or written, between Collin College and the Service Provider other than those contained in this agreement. This agreement can be modified only by an agreement in writing, signed by both parties.

This agreement is executed by the parties hereto without coercion or duress and for substantial consideration, the sufficiency of which both parties acknowledge in this agreement.

12. **Notice:** Any notice required under this agreement shall be in writing and shall be deemed to have been served if mailed, postage prepaid, by certified or registered mail, return receipt requested, to the party at the following address:

If to Collin College: Collin College  
Attn: \_\_\_\_\_  
Central Park Campus  
2200 W. University Dr., McKinney, TX 75071  
Contact Phone: \_\_\_\_\_

If to Service Provider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. **Signatures:** Signatures to this agreement warrant that they are duly authorized representatives of the parties to this contract.

**WITNESS**, the following signatures:

**Collin College:**

By: \_\_\_\_\_  
Signature of Sponsor

By: \_\_\_\_\_  
Signature of respective Dean

By: \_\_\_\_\_  
Signature of respective Vice President

By: \_\_\_\_\_  
Signature of Director of Purchasing required if less than \$25,000  
and Signature of Chief Financial Officer if \$25,000 or more

**Service Provider:**

By: \_\_\_\_\_  
Signature of Service Provider  
Title

Internal Use Only

Cost Center: \_\_\_\_\_

Account #: SC1074

- Consultant
- Guest Lecturer
- Performer
- Other

I certify the services were performed as shown:

Cost Center Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Approval: \_\_\_\_\_

Mail Check

Return Check to: \_\_\_\_\_ at CPC; CHEC, SCC; PRC; CYC (*Circle*)