

FORMS REQUIRED FOR INDEPENDENT CONTRACTORS / CONSULTANTS

Activity	280-49(A) IAF Consultant /Contractor Form	235-40 Contractor Response Form	280-54 IAF Request for a Purchase	IRS Form W-9	Purchase Order Required if >\$1500	Request Type in Hub	Category
Adjudicators	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
AP /IB Testing Proctors	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
Bus Carriers from Approved List	No	No	Yes	No	No		
Choreographer	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
DJ	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
Field Maintenance	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	988.03
Guest Speakers	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
Mad Science Staff	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
Music Coach	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
Photo Booth Rental for Proms	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
Piano Accompanist	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00
Police for School Event Security	No	No	Yes	Yes	No		
Set Designers	Yes	Yes	No	Yes	Yes	Goods or Services by US \$	918.00

IMPORTANT NOTES

- ➔ MCPS employees (current, retired, permanent, temporary part-time, etc.) must be paid through MCPS payroll processes. MCPS employees cannot be hired as contractors /consultants.
- ➔ Form 280-49A serves as the IAF purchase request /approval form to authorize and pay for independent contractor /consultant services; this eliminates the need for Form 280-54, IAF Request for Purchase.
- ➔ Under a Maryland law (Section 6-113 of the Education Article of the Maryland Code) enacted in July, 2015, any contractor or member of the contractor's workforce who will be working in a Montgomery County Public Schools (MCPS) facility where they have direct, unsupervised, and uncontrolled access to students must undergo a criminal background check, including fingerprinting.
- ➔ Montgomery County government and MCPD police officers have already undergone background checks and fingerprinting prior to employment. MCPS do not require additional fingerprinting or background checks for these individuals.