

Non Billable Independent Contractor Labor

An individual (or small business less than five employees in the US and Canada) operating as a subject-matter expert for a fixed period of time. Ideally, IC's should be vetted, engaged and paid through a preferred third- party supplier to mitigate risk.

Pricing

- One quote is required above \$5,000.
- Procurement review is always required for this category.
- When an existing contracted rate does not exist, a sourcing event may be required if the purchase amount is greater than \$100,000.
- Please work with your Procurement Contact if you need assistance.
- **Note:** All pricing is contracted in the local functional currency of the contracting legal entity. Functional currency is defined as the currency in which the business transactions of a country are normally denominated.

Contracts

- A contract is required for all transactions.
- Master Contracts: Contingent Workforce Program (CWP) Agreement OR Contingent Workforce Services (CWS) Agreement
- Additional agreements: Network Access Agreement (NAA), Statement of Work (SOW), Work Order (WO), Consultant Non-Disclosure Agreement (CNDA), Source Material Agreement (SMA), Supplier Business Associate Agreement (SBAA).

- For the new SOW's requestors will have to fill in a Procurement Contracts Team Approval Summary (PCTAS)
- For additional information on contracts, please refer to one of the Procurement Contacts below.

Procurement Contacts

- Arya Abraham (EMEA)
- Winston Walker (JAPAC)
- Ines Ignacio (LAD)
- Jodie Jefferson (North America)

Category Guidelines

- Supremo managers responsible for engaging contingent workers who are not re-billed to an Supremo customer must ensure they are procured through the **External Contractors** procurement category.
- The purchase requisition value should be for the entire term or duration of the external contractor assignment or project. Additional funding is treated as a purchase order extension, and the total new amount will route for approval.
- Contractor expenses are shown on a separate line of the requisition.
- Effective immediately, managers can access the NBC Onboarding Journey to follow intuitive, step-by-step instructions. This Journey is provided for managers using the Contingent Workforce Program (CWP) to source and manage contractors in 14 countries: U.S., Canada, UK, Ireland, France, Hungary, Poland, Netherlands, Romania, Singapore, Japan, India, Australia and New Zealand.
- Supremo has determined that the use of External Contractors (Billable and Non-Billable) is not allowed in the "Supremo Sovereign Entities".

Independent Contract Evaluation

An independent contractor evaluation is required for this category.

Additional Ordering Instructions

Include on your Purchase Requisition:

1. Name of Independent Contractor;
2. Dates of Service;
3. Detailed description of service and/or deliverables (if any); 4. Location of service; and
4. Fee Structure (eg. Charge per hour/month, fixed fee, etc)

Preferred Suppliers

To expedite your purchase, utilize one of the preferred suppliers provided below. If there are no preferred suppliers, refer to the Procurement Contacts for additional guidance.