

**QUESTIONS TO BE COMPLETED WITH PRE-CONTRACT QUESTIONNAIRE
(SUBSTITUTE SS-8)**

1. Describe the work to be completed by the contractor:

2. Does the contractor receive any training from the department/agency? ☐ Yes ☐ No
If "Yes", what type of training?

3. Who determines the methods by which assignments are performed?

4. Describe the contractor's daily routine (schedule, hours, etc.):

5. What types of reports are required from the contractor? (Progress/status reports, time sheets, etc.)

6. How often does the contractor report to the department/agency?

7. Will the contractor perform the service personally? ☐ Yes ☐ No
8. List the supplies, equipment, materials and property provided by each party:
 - a) Provided by the department/agency:

 - b) Provided by the contractor:

9. What expenses are incurred by contractor in the performance of service for the department/agency?

a) Is the contractor reimbursed for any of these expenses? ☐ Yes ☐ No

10. Type of pay the contractor receives:

☐ Salary ☐ Commission ☐ Hourly Wage ☐ Piece Work ☐ Lump Sum

☐ Other; Specify:

11. Can the contractor incur a loss in the performance of the service for the department/agency?

☐ Yes ☐ No

12. Does the contractor have a financial investment in a business related to the service performed?

☐ Yes ☐ No

13. Can the relationship be terminated by either party without incurring liability or penalty?

☐ Yes ☐ No

If "No", please explain:

14. Does the contractor perform a similar service for others?

☐ Yes ☐ No

a) If "Yes", is the contractor required to receive approval from the department/agency?

☐ Yes ☐ No

15. What type of advertising, if any, does the contractor do? (Business directory listing, business cards, etc.)

Signature *(Individual completing this form)*

Under penalties of perjury, I declare that I have examined this request, including accompanying documents, and to the best of my knowledge and belief, the facts presented are true, correct and complete.

Signature

Title

Date