**EXHIBIT B: INDEPENDENT CONTRACTOR CERTIFICATION**

**Instructions to Contractor:** To comply with Oregon rules (ORS 670.600) establishing contractor status, Portland Public Schools requires all personal services contractors to certify that they independently operate a business outside of the school district.  **Please review the criteria below and initial all that apply.** Portland Public Schools cannot process your contract without this exhibit.

\_\_\_\_\_ Contractor is a registered business entity employing five or more employees and regularly offering services to the public. Registration number and state of registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**If you initialed the proceeding statement, please skip to the end of this form and certify your status by signing below. All other individuals and entities should review and initial all applicable criteria below.**

\_\_\_\_\_ I am not currently and have not been an employee of PPS within the last 18 months.

 I have a registered business entity with the State of Oregon, registration number \_\_\_\_\_\_\_\_\_\_.  (If registered with another state, provide state here\_\_\_\_\_\_\_\_\_\_\_.)

 I have clients not associated with Portland Public Schools (PPS).

\_\_\_\_\_ I typically have two or more clients, which generally represent 50% or more of my business within a 12-month period.

 I have obtained licenses or certificates necessary to provide the contracted services.

 I routinely engage in efforts calculated to obtain new contracts or provide similar services to others (beyond PPS).

 I maintain a business location separate from my residence or I use a specific portion of my residence primarily for business.

 When necessary to complete the contracted services, I will retain the services of individuals to provide or to assist in providing the services.  These individuals will be employed (hired/fired) through my business entity.

 I/my business retains full responsibility for the quality of services provided.  To ensure the quality of work to my customers,

 I provide services under fixed-price contracts, where applicable.

 I am required to correct defective work.

 \_\_\_\_\_ I warrant the services provided.

 I purchase liability insurance or errors and omissions insurance.

 I invest in my business to deliver contracted services.  When required to deliver services,

 I purchase tools or equipment necessary to provide the services.

 I pay for the premises or facilities where the services are provided.

 I pay for licenses, certifications, or specialized training required to provide the services.

 I/my business will control the means and manner of providing the contracted services.

**I certify that the initialed statements above are true and that I am engaged in an independently established business.**

**CONTRACTOR**

Signature

Printed Name and Title

Date