



Scope of Work

Vendor Name (Person or Company Rendering Service): _____

Address: _____

Phone: _____

Email: _____

PERA Retiree Questionnaire- to be completed by Vendor:

Morgan Community College (MCC) is required to pay an employer contribution to the Colorado Public Employees' Retirement Association (PERA) based on the amount paid to any PERA retiree. In addition, pursuant to 24-51-1101(2), (SB10-001), effective January 1, 2011, all retirees working after retirement, including independent contractors working individually or through an affiliated party, must make contributions at the same rate as all members working for that employer.

1. Has the Contractor been employed at CCCS, CCCOnline, or at any of CCCS's community colleges during the current calendar year? Yes No

1a: If yes, where? _____ **Note: An MOU or alternative engagement may be required.**
Contact your college controller and HR department to determine what is necessary for your situation.

2. Is the Contractor a PERA retiree from any PERA agency or entity? Yes No

2a: If yes, is the Contractor a sole proprietor/individual? Yes No

Note: If yes to 2a, a purchase requisition must include a completed, original **Retiree Working for a PERA Employer form.*** (Contractor will be paid using SSN.)

3. Is the Contractor a business entity that is owned or operated** by a PERA retiree(s) or a PERA affiliated party(ies)?
*** Yes No

3a: If yes, will the PERA retiree(s) who own or operate the entity be providing services? Yes No

Note: If yes to 3a, the purchase requisition must include a completed, original **Retiree Working for a PERA Employer form AND a Disclosure of Compensation form is required to be submitted with each invoice when payments are made to a TIN number that is different than Contractor's SSN.**

It is the PERA Retiree's responsibility to review and comply with all PERA rules and requirements. The Contractor or PERA retiree will indemnify and hold harmless MCC for any amounts MCC is required to pay PERA as a result of a PERA retiree's failure to disclose or provide timely and accurate reporting.

*For forms, rules and requirements, please see Colorado PERA's "Working After Retirement" booklet available on the [Colorado PERA Website](http://www.copera.org). (Website: www.copera.org)

**Ownership or operation. For purposes of the questions above, ownership of up to 5 percent of a publicly traded company registered on a national securities exchange by a retiree shall not constitute ownership of the company or cause the company to be an affiliated party of the retiree. Any other form or degree of ownership in an entity providing services to a PERA affiliated employer shall constitute ownership or operation of the entity.

***Affiliated party. An affiliated party is:

(1) any person who is the named beneficiary or co-beneficiary on the PERA account of the retiree,

- (2) any person who is a relative of the retiree by blood or adoption to and including parents, siblings, half-siblings, children, and grandchildren,
- (3) any person who is a relative of the retiree by marriage or civil union to and including spouse, spouse's parents, step-parents, step-children, step-siblings, and spouse's siblings, and
- (4) any person or entity with whom the retiree has an agreement to share or otherwise profit from the performance of services for a PERA employer by the retiree other than the retiree's regular salary or compensation.

Scope of Work Details- to be completed by the Department

The Vendor is required to produce in a satisfactory manner the following:

List of itemized cost of goods/services:

Date(s) goods and services will be provided:

As full payment for services rendered, the vendor shall be paid: \$

Payment requests should be submitted by monthly invoice to: **Morgan Community College
920 Barlow Road
Fort Morgan, CO 80701**

*Printed Name of Vendor &
 Last 4 digits of SSN or Tax ID #*

Vendor Signature

Date

MCC Representative's Name

Signature

Date

Required Department Certification: I have confirmed with HR that Contractor meets contractor status criteria. (Check box)