

## Independent Contractor Panel Policy and Procedure

[Subcontractor Request Form: https://wkf.ms/3MKc1aQ](https://wkf.ms/3MKc1aQ)

Public Knowledge® maintains a Panel of Independent Contractors (AKA Subcontractors) to use for specific tasks and projects to supplant and enhance our teams. Independent Contractors can only be used in the following situations:

1. A current Public Knowledge® employee does not have the time and skills.
2. The E-RVP has approved using an Independent Contractor to join the team.
3. The Independent Contractor is not serving as a Project Manager or Project Controller.
4. The Independent Contractor is set up to do business with more companies than just Public Knowledge® and has insurance and equipment to do the work.

To be approved and added to the Panel, the Independent Contractor needs to apply using [this form](#). The application must include proof of insurance, a W-9, and a resume.

An Independent Contractor must comply with the following to stay on the panel and be used by a project team:

1. Not work more than 60% of FTE hours for Public Knowledge®, unless required by the client and contract and approved by the President and E-RVP.
2. Keep insurance current and comply with all requirements of client and client contract.
3. Invoice monthly with hours and description.
4. Charge the pre-negotiated and approved all-inclusive rate for all project work.
5. Limit travel and in-person time with clients, this should be our core Public Knowledge® team.