



**Government of the District of Columbia  
ADVISORY NEIGHBORHOOD COMMISSION 3/4G**

Chevy Chase, Barnaby Woods, Hawthorne  
5601 Connecticut Avenue N.W. P.O. Box 6252 Washington, D.C. 20015  
3G@anc.dc.gov | <http://www.anc3g.org> | YouTube: ANC3G |

**COMMISSIONERS**

3/4G-01 - Lisa R. Gore, Chair      3/4G-02 - Bruce Sherman, Secretary  
3/4G-03 - James Nash      3/4G-04 - Michael Zeldin      3/4G-05 - Peter Lynch  
3/4G-06 - Peter Gosselin, Vice Chair      3/4G-07 - Zachary Ferguson, Treasurer

---

**ANC 3/4G Independent Contractor Agreement  
With Luis Chica for  
Meeting Technology Assistance**

This Agreement is made between Advisory Neighborhood Commission (ANC) 3/4G ("Client") and Luis Chica ("Contractor").

**1. Services to Be Performed**

Contractor agrees to perform the following services: ANC meeting IT support. Generally 1-2 ANC meetings per month requiring about 3-6 hours each meeting, depending upon ANC needs and Contractor availability.

**2. Payment**

In consideration for the services to be performed by Contractor, Client agrees to pay Contractor at the following rates: \$25 per hour.

Contractor shall be paid within a reasonable time after Contractor submits an invoice to Client. The invoice should include the following: date of service, hours worked, and a summary of the work performed.

**3. Expenses**

Contractor shall be responsible for all expenses incurred while performing services under this Agreement.

**4. Equipment**

Client will not require Contractor to rent or purchase any equipment, product, or service as a condition

of entering into this Agreement.

### **5. Independent Contractor Status**

Contractor is an independent contractor, and Contractor is not, nor shall be deemed, Client's employee. In its capacity as an independent contractor, Contractor agrees and represents, and Client agrees, as follows:

[Check all that apply]

[X] Contractor has the right to perform services for others during the term of this Agreement.

[X] Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed.

### **7. State and Federal Taxes**

Client will not:

- withhold FICA (Social Security and Medicare taxes) from Contractor's payments or make FICA payments on Contractor's behalf
- make state or federal unemployment compensation contributions on Contractor's behalf, or
- withhold state or federal income tax from Contractor's payments.

Contractor shall pay all taxes incurred while performing services under this Agreement—including all applicable income taxes and self-employment (Social Security) taxes. Contractor agrees to submit a W-9 form.

### **8. Fringe Benefits**

Contractor understands that Contractor is not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of Client.

### **9. Unemployment Compensation**

Client shall make no state or federal unemployment compensation payments on behalf of Contractor or Contractor's employees or contract personnel.

### **10. Workers' Compensation**

Client shall not obtain workers' compensation insurance on behalf of Contractor.

### **11. Insurance**

Client shall not provide insurance coverage of any kind for Contractor.

### **12. Indemnification**

Contractor shall indemnify and hold Client harmless from any loss or liability arising from performing services under this Agreement.

### **13. Term of Agreement**

This agreement will become effective when signed by both parties and will terminate on the earlier of:

- the date Contractor completes the services required by this Agreement
- \_\_\_\_\_ [date], or
- the date a party terminates the Agreement as provided below.

### **14. Terminating the Agreement**

Either Client or Contractor may terminate this Agreement, effective immediately upon giving written notice.

**15. Exclusive Agreement**

This is the entire Agreement between Contractor and Client.

**16. Modifying the Agreement**

This Agreement may be modified only by a writing signed by both parties.

**17. Governing Law**

This Agreement is governed by the laws of the District of Columbia.

**Signatures**

Client: \_\_\_\_\_

Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contractor: \_\_\_\_\_

Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date