Procedure for Use of  
Web-Based Technology Consultants – (e.g., Elance, Mechanical Turk) 

1. The following information will need to be collected prior to posting a project on site:  
   a. Statement of Work for the project  
   b. Copies of (or links to) agreements for third-party software products required to complete the programming project  
      i. Open source software agreements do not need to be provided. For open source software, please provide a high-level list of open source software to be used (e.g. “Ruby on Rails”, “Firefox”, “OpenSSH”), along with a statement indicating, to the best of your knowledge at the time, whether or not the software might include encryption in some form.  
   c. Account to be charged for services rendered  
      i. If an “RC” account, please be sure to check with the GPM to confirm any special compliance issues/restrictions that may apply.  
      ii. Confirm available funding with GPM/FO  

2. Email items a & b above to export@msu.edu. ECTS will notify you within one week if export control difficulties are anticipated based on information provided. 

3. Once ECTS approves of the project for posting, you can submit your posting onto the site.  
   a. IMPORTANT! All request for services posted must include the following statement: “Successful bidders must warrant that they may legally use, in full compliance with all United States export control laws, all software that has been identified for the project or is reasonably anticipated to be utilized within it.”  

4. Now that you have an active position posted you will begin to receive bids from contracts for their services. Once you have an individual you would like to work with please be sure to complete the following steps for approval from ECTS:  
   a. Email export@msu.edu and provide them the name and country of the contractor  
   b. Request that ECTS run a restricted parties screening check  
   c. ECTS will notify you within 2 business days via email if you are approved to “hire” this contractor via the site for your project  

5. Work with ART office to get payment information set-up on your web-based consultant account so that the contractor may begin work on your project. This is on a per project basis.