

CONTRACT REVIEW CHECKLIST

Consistency with Law and School Board Policy:

	Comments
Consistent with School Board Policy	YES
Consistent with Florida, federal and local laws	YES

Contract Terms:

	Comments
Term (Duration of Contract)	From the day of execution of the agreement through June 30, 2010; Please refer to Section II(K).
Termination Clause	Either party may terminate without cause upon giving 30 days notice to other party; Please refer to Section II(G).
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Insurance: Please refer to Sections II(H) and II(N). Indemnification: Please refer to Sections II(L) and II(M).
Regulatory issues	None
Confidentiality Provision	Yes. Consultant may receive confidential student information. Please review Section III Confidential Information and Records and Addendum Concerning Student Records.
Warranties	N/A
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	Governing Law: Florida; Venue: Palm Beach County; Please refer to Section IV.

Business Principles:


	Comments
Sound Business Principles	Yes.
Reasonableness of Fees	None.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	None.

Other Issues:

	Comments
Conflict of Interest Disclosures	None
Non-Negotiable Issues	None
Miscellaneous Issues	
Appropriate Departmental Sign-off	

Special Considerations: _____

The issues noted above were explained to the appropriate District staff and/or Division Chief. YES NO


 By: Attorney (Name and Date)