

CONTRACT REVIEW CHECKLIST

Consistency with Law and School Board Policy:

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

Contract Terms:

		Comments
Term (Duration of Contract)	1 year	
Termination Clause		Proquest may terminate for breach
Insurance /Liability Issues/ Indemnification		Risk Management should review and approve all insurance clauses.
Regulatory issues	None	
Confidentiality Provision	Yes	
Warranties		Yes (See Section 9)
Labor Issues		The Labor Relations Department should review any issues.
Disclaimers		Yes, as it relates to compatibility (Section 8)
Governing Law & Venue		Florida; Palm Beach County

Business Principles:

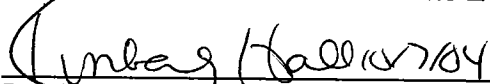
		Comments
Sound Business Principles		
Reasonableness of Fees		See Term Sheet
Payment Terms --Lump sum, installments --Payment Due dates --Late fees		See Term Sheet

Other Issues:

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

Special Considerations:

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


 By: Attorney (Name and Date)