

### 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)	*
Termination Clause	*
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	*
Confidentiality Provision	*
Warranties	N/A
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	FL

**Business Principles:**

	Comments
Sound Business Principles	*
Reasonableness of Fees	Please refer to section 6.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to section 6.

**Other Issues:**

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

**Special Considerations:** \_\_\_\_\_  
 \_\_\_\_\_

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

*Kimberly Hall 12/3/04*