

Name of Contract: AVAYA Contract

\_\_\_\_\_ Board Item

\_\_\_\_\_ Board Meeting Date

### 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)	4 Years
Termination Clause	Yes
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	N/A
Confidentiality Provision	Yes
Warranties	Yes
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	Yes
Governing Law & Venue	FIA LAW & P.B. County venue

**Business Principles:**

Comments

Sound Business Principles	
Reasonableness of Fees	Please refer to page _____
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to page <u>1 of Attachment A</u>

**Other Issues:**

Comments

Conflict of Interest Disclosures	Provided in Backup
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

Blair Holt 12/20/04  
By: Attorney (Name and Date)