

### 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 and Amendment. |
| Payment Terms<br>--Lump sum, installments<br>--Payment Due dates<br>--Late fees | Please refer to section 6 and Amendment. |

**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

*Lumberg Ball*  
 By: Attorney (Name and Date) 4/19/05