

### 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<br>--Lump sum, installments<br>--Payment Due dates<br>--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

  
 \_\_\_\_\_  
 By: Attorney (Name and Date)