

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)	n/a
Termination Clause	√
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	None
Confidentiality Provision	Yes
Warranties	√
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	None
Governing Law & Venue	Florida; Palm Beach County

Business Principles:

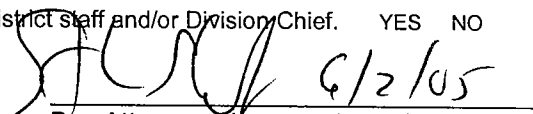
	Comments
Sound Business Principles	√
Reasonableness of Fees	See page 2
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	See page 2

Other Issues:

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

Special Considerations: All work will be done at FHESC with no students present. Therefore, no Level 2 screening required.

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


By: Attorney (Name and Date)