

### 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)	1 year	
Termination Clause	30 days w/o cause	
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.	
Regulatory issues	None	
Confidentiality Provision	Yes	
Warranties	None	
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, Section 4.1	
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	See Page 2, Section 4.1	

**Other Issues:**

Comments

Conflict of Interest Disclosures	None	
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

*Kimberly Hall* 7/21/05  
By: Attorney (Name and Date)