

Date _____
 Consistency with Law and School Board Policy:

CONTRACT REVIEW CHECKLIST

	Comments
Consistent with School Board Policy	√
Consistent with Florida, federal and local laws	√

Contract Terms:

	Comments
Term (Duration of Contract)	8/18/2005-6/30/2006
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:

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

ACSH 2/14/05
 By: Attorney (Name and Date)