

### 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 --Lump sum, installments --Payment Due dates --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

*Kimberly Hood* 7-28-05  
By: Attorney (Name and Date)