Board	Item	
Board	Meeting Date	

CONTRACT REVIEW CHECKLIST

Contract Terms: Comments Contract Terms: Comments Comments		Comments	
Contract Terms: Comments Term (Duration of Contract) 1 year Termination Clause 30 days w/o cause Insurance /Liability Issues/ Indemnification Regulatory issues Confidentiality Provision Warranties None Contract Terms: Comments None Risk Management should review and approve all insurance clause None None Warranties None 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 Paragraph 2 Payment Terms -Lump sum, installments -Payment Due dates -Late fees Other Issues: Comments Comments Comments Appropriate Departmental Sign-off Yes	Consistent with School Board Policy	1	
Term (Duration of Contract) Term (Duration of Contract) Termination Clause Insurance /Liability Issues/ Indemnification Regulatory issues Confidentiality Provision Warranties Labor Issues Disclaimers Governing Law & Venue Florida; Palm Beach County Business Principles: Comments Sound Business Principles Reasonableness of Fees Payment TermsLump sum, installmentsPayment Due dates -Late fees Other Issues None None None None Comments None Comments Comments Comments See Paragraph 2 See Paragraph 2 See Paragraph 2 Comments Comments Comments Comments Appropriate Departmental Sign-off Yes	Consistent with Florida, federal and local laws	✓	
Termination Clause Insurance /Liability Issues/ Indemnification Risk Management should review and approve all insurance clause Regulatory issues Confidentiality Provision 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 Paragraph 2 Payment Terms -Lump sum, installments -Payment Due dates -Late fees Other Issues: Comments Comments Comments Comments Appropriate Departmental Sign-off Yes	Contract Terms:	Comments	
Insurance /Liability Issues/ Indemnification Regulatory issues None Confidentiality Provision 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 Paragraph 2 Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments Comments Comments Comments Appropriate Departmental Sign-off Yes	Term (Duration of Contract)	1 year	
Indemnification Regulatory issues None Confidentiality Provision Warranties Labor Issues Disclaimers None Governing Law & Venue Florida; Palm Beach County Business Principles: Comments Sound Business Principles Reasonableness of Fees Reasonableness of Fees See Paragraph 2 Payment Terms -Lump sum, installments -Payment Due dates -Late fees Other Issues: Comments Comments Comments Comments Comments Appropriate Departmental Sign-off Yes	Termination Clause	30 days w/o cause	
Confidentiality Provision 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 Paragraph 2 Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments Comments Appropriate Departmental Sign-off Yes		Risk Management should review and approve all insurance clauses.	
Provision 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 Paragraph 2 Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments Comments Appropriate Departmental Sign-off Yes	Regulatory issues	None	
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 Paragraph 2 Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments Comments Appropriate Departmental Sign-off Yes		None	
Disclaimers None Governing Law & Venue Florida; Palm Beach County Business Principles: Comments Sound Business Principles Reasonableness of Fees See Paragraph 2 Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments Comments Appropriate Departmental Sign-off Yes	Warranties	None	
Governing Law & Venue Business Principles: Comments Sound Business Principles Reasonableness of Fees See Paragraph 2 Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments Comments Appropriate Departmental Sign-off Yes	Labor Issues	The Labor Relations Department should review any issues.	
Business Principles: Comments Sound Business Principles Reasonableness of Fees See Paragraph 2 Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments None Non-Negotiable Issues None Miscellaneous Issues None Appropriate Departmental Sign-off Yes	Disclaimers	None	
Sound Business Principles Reasonableness of Fees Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments Comments Appropriate Departmental Sign-off Comments Comments	Governing Law & Venue	Florida; Palm Beach County	
Reasonableness of Fees See Paragraph 2 Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments None Non-Negotiable Issues None Miscellaneous Issues None Appropriate Departmental Sign-off Yes	Business Principles:	Comments	
Payment TermsLump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments None Non-Negotiable Issues None Miscellaneous Issues None Appropriate Departmental Sign-off Yes	Sound Business Principles		
Lump sum, installmentsPayment Due datesLate fees Other Issues: Comments Comments None Non-Negotiable Issues None Miscellaneous Issues None Appropriate Departmental Sign-off Yes	Reasonableness of Fees	See Paragraph 2	
Comments Conflict of Interest Disclosures None Non-Negotiable Issues None Miscellaneous Issues None Appropriate Departmental Sign-off Yes	Lump sum, installments Payment Due dates	See Paragraph 2	
Non-Negotiable Issues Miscellaneous Issues Appropriate Departmental Sign-off Yes	Other Issues:	Comments	
Miscellaneous Issues Appropriate Departmental Sign-off Yes	Conflict of Interest Disclosures	None .	
Appropriate Departmental Sign-off Yes	Non-Negotiable Issues	None	
	Miscellaneous Issues	None	
Special Considerations:	Appropriate Departmental Sign-off	Yes	
	Special Considerations:		

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

By: Attorney (Name and Date)