

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)	December 1, 2005 – June 30, 2006
Termination Clause	Standard 30 days' notice
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	√
Confidentiality Provision	Yes
Warranties	None
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	None
Governing Law & Venue	None

Business Principles:

Comments

Sound Business Principles	
Reasonableness of Fees	Please see page 2.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please 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 NO

Kimberly Hall 12/7/05
By: Attorney (Name and Date)