

**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)	Jan 1, 2006 – June 30, 2007
Termination Clause	Standard 30 days w/o Clause
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	√
Confidentiality Provision	√
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	N/A
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	N/A

**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* 11/2/05  
By: Attorney (Name and Date)