

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 Hall 12/15/05
 By: Attorney (Name and Date)