

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)	January 25, 2006 – January 24, 2011
Termination Clause	Standard 30 days' notice
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	√
Confidentiality Provision	√
Warranties	√
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	√
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	N/A
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 Hood 12/7
 By: Attorney (Name and Date)