

**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)                  | N/A                                                              |
| Termination Clause                           | Yes                                                              |
| Insurance /Liability Issues/ Indemnification | Risk Management should review and approve all insurance clauses. |
| Regulatory issues                            | N/A                                                              |
| Confidentiality Provision                    | N/A                                                              |
| Warranties                                   | N/A                                                              |
| Labor Issues                                 | The Labor Relations Department should review any issues.         |
| Disclaimers                                  | N/A                                                              |
| Governing Law & Venue                        | FLORIDA LAW & PB COUNTY VENUE                                    |

**Business Principles:**

Comments

|                                                                                 |                                     |
|---------------------------------------------------------------------------------|-------------------------------------|
| Sound Business Principles                                                       | YES                                 |
| Reasonableness of Fees                                                          | Please refer to page _____.         |
| Payment Terms<br>--Lump sum, installments<br>--Payment Due dates<br>--Late fees | Please refer to page <u>  1  </u> . |

**Other Issues:**

Comments

|                                   |      |
|-----------------------------------|------|
| Conflict of Interest Disclosures  | N/A  |
| 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 

*Blair Lewis* 1/24/06  
 By: Attorney (Name and Date)