

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)	1 year
Termination Clause	30 days w/o cause
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	None
Confidentiality Provision	Yes
Warranties	None
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	None
Governing Law & Venue	Florida; Palm Beach County

Business Principles:

Comments

Sound Business Principles	
Reasonableness of Fees	See Attached budget
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	See Attached budget

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 Todd
By: Attorney (Name and Date)