

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 --Lump sum, installments --Payment Due dates --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 HW 2/7/06
By: Attorney (Name and Date)