

**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                           | N/A  |  |
| 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 Hoag* 2/14/06  
 By: Attorney (Name and Date)