

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)	Five (5) years from the date of signing.
Termination Clause	Either party may terminate with written notice to the other.
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	No.
Confidentiality Provision	No. NAF will not receive student information.
Warranties	No.
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	Statutory rules apply.

Business Principles:

	Comments
Sound Business Principles	Yes.
Reasonableness of Fees	Please refer to page 13- Financial Responsibilities.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to page 13- Financial Responsibilities.

Other Issues:

	Comments
Conflict of Interest Disclosures	None
Non-Negotiable Issues	No.
Miscellaneous Issues	None
Appropriate Departmental Sign-off	

Special Considerations: _____

The issues noted above were explained to the appropriate District staff and/or Division Chief. YES NO

[Signature]
 By: Attorney (Name and Date) 5/28/06