

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)	12 Months (July 1, 2006 – June 30, 2007)	
Termination Clause	Board may terminate without cause upon giving thirty (30) days notice to other party. If the consultant is in default, the Board may cancel contract upon five (5) days notice to the other party.	
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Please refer to section 11.	
Regulatory issues	None	
Confidentiality Provision	NO (Consultant will NOT receive student information).	
Warranties	N/A	
Labor Issues	The Labor Relations Department should review any issues.	
Disclaimers	N/A	
Governing Law & Venue	Governing Law: Florida; Venue: Palm Beach County	

Business Principles:

		Comments
Sound Business Principles	Yes.	
Reasonableness of Fees	Please refer to section 6.	
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to section 6.	

Other Issues:

		Comments
Conflict of Interest Disclosures	None	
Non-Negotiable Issues	None	
Miscellaneous Issues		
Appropriate Departmental Sign-off		

Special Considerations: _____

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

[Handwritten Signature]
By: Attorney (Name and Date)