

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)	November 13, 2006- December 22, 2006; Please refer to Pages 2 and 6.
Termination Clause	The Agreement may be terminated by either party with or without cause upon 30 days written notice to the other party; Please refer to Page 5, Paragraph 19.
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Indemnification: Please refer to Page 4, Paragraph 16. Insurance: Please refer to Page 4, Paragraph 17. Liability Issues: Please refer to Page 2, Paragraph 7.
Regulatory issues	No.
Confidentiality Provision	Yes. Please refer to Page 5, Paragraph 19. The Contractor agrees to execute the Addendum Concerning Student Records and to maintain the confidentiality of student records.
Warranties	Please refer to Page 3, Paragraphs 4 and 5.
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	Governing Law: Florida; Venue: Palm Beach County; Please refer to Page 5, Paragraph 19.

Business Principles:

Comments

Sound Business Principles	Yes.
Reasonableness of Fees	Please refer to Page 2, Section 2.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to Page 2, Section 2.

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)