

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)	March 1, 2007- February 28, 2010; Please refer to Section 1.
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. Please refer to Section 16.
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Indemnification: Please refer to Section 11.
Regulatory issues	None
Confidentiality Provision	Alcalde & Fay is subject to all School District obligations relating to compliance with student records confidentiality laws and agrees to comply with FERPA; Please refer to Section 7.
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; Please refer to Section 15.

Business Principles:


	Comments
Sound Business Principles	Yes.
Reasonableness of Fees	\$223,200.00 (\$74,400.00 for 3 years); 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

Kalinthia R. Dillard 12/13/06 
 By: Attorney (Name and Date)