

**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)	<b>February 28, 2007- June 30, 2007; Please refer to Pages 2 and 6.</b>
Termination Clause	<b>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.</b>
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	<b>No.</b>
Confidentiality Provision	<b>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.</b>
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	<b>Yes.</b>
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	<b>No.</b>
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

  
 By: Attorney (Name and Date) 2-26-07