

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)	N/A
Termination Clause	N/A
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses
Regulatory issues	Regulatory should review and approve all regulatory issues
Confidentiality Provision	
Warranties	
Labor Issues	The Labor Relations should review any issues
Disclaimers	
Governing Law & Venue	Palm Beach County, FL

Business Principles:

Comments

Sound Business Principles	Yes
Reasonableness of Fees	Please refer to page <u>N/A</u> .
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to _____.

Other Issues:

Comments

Conflict of Interest Disclosures	
Non-Negotiable Issues	
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

 By: Attorney (Name and Date)