

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)	From execution until termination by either party; Please refer to Paragraph 6(a).
Termination Clause	Agreement may be terminated by either party in writing upon 3 months notice to the other party; Please see Paragraph 6(a).
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Insurance: Please refer to Paragraph 2(a).
Regulatory issues	None
Confidentiality Provision	Please see Addendum Concerning Student Information.
Warranties	Please refer to Paragraph 1(d).
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	Governing Law: Florida; Please refer to Paragraph 6(c).

Business Principles:

Comments

Sound Business Principles	Yes.
Reasonableness of Fees	None.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	None.

Other Issues:

Comments

Conflict of Interest Disclosures	None
Non-Negotiable Issues	No.
Miscellaneous Issues	Please initial all handwritten changes.
Appropriate Departmental Sign-off	

Special Considerations:

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

[Signature] 2/26/07
By: Attorney (Name and Date)