

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)	July 1, 2007- June 30, 2008; Please refer to Page 5.
Termination Clause	The Agreement may be terminated by either party upon 30 days written notice to the other party. Please refer to Page 5, Paragraph C(5).
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Insurance: Please refer to Page 3, Paragraph B(8). Indemnification: Please refer to Page 3, Paragraph C(2).
Regulatory issues	No.
Confidentiality Provision	Yes. The Agency agrees to comply with FERPA and all laws regarding the confidentiality of student information. Additionally, the Agency will execute the Addendum Concerning Student Information; Please refer to Page 3, Paragraph B(7).
Warranties	N/A
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	Venue: Palm Beach County; Choice of Laws: Florida; Please refer to Page 5, Paragraph C(6).

Business Principles:

Comments

Sound Business Principles	Yes.
Reasonableness of Fees	None. Please refer to Page 3, Paragraph C(1).
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	None. Please refer to Page 3, Paragraph C(1).

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

 By: Attorney (Name and Date) 3-30-07