

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 | N/A |
| Confidentiality Provision | N/A |
| Warranties | N/A |
| Labor Issues | The Labor Relations Department should review any issues. |
| Disclaimers | N/A |
| Governing Law & Venue | FLORIDA LAW & PB COUNTY VENUE |

Business Principles:

| | Comments |
|---|---------------------------------|
| Sound Business Principles | YES |
| Reasonableness of Fees | Please refer to page _____. |
| Payment Terms --Lump sum, installments --Payment Due dates --Late fees | Please refer to page <u>1</u> . |

Other Issues:

| | Comments |
|-----------------------------------|----------|
| Conflict of Interest Disclosures | N/A |
| Non-Negotiable Issues | NONE |
| Miscellaneous Issues | NONE |
| Appropriate Departmental Sign-off | YES |

Special Considerations: _____

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

Blaei HW 3/21/07
 By: Attorney (Name and Date)