

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) | Article 6 |
| Termination Clause | Article 12 |
| 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 <u> Article 11 </u> . |

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)