

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- August 31, 2007; Please refer to Pages 2 and 6.
Termination Clause	The Agreement may be terminated by either party upon 30 days written notice to the other party; Please refer to Section IV(1).
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Indemnification: Please refer to Section III(21). Insurance: Please refer to Section III(20). Liability Issues: Please refer to Section II(7).
Regulatory issues	No.
Confidentiality Provision	Yes. Please refer to Section III(18).
Warranties	Please refer to Section III(3- 5).
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	Governing Law: Florida; Venue: Palm Beach County; Please refer to Section IV(2).

Business Principles:

Comments

Sound Business Principles	Yes.
Reasonableness of Fees	Please refer to Section II(2).
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to Section II(2).


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)