

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)	5 Years
Termination Clause	Yes
Insurance /Liability Issues/ Indemnification	N/A
Regulatory issues	None
Confidentiality Provision	N/A
Warranties	N/A
Labor Issues	N/A
Disclaimers	N/A
Governing Law & Venue	Venue is in Palm Beach County

Business Principles:

	Comments
Sound Business Principles	Yes
Reasonableness of Fees	N/A
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	N/A

Other Issues:

	Comments
Conflict of Interest Disclosures	N/A
Non-Negotiable Issues	N/A
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**

By: Attorney (Name and Date)