

### 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                            | 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<br>--Lump sum, installments<br>--Payment Due dates<br>--Late fees | Please refer to _____.                    |

**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)