

### 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)	<b>Please refer to Section VI(A).</b>	
Termination Clause	<b>Either party may terminate without cause upon giving thirty (30) days notice to other party; Please refer to Section VI(C).</b>	
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.	
Regulatory issues	<b>Please refer to Sections II and III.</b>	
Confidentiality Provision	<b>The Agency agrees to limit access to student information to persons who have a legitimate educational interest in the information contained in the records; Please refer to Section II.</b>	
Warranties	N/A	
Labor Issues	The Labor Relations Department should review any issues.	
Disclaimers	N/A	
Governing Law & Venue	Governing Law: Florida.	

**Business Principles:**

		Comments
Sound Business Principles	<b>Yes.</b>	
Reasonableness of Fees	None.	
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	None.	

**Other Issues:**

		Comments
Conflict of Interest Disclosures	None	
Non-Negotiable Issues	<b>None</b>	
Miscellaneous Issues	Please fill in Section VI(A).	
Appropriate Departmental Sign-off		

**Special Considerations:** \_\_\_\_\_

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

*[Handwritten Signature]*  
By: Attorney (Name and Date) 8-21-07