



George County School District Contract (Agreements) Review Checklist

BASIC CONTRACT INFORMATION	Yes	No
1. I have read the entire Contract, including all attachments, exhibits, and/or appendices.		
2. Is the correct name of each party included?		
Length of Contract	Yes	No
3. Does the Contract have a start date and end date? (either a specific date or when signed)(there should be an expiration date, even if there is a provision for renewal) Contact Vendor to Remove Automatic Renewals		
Other Contract Terms	Yes	No
4. Do the terms and conditions of the Contract accurately reflect the final agreements, understandings, and negotiations of the parties?		
5. Are there any other agreements – verbal, written, or otherwise – made that are not included in the Contract?		
6. Are the service/goods/obligations accurately and thoroughly defined?		
7. Is the District able to fulfill the obligations set forth in the Contract?		
8. Does the Contract contain the correct point of contact for any notices?		
Payment (if applicable)	Yes	No
9. Is the total dollar amount the District will receive or pay specifically stated and accurate?		
10. Is the method and timing of payment accurately described (payment due within 45 days or less)?		
11. Did the contract require a bid process or quotes?		
12. Are any amounts due prior to receipt of goods or services?		
Litigation (if applicable)	Yes	No
13. Does the contract include arbitration? (If so, this provision must be removed)		
14. In the event of litigation, is the venue in Mississippi (preferably George County) or other jurisdiction located within the State of Mississippi?		
Federal Programs (if applicable)	Yes	No
15. Contracts over \$250,000 must address administrative, contractual, or legal remedies in instances where the contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate		
16. All contracts in excess of \$10,000 must address termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement.		



Federal Programs (Construction)		Yes	No
17. Includes Equal Employment Opportunity clause			
18. Includes Davis-Bacon Act clause			
19. Includes Contract Work Hours and Safety Act clause			
20. Includes Rights to Invention Made Under Contract or Agreement Clause			
21. Includes Debarment and Suspension clause			
22. Includes Byrd Anti-Lobbying Amendment clause			