Contract Review Checklist for Department Internal Review

☐ The contract’s core terms are clear, accurate, and easy to understand

☐ The parties to the contract are clearly identified
  ☐ Fairleigh Dickinson University (not particular School or department)
  ☐ Vendor

☐ The product or services promised are described completely and accurately

☐ The payment amount is clearly set forth and is reasonable for the responsible department

☐ All documents, websites, or other resources referenced in the contract have been reviewed and they are consistent with the contract’s terms

☐ The term of the contract is set forth in specific dates (auto renewals disfavored)

☐ The University is able to perform its promises within the contract’s duration and performance milestones

☐ The contract clearly states whether either party can terminate the contract and under what conditions

☐ The contract contains a risk allocation provision (indemnification, insurance) that is clearly written and easy to understand

☐ The person signing the contract on behalf of the University has authority to sign

☐ Contract review policy has been consulted and all required approvals have been requested