

Contract Review Checklist for Department 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