

Written Contract Guide Checklist

Review this list when developing a written contract. Remember to check with your district's legal authority before signing or implementing any contract.

Element	Included
Contract duration	
Identification of the parties in the contract	
Scope of work (i.e., a detailed description of duties to be performed, hours of work, performance descriptions, levels of performance, and required outcomes)	
Product specifications	
Type of contract (i.e., fixed price or cost reimbursable with fixed fee)	
Payments	
Contract renewal options, including terms, conditions, and (as applicable) provisions for price changes	
Contract modification and change procedures	
Default and breach of contract provisions, remedies, cancellation procedures, and penalties	
Required compliance certifications and sanctions for noncompliance	
Contract termination rights for cause and convenience	
Recordkeeping requirements	
The laws and regulations that govern the contract	
Requirements that all costs be the net of all discounts, rebates, and other applicable credits	
A clear methodology for tracking costs to ensure that they are the net of all discounts, rebates and other applicable credits	
Any sanitation and licensing requirements	
Professional certification requirements or minimum levels for required experience or education	

Contracts are awarded on the basis of the best overall value based on the elements of the solicitation document and are discussed in the section entitled, The Contract Award.