

How to Complete Contract Risk Assessment Form:

Objective: Determine how risky each of the (2) contracts are for DPR.

Method: Fill out (1) "Owner Contract Risk Assessment" Form for each of the (2) contracts you have received. A total of (2) "Owner Contract Risk Assessment" forms should be filled out and turned in.

Procedure for how to fill out a "Owner Contract Risk Assessment Form:

1. Choose a contract.
2. Open a blank "Owner Contract Risk Assessment" Form.
3. Read the Risk Description, which is a Yes or No question.
4. Find the language in the contract which addresses the Risk Description.
5. Determine if the Risk Description answer is "Yes," "No," or "Other" and put an X in the appropriate box.
 - a. "Other" means it is either Not applicable in the contract, or the answer is something other than a clear Yes or No. Explain why you chose "Other" in the "Comments" section.
6. In the Contract Reference column, write in the contract section number which addresses the Risk Description.
 - a. For example, if Section 4.1.5.6 is the contract location which speaks to the Risk Description, write, "4.1.5.6" in the Contract Reference Section.
7. In the comment box, explain in 1-2 sentences what the contract states in regards to the risk description. By filling this in, it will help you remember how the contract reads in case your DPR executive asks you questions about that item.
8. Perform Steps 3-7 for all rows on the "Owner Contract Risk Assessment" Document.
9. When you get to Section L, review all risks which you have exposed while filling out the form, and write in the Top 3 most significant risks of that contract.
10. After (1) Owner Contract Risk Assessment form is complete, Perform Rows 1-9 for the 2nd contract.
11. Compare the (2) Owner Contract Risk Assessment forms and determine which contract is a riskier selection. Then choose which contract is a better selection for DPR.