**How to fill out Owner Contract Evaluation Tool (OCET) form:**

Objective: Determine the amount of risk for each of the (2) owner contracts are for DPR.

Method: Fill out (1) “Owner Contract Evaluation Tool” Form for each of the (2) contracts you have received. A total of (2) “Owner Contract Evaluation Tool” forms should be filled out and turned in, one for contract “A” and one for contract “B.”

How to fill out a “Owner Contract Evaluation Tool” Form:

1. Open a blank “Owner Contract Evaluation Tool” Form.
2. Read the Risk Description and find the correlated language in the Contract.
3. Determine if the Risk Description answer is “Yes,” “No,” or “Other” and put an X in the appropriate box.
	1. “Other” means it is either Not applicable in the contract, or the answer is something other than a clear Yes or No.
	2. Keep in mind that some items may be silent. You will need to determine if a silent answer is a “Yes” or a “No” to the question.
4. In the Contract Reference column, write in the contract section number which addresses the Risk Description.
	1. 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. If the item is in “Exhibit B” write that in the reference.
	2. If the description is silent, write “Silent.”
5. Complete each item on the Owner Contract Evaluation Tool Form.
6. After (1) Owner Contract Evaluation Tool form is complete, Perform steps 1-5 for the 2nd contract.