



## MODULE 01 – CONTRACTS

### Part A – Owner Contract Risk Assessment Forms

Objective: Determine what risks are hidden in each of the (2) contracts, and how they are potentially addressed by our agreement with the other contracting parties.

Procedures 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” portion of the OCRA.
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, the contract is silent on the issue, or the answer is something other than a clear Yes or No.
6. Under the “Contract Reference: column, write in the source section number in which the answer to the “Risk Description” can be found in the contract.
  - 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 with regards to the risk description. By filling this in, it will help you remember how the contract reads in case your management committee asks you questions about that item and it will help us understand your thoughts behind the Yes/No/Other answers. All comment boxes must be filled out.
8. Perform Steps 3-7 for all rows on the “Owner Contract Risk Assessment” Document.
9. After (1) Owner Contract Risk Assessment form is complete, Perform Rows 1-8 for the other contract.
10. After the (2) OCRA forms are complete, use these to help answer the Risk Assessment Questionnaire.

Required Deliverables: Fill out (1) “Owner Contract Risk Assessment” (OCRA) Form for each of the (2) contracts you have received. A total of (2) OCRA forms should be filled out and turned in, and (1) completed questionnaire (all digital via flash drive at the 6pm meet-up).



## Part B – Contract Assessment Questionnaire

Objective: Showcase the teams understanding of contract risk evaluation through the contract selection process and answering the questions below.

### Questions:

1. Given the risks for DPR posed by the two contracts:
  - a. Which contract would you rather use?
  - b. Why is this contract a better fit for the project?
2. What were the 3 biggest risk items that made you not choose the other contract, and what were 2 positive items that reassured the preferred contract.
3. If DPR was able to negotiate 3 items from the contract of choice with the Owner:
  - a. Which items would they be?
  - b. Why those?
  - c. Propose new language that you would like to see in its place.
  - d. For each, how would you pitch this to the Owner? Said another way, in what ways would it be better for the team to incorporate the modifications you're proposing?
4. In what ways would the current situation, project, arrangement, etc. need to be different for your team to select the other contract over the contract selected in Question 1?
5. How will the selection of your preferred contract (from Q1) modify your project approach?
6. What will your team need to do to prepare for the contracting responsibilities you will be taking on with the selected agreement?
7. [Open ended] Please state and explain all assumptions you had to make during this contract selection process and during the questionnaire.

Required Deliverables: Review the completed OCRA forms and answer the following questions on your own template. Deliver via flash drive with your completed forms (also digital) at the 6pm Meet-Up.