



## MODULE 01 – CONTRACTS

### Part A – Contract Risk Assessment Form

Objective: Determine what risks are hidden in the contract given, and how it is potentially addressed by our agreement with the other contracting parties.

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

1. Review the contract given to you.
2. Open a blank “Owner Contract Risk Assessment” Form.
3. Read the “Risk Description” portion of the Owner Contract Risk Assessment (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 DPR executive 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 you have completed the OCRA form, use it to help answer the Risk Assessment Questionnaire.

### Part B - Questionnaire

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

Method: 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 3pm Meet-Up.

Questions:

1. Given the risks for DPR posed by this contract. Explain the level of fairness and general thoughts this contract presented to the team.



2. Explain if the DPR project team will be incorporating additional language in the trade partners contracts as a result of the risk presented in this one. If so, list 3 items that would be incorporated in their contract.
3. What were the 4 biggest risk items presented in the contract, and what were 4 positive items.
4. If DPR was able to negotiate 3 items from the contract 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?
5. How will the risks posed in the contract 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 contract?
7. [Open ended] Please state and explain all assumptions you had to make during the review of this contract and during the questionnaire.

Required Deliverables:

1. (1) OCRA form should be filled out and turned in for the owner contract you have received (via flash drive at the 3pm meet-up)
2. (1) questionnaire (via flash drive at the 3pm meet-up)