** CONTRACT COST BENEFIT ANALYSIS**

**Contractor:** name of contractor

**Contract Amount:** $

**Contract Begin Date:** Click here to enter a date. **Contract End Date:** Click here to enter a date.

**Summary of Contract Services:** brief description of services provided by contract (Tip: copy and paste summary from Purchase Requisition here.)

I hereby certify the following as evidence that a cost benefit analysis has been conducted for the above services. This analysis indicates that obtaining such services from the private sector is more cost effective than providing such services by the College or another State agency.

1. Can College staff perform the proposed services? **Yes [ ]** **No [ ]**

If answer is yes, why are the services being contracted out?

1. Can these services be provided by another state agency? **Yes [ ]** **No [ ]**

If answer is yes, list potential agencies that have been contacted and costs proposed to provide services.

1. Describe the analysis that justifies why obtaining services from the private sector is more cost effective than by the College or by another governmental agency.

Example: The decision to obtain services from the private sector for this contract was made because no college employee or other State agency can perform the services needed. It is more cost effective to contract from the private sector because the contractor already has the skills and expertise needed to provide the services. It would not be beneficial to the college, for time and budget purposes, to try to prepare a current employee to perform the services needed.

1. Provide the basis that was used to determine costs are legal, fair and reasonable.

Examples: Industry standards, historical data, grant award or negotiation was used to determine that costs are legal, fair, and reasonable. Both a short and long term cost analysis was done by the below listed contract requestor which involved *(contract requester must provide details relating to the cost analysis).*

1. Determination if contract outsources a key internal control:

Is the function supplied by the contractor critical to the operations of the BRCC section? **Yes [ ]** **No [ ]**

If the function or process provided by the contractor fails, will material error in financial statements

occur? **Yes [ ]** **No [ ]**

Does the function provided by the contractor have a pervasive effect upon management’s core

mission? **Yes [ ]** **No [ ]**

Does the function provided by the contractor involve sensitive or confidential information? **Yes [ ]** **No [ ]**

Will failure to properly administer the function provided by the contractor result in detrimental effects on the BRCC section? **Yes [ ]** **No [ ]**

1. Is travel required of the contractor? **Yes [ ]** **No [ ]**
2. If response to question #5 is Yes, are travel costs included in the maximum contract fee? **Yes [ ]** **No [ ] N/A [ ]**
3. If response to question #6 is No, will travel expenses be paid by the College separately? **Yes [ ]** **No [ ] N/A [ ]**

If yes, travel **must** be reimbursed in accordance with Louisiana State Travel Regulations (PPM49).

Contract Requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_