**BOSSIER PARISH COMMUNITY COLLEGE**

**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 Scope of Services.)

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?

If answer is no, please explain why.

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

Examples: Formal Competition (RFP process), phone quotes, industry standards, historical data, grant award, negotiation was used to determine that costs are legal, fair, and reasonable.

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 [ ]**

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