

# COST BENEFIT ANALYSIS DOCUMENTATION

*Required for contracts with the total dollar amount exceeding \$50,000 and has a term of more than 6-months as required by La. R.S. 39:1623.B.*

CONTRACTOR NAME: \_\_\_\_\_

BRIEF DESCRIPTION OF THE SERVICES:

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

1. Can University staff perform the proposed services?      Yes      No  
If answer is yes, why are the services being contracted out?
  
2. Describe the analysis that justifies why obtaining services from the private sector is more cost effective than by the University or by another governmental agency (Attach Private vs. Public Analysis)
  - a. Short-term analysis:
  
  - b. Long-term analysis:
  
3. Can these services be provided by another state agency?      Yes      No  
List potential agencies that have been contacted and costs proposed to provide services, when applicable.
  
4. Provide the basis that was used to determine that costs are legal, fair and reasonable. (Examples: Formal competition (RFP), phone quotes, industry standards, historical data, grant award, negotiation):
  
5. Is travel required of the Contractor? (Circle answer):      Yes      No
  
6. If Yes to #5, will it be paid by the University:      Yes      No  
(If yes, travel must be reimbursed in accordance to the Louisiana State Travel Regulations)

Certified by: \_\_\_\_\_  
*(Signature of personnel responsible for monitoring the proposed contract)*