

Requisition #: _____

COST BENEFIT ANALYSIS DOCUMENTATION

Required for contracts with the total dollar amount exceeding \$50,000 as required by La. R. S. 39:1497(B)

CONTRACTOR: _____

SERVICES: _____

I hereby certify the following as evidence that a cost benefit analysis has been conducted for the above services. This analysis indicated 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? 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? Yes ___ No ___
6. If Yes to #5, will it be paid by the university? Yes ___ No ___ *(If Yes, travel must be reimbursed as per the Louisiana State Travel Regulations)*

Certified by: _____
(Signature of President or Authorized Delegate)