

# FEASIBILITY DETERMINATION, COST ANALYSIS AND EVALUATION FORM

(Oregon Laws 2009, Chapter 880 (HB 2867))

**Overview:** Before conducting a procurement for certain Services exceeding \$250,000, the College may be required to complete a written Cost Analysis. (Personal Services, including Architectural, Engineering and Related Services are excluded.) This form helps the College summarize its determinations and evaluation.

Date:	Project Name/Location:
Type of Service:	
Form Prepared/Submitted by:	

**1. The Cost Analysis Decision Tree Form available from the College’s Procurement Services office provides additional information important to understand prior to filling out this Feasibility Determination/Cost Analysis Evaluation Form.  I have read the aforementioned Cost Analysis Decision Tree Form.**

2.  \*A Feasibility Determination has been made instead of a Cost Analysis for this procurement, based on the following Special Circumstance (See “Not Feasible Determinations” in Cost Analysis Decision Tree Form):

- |  |   |
|--|---|
| <input type="checkbox"/> Lacks Specialized Technical Expertise, Training, or Experience<br><br><input type="checkbox"/> Grant or Other Funds Requires an Independent Contractor<br><br><input type="checkbox"/> State or Federal Law Requires an Independent Contractor<br><br><input type="checkbox"/> Incidental Services/Maintenance for Real or Personal Property Purchases and Leases | <input type="checkbox"/> Policy Goals, Avoiding Conflicts of Interest; or Ensuring Unbiased Review/Findings<br><br><input type="checkbox"/> Emergency Procurement (i.e., the procurement is for services for which ORS 279B.080 applies)<br><br><input type="checkbox"/> Urgent or Temporary Need for Services<br><br><input type="checkbox"/> Services Completed within Six Months<br><br><input type="checkbox"/> Other Special Circumstances |
|--|---|

*\*NOTE: If a box has been checked to question #2, the College may procure the services without performing a Cost Analysis.*

Written Findings are required. The Written Findings are attached or located at:	
APPROVAL OF THE OF THE FEASIBILITY DETERMINATION:	
_____	_____
Signature	Date
Name:	
Title: Chief Financial Officer or Designated Procurement Analyst	

3.  A Cost Analysis has been made instead of a Feasibility Determination for this procurement, and documentation is attached for the following requirements:

College’s Estimate to Perform the Services:		College’s Estimate to Contract Out the Services:	
College Costs		Contractor Costs	
A. Salary or Wage & Benefit Costs See “(A)” of C/A Decision Tree Form	\$	A. Salary or Wage & Benefit Costs See “(A)” of C/A Decision Tree Form	\$
B. Material Costs See “(B)” of C/A Decision Tree Form	\$	B. Material Costs See “(B)” of C/A Decision Tree Form	\$
C. Related Costs See “(C)” of C/A Decision Tree Form	\$	C. Miscellaneous Costs See “(C)” of C/A Decision Tree Form	\$
D. Other Information See “(D)” of C/A Decision Tree Form	\$	D. Other Information See “(D)” of C/A Decision Tree Form	\$
(Costs the College would incur) <b>Total:</b>		(Costs the Contractor would incur) <b>Subtotal:</b>	
(No entry)		E. Estimated profit incurred by College	
<b>TOTAL:</b> (Costs the <b>College would incur</b> to perform the Services.)	\$	<b>(Contractor Price) TOTAL:</b> (Costs the <b>College would incur</b> to contract out the Services)	\$

**4. College compared the above Data and Made the Decision to:** (a)  perform the work in house because it would cost less to perform the work in house; (b)  contract out the Services even though it would cost less for the College to perform the work, but the College lacks the resources (*this option requires records be provided to the Board quarterly*); or (c)  contract out the work, because it would cost less than to perform the work in house. (NOTE: Comparison of wage and benefit costs cannot be the sole reason for the basis of a decision to conduct a procurement. HB 2867, Section 2, (2)(a))

**5. COLLEGE DETERMINATIONS AND DECISION (SEE COST ANALYSIS DECISION TREE FOR OPTIONS, IF APPLICABLE.)**

A.  College intends to perform the Services. Describe the decision made and provide the determinations that explain and support the decision.

Determination (**Required**) (attach additional pages as needed):

B.  College intends to contract out the Services. Describe the decision made and provide the determinations to explain and support the decision.

Determination (**Required**) (attach additional pages as needed):

**6. APPROVAL OF CFO OR DESIGNATED PROCUREMENT ANALYST:**

_____	_____
CFO or Designated Procurement Analyst’s Signature	Date

Name: Phone No.: Email:
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**PROCESS EVALUATION**

In an effort to assist the Oregon Department of Administrative Services with its effort to evaluate the extent of HB 2867 and how this legislation *aided* the College in making a determination, the following information is requested and may be made available to interested parties upon request:

1. Did meeting the requirements of HB 2867 aid the College in making its sourcing decision?

A. Yes  Provide explanation:

B. No  Provide explanation:

2. How much time was spent in complying with HB 2867, including performing the Feasibility Determination or Cost Analysis, over and above the time that would have been spent doing the level of analysis the College would have previously done for a procurement of this type and size?

3. What was the impact to the procurement process as a result of meeting the requirements of HB 2867? (If there was a delay, provide an estimate of the cost and time impact to the College.)

To the best of my knowledge, the information entered on this form is true and accurate. Preparer Name and Signature: Phone No.: Email:
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**SUBMIT THIS FORM AND ANY SUPPORTING DOCUMENTATION TO THE COLLEGE’S PROCUREMENT SERVICES OFFICE LOCATED ON THE SALEM MAIN CAMPUS , BLDG 2, ROOM 202.**