

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 | <input type="checkbox"/> Policy Goals, Avoiding Conflicts of Interest; or Ensuring Unbiased Review/Findings |
| <input type="checkbox"/> Grant or Other Funds Requires an Independent Contractor | <input type="checkbox"/> Emergency Procurement (i.e., the procurement is for services for which ORS 279B.080 applies) |
| <input type="checkbox"/> State or Federal Law Requires an Independent Contractor | <input type="checkbox"/> Urgent or Temporary Need for Services |
| <input type="checkbox"/> Incidental Services/Maintenance for Real or Personal Property Purchases and Leases | <input type="checkbox"/> Services Completed within Six Months |
| | <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) Total:		(Costs the Contractor would incur) Subtotal:	
(No entry)		E. Estimated profit incurred by College	
TOTAL: (Costs the College would incur to perform the Services.)	\$	(Contractor Price) TOTAL: (Costs the College would incur to contract out the Services)	\$

