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/Submi	tted by:	
1. The Cost Analysis provides additional i	Decision Tree Form available fron	om the College's Procurement Services office and prior to filling out this Feasibility have read the aforementioned Cost Analysis
		ad of a Cost Analysis for this procurement, based on the le Determinations" in Cost Analysis Decision Tree Form)
Lacks Specialize Training, or Ex	zed Technical Expertise, sperience	Policy Goals, Avoiding Conflicts of Interest; or Ensuring Unbiased Review/Findings
Grant or Other Contractor	Funds Requires an Independent	Emergency Procurement (i.e., the procurement is for services for which ORS 279B.080 applies)
State or Federa Contractor	al Law Requires an Independent	☐ Urgent or Temporary Need for Services☐ Services Completed within Six Months
_	rices/Maintenance for Real or erty Purchases and Leases	Other Special Circumstances
*NOTE: If a box has bee	en checked to question #2, the College	may procure the services without performing a Cost Analysis.
Written Findings are r	equired. The Written Findings are a	attached or located at:
APPROVAL OF THE	E OF THE FEASIBILITY DETERM	MINATION:
Signature	·	Date
Name:	Officer or Designated Procurement	Analyst
	vsis has been made instead of a Feas attached for the following requirem	sibility Determination for this procurement, and nents:

College's Estimate to Perform the Serv	vices:	College's Estimate to Contract Out the Services: Contractor Costs	
College 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	
(Costs the College would incur to perform the Services.)	\$	(Contractor Price) TOTAL: (Costs the College would incur 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:
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 <i>aided</i> 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: