

**Fresno Regional Workforce Development Board
Cost Analysis and Price Analysis
Selection Tool**

Q1: Is the purchase greater than \$250,000? Yes No

Q2: Was the bidder required to submit the elements of the estimated cost? Yes No

Q3: Is this analysis for sole source procurement? Yes No

Q4: Is adequate price competition lacking? Yes No

**If questions 1 and 2 are answered yes, complete the Cost Analysis Worksheet.
If any questions are answered no, complete the Price Analysis Worksheet.**

Fresno Regional Workforce Development Board Cost Analysis Worksheet

Procurement/Contract Number:			
Name of Contractor/Vendor			
Staff Member Completing Form:		Date:	
Type of Review	Initial Contract <input type="checkbox"/> Contract Renewal <input type="checkbox"/>		

Part I – General	Yes	No
Are budget computations checked and verified? Comments:	<input type="checkbox"/>	<input type="checkbox"/>
Are all necessary cost elements included? Comments:	<input type="checkbox"/>	<input type="checkbox"/>
Has Contractor provided supporting documentation to substantiate costs? Comments:	<input type="checkbox"/>	<input type="checkbox"/>
Are costs charged to the appropriate category? Are costs correctly organized? Is more information needed? Comments:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Has contractor submitted an agreement that is commercially reasonable?	<input type="checkbox"/>	<input type="checkbox"/>

Part II Specific Costs

Cost Element	Necessary/ Reasonable		Basis for Judgment	Comments
	Yes	No		
Salaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Fringe Benefits (for tax-based elements, be sure that rates and bases are current)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Office Supplies			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers	

EXHIBIT B

Cost Element	Necessary/ Reasonable		Basis for Judgment	Comments
	Yes	No		
			<input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Facilities/Utilities			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Staff Travel			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Accounting/Audits			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Legal Services			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Indirect Costs			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Admin Rate			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Subcontracts (Review subcontractor			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers	

Cost Element	Necessary/ Reasonable		Basis for Judgment	Comments
	Yes	No		
cost/price proposal)			<input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/> Other	
Other (specify)			<input type="checkbox"/> Independent estimate <input type="checkbox"/> Compared to other offers <input type="checkbox"/> Compared to current offers <input type="checkbox"/> Compared to past offers <input type="checkbox"/> Verified market price <input type="checkbox"/>	

Profit/Fee (sub-recipients only)

1. Contract is: For Profit Non-Profit
 (if non-profit is checked, profit is not allowable)
2. Enter the percentage of proposed profit: _____
3. Profit is at or below the allowable amount Yes No

Signature

Date

Fresno Regional Workforce Investment Board Price Analysis Worksheet

Procurement/Contract Number:			
Name of Contractor/Vendor			
Staff Member Completing Form:		Date:	
Type of Review	Initial Contract <input type="checkbox"/> Contract Renewal <input type="checkbox"/>		

General Information			
Proposed Price:			
		YES	NO
Is the price proposed an off-the-shelf price?		<input type="checkbox"/>	<input type="checkbox"/>
Was the price compared to a catalogue or other published rate?		<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the catalogue or published price been placed in the file?		<input type="checkbox"/>	<input type="checkbox"/>
Was a discount offered?		<input type="checkbox"/>	<input type="checkbox"/>
Has contractor submitted an agreement that is commercially reasonable?		<input type="checkbox"/>	<input type="checkbox"/>
The following price per outcome or unit benchmark(s) were considered:			
The price benchmark(s) were compared to:			
<input type="checkbox"/> Other potential providers:			
<input type="checkbox"/> This provider's past price: (List year & price)			
<input type="checkbox"/> Other. Describe methodology:			
Based upon the foregoing comparison, price(s) are reasonable and justifiable because			
The price(s) are at or below the benchmark (going rate)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The price(s) are otherwise justifiable for the following reasons:			
If the price proposed is too high, what actions were taken during negotiation?			

--

Profit (does not apply to vendor contracts)	
Contractor is <input type="checkbox"/> For-Profit <input type="checkbox"/> Not-for-Profit	
If not-for-profit, no profit is allowable	
If they are for-profit:	
Amount of profit proposed	\$ _____
Profit as a percentage of other costs	_____ %
Profit is	<input type="checkbox"/> Reasonable <input type="checkbox"/> Unreasonable
If profit is reasonable, the basis for this conclusion:	
If profit is deemed excessive, list the profit objective to be negotiated:	

Conclusion Provide the following information as appropriate:
Specific additional cost justification needed
Recommended adjustments to specific cost elements
Other comments about cost/ price

Signature

Date