

**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

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

<b>Part I – General</b>	<b>Yes</b>	<b>No</b>
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			<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		
(Review subcontractor 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

<b>Procurement/Contract Number:</b>			
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?			

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<b>Profit (does not apply to vendor contracts)</b>
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:

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

Signature	Date
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