



### Cost Benefit Analysis – Project Summary

To perform a Cost Benefit Analysis, please complete DOA-3821a CBA Project Summary (Word) and DOA-3821b CBA Financial Information (Excel). Route both documents for approval within your agency as defined by your agency policy. \* Instructions for completing form DOA-3821a and DOA-3821b are located on VendorNet.

Submit approved documents to the State Bureau of Procurement at [DOAcba@Wisconsin.gov](mailto:DOAcba@Wisconsin.gov) and appropriate Union Representatives as required in PRO-I-9.

\*DOA and its attached entities must also complete DOA-3820 CBA Review Approval.doc and route as specified in that document.

This form is designed to expand as information is entered.		
Department:	Date:	Agency Tracking Number:
Contact:	Phone Number:	
Project/Program Title:		
<b>Written Description of Factors</b>		
<p>1. Service Overview - Rationale for Contracting Out          Provide a written justification for the request in clear, non-technical language that can be understood by persons who may not be directly involved in or familiar with the proposed services, with all acronyms fully defined.</p>		
<p>2. Market Strength          Please describe the availability in the market of vendors that can perform this service. How does the labor market impact the recruiting and retention of employees?</p>		
<p>3. Quality and Nature of Services Required          Provide a description of the proposed service to be performed, a list of items to be delivered, any specific conditions to be required of the contractor, and how the agency will ensure that the contractor will provide services and quality as promised without financial loss to the State. Is the work a core service of state government?</p>		
<p>4. Risk Factors          Please describe the controls and risk management that will be in place in the event a private firm may fail to provide the service it has guaranteed or reduce services if financial losses occur? How will we ensure that confidential information will be kept secure?</p>		
<p>5. Timelines          Provide schedules and timetables for the proposed service. Provide a statement indicating whether the proposed service is a short-term project or a long term need for the agency. What controls will be in place to ensure the timeliness of project milestones.</p>		
<p>6. Technical Expertise          Describe whether agency employees have the capacity to perform the proposed service. Describe whether the agency employees have the expertise to perform the proposed service.</p>		
<p>7. Legal Barriers          Please describe any federal mandates, state statutes, and administrative rules that dictate the service level which government must perform.</p>		

8. Alternatives to Contracting Out

What alternatives have been considered? What research has been conducted to determine if this service can be performed by another agency or the University?

Authorized Agency Approver:

Date:

This document can be made available in alternate formats to persons with disabilities, upon request.