

Agency \_\_\_\_\_ Location \_\_\_\_\_ Function \_\_\_\_\_

**COST COMPARISON FORM**

In-House vs. Contract Performance

Performance Periods

<u>In-House Performance Costs</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Add'l</u>	<u>Total</u>	<u>Reference</u>
1. Personnel Cost						
2. Material & Supply Cost						
3. Other Specifically Attributable Costs						
4. Overhead Cost						
5. Additional Costs						
6. Total In-house Costs	_____	_____	_____	_____	_____	

Contract Performance Costs

7. Contract Price						
8. Contract Administration						
9. Additional Costs						
10. One-time Conversion Costs						
11. Gain or Loss on Disposal Transfer of Assets						
12. Federal Income Tax (Deduct)	( )	( )	( )	( )	( )	
13. Total Contract Costs	_____	_____	_____	_____	_____	

Decision

14. Conversion Differential	_____
15. Total (Line 13 & 14)	_____
16. Cost Comparison (Line 15 minus Line 6)	_____

Do the cost comparison calculation only for the total column.  
Positive result on Line 16 supports decision to accomplish function in-house.

17. Cost Comparison Decision (check block)      / / Accomplish In-House  
   / / Accomplish by Contract

	<u>Name/Title/Organization</u>	<u>Signature</u>	<u>Date</u>
In-House Estimate Prepared By:	_____	_____	_____
In-House Estimate Reviewed By:	_____	_____	_____
Cost Comparison Accomplished By:	_____	_____	_____
Cost Comparison Reviewed By:	_____	_____	_____
Cost Comparison Decision Approved By:	_____	_____	_____