ILLUSTRATION 5-1

Agency _____ Location _____ Function _____

COST COMPARISON FORM

Expansions, New Requirements and Conversion
To In-House Performance (ENRC)

Performance Periods

In-House Performance Costs	1st	2nd	3rd	Additional	Total	Reference
1. Personnel Cost						
2. Material Supply Cost						
3. Other Specifically Attributable Costs						
4. Overhead Cost						
5. Cost of Capital						
6. One-Time Conversion Cost (ENRC)						
7. Additional Costs						
8. Total In-house Costs	_____	____	_____	_____		____
Contract Performance Costs						
9. Contract Price						
10. Contract Administration						
11. Additional Costs						
12. One-time Contract Conversion Costs						
13. Gain or Loss on Disposal of Assets (Expansion)						
14. Federal Income Tax (Deduct)	( )	( )	( )	( )	( )	
15. Total Contract Costs	_____	_____	_____	_____	_____	

Decision

16. Conversion Differential (For Expansions, note net difference, Chapter V, E.) _____
17. Total (Line 8 & 16) _____
18. Cost Comparison (Line 17 minus Line 15) _____

Do the cost comparison calculation only for the total column.
Positive result on Line 18 supports decision to accomplish function by contract.

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

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