

Leander ISD
Attachment D: Cost Analysis Form
RFP #26014L31 for Food Services - Ice Machines

Purpose: Federal regulations require documentation of cost analysis or price analysis for every procurement action at or above \$250,000 (see 2 C.F.R. § 200.323), however, the state of Texas

“Simplified Acquisition Threshold” is \$50,000. The Cost Analysis form is used to document the estimated contract value prior to release of a Small Purchase or Formal Procurement method. Cost analysis is determined by estimated quantities multiplied by current known costs with anticipated pricing increases based on new bids or renewals. All products or services specified along with the analysis is attached to this form as documentation that all efforts were made to demonstrate that the procurement process was conducted according to guidelines and provided the ability to ensure all responses received offered the most advantageous price.

Instructions:

1. Determination of Cost is attached via detailed report of all products specified with estimated quantities and projected pricing increases.
2. Digitally or physically signed by preparer.
3. Per TDA ARM Section 17, Records Retention requirement, this document will be kept for 5 years.

Prepared by:

Date:

Email:

Phone Number:

Department:

Subject:

Goods or service to be acquired:

RFP #/Solicitation Title:

Explanation for cost analysis:

Estimated Contract Value:

This expenditure is being made under one or more of the following:

- A. Sole source (as defined under TDA ARM, Section 17)
- B. Emergency procurement (as defined under TDA ARM, Section 17)
- C. Interlocal Agreement or Purchasing Cooperative (TEC 44.031(a)(4) / Tex. Gov't Code Ch. 791; 2 C.F.R. § 200.318(e))
- D. Request for Quotes for goods or services at or below \$50,000
- E. Request for Proposals for goods or services at or above \$100,000 (as defined accordance with TDA ARM Section 17)
- F. Non-Competitive bid (as defined in TDA ARM Section 17)
- G. Professional Services (as defined under TEC 44.031(f) and/or Ch. 2254 of the Tex. Gov't Code)
- H. Price adjustment to Purchase Order or Contract, and already procured under item A-G
- I. Extention or Renewal of an existing contract past its initial term as defined in theTerms and Conditions.
- J. Other condition (specify):

CERTIFICATION:

I certify that the information provided above is true and correct to the best of my knowledge and belief. I further certify that I have determined that the costs or prices analyzed are necessary, fair, and reasonable.

| | |
|--|-------|
| _____ | _____ |
| Name of Preparer | Title |
| _____ | _____ |
|  Signature | Date |