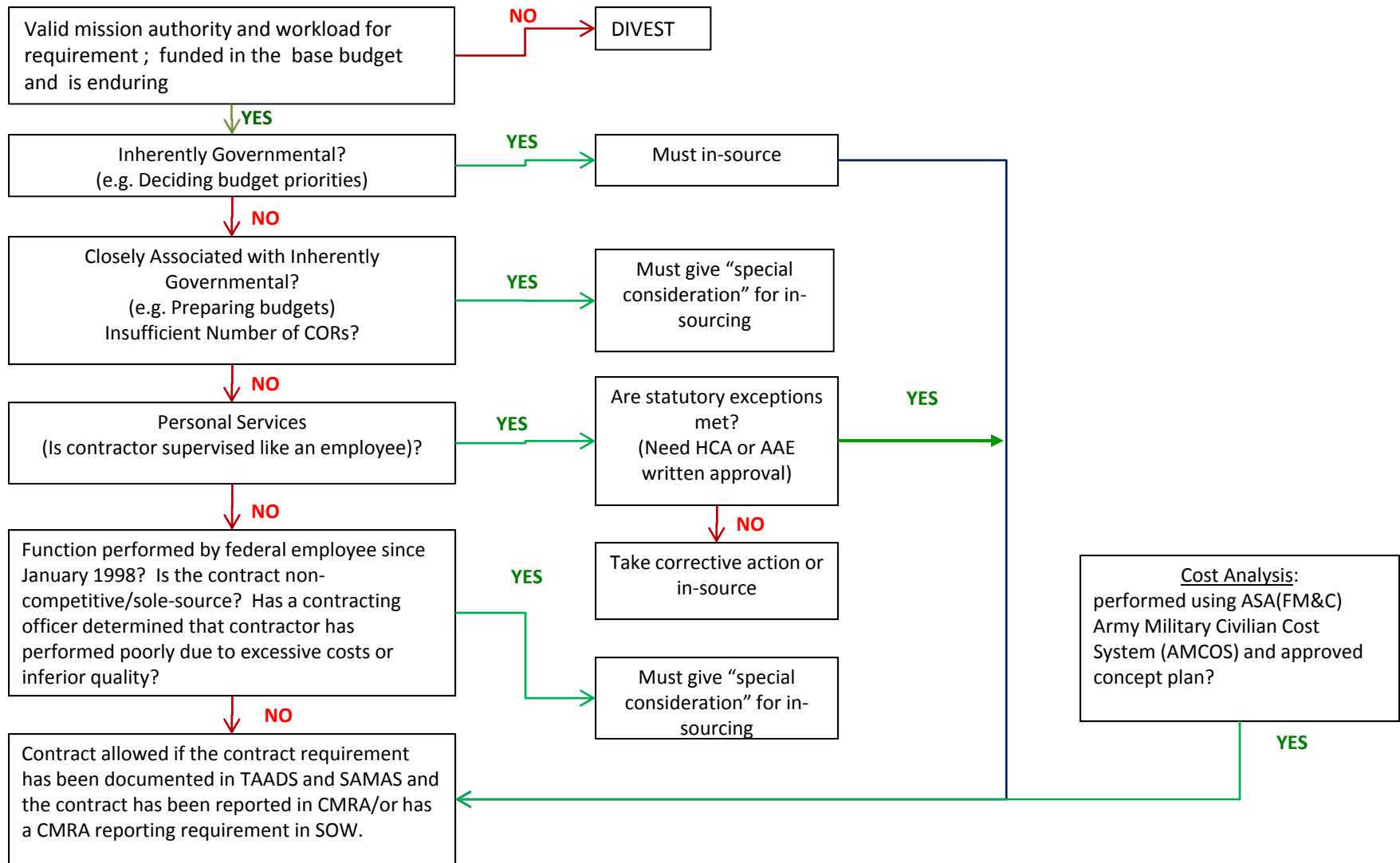


# Request for Contract Services Decision Tree



❖ *Identified and enforced through use of check lists and certifications required before initiating contract or exercising option to renew contract*



# Cost Comparisons

- Civilian Costs: costs associated with government employees. The following list contains the types of direct costs included in in-sourcing cost analysis:
  - Civilian Pay
    - Compensation: base; holiday; overtime; and premium pay
    - Benefits: health insurance; life insurance; employee compensation
    - Retirement: army funded retirement; government funded retirement ; and retirement benefits
  - Travel Costs
  - Overhead when applicable
- Contractor Costs: come from the actual contract and include the following cost categories:
  - Wages
  - Direct Costs – other than wages (i.e., labor or materials)
  - Travel
  - Overhead – other than travel (i.e., utilities, maintenance, leasing of space)
  - Reimbursable Costs – meals, incidentals, etc.
  - Other contract administrative costs and costs not captured within the contract
  - Penalties for ending the contract (Most in-sourcing occurs when contracts lapse)