

**TEXAS A&M UNIVERSITY- COMMERCE
CONTRACT WORKFORCE
COST/BENEFIT ANALYSIS**

Department: _____ Date: _____

Description of Proposed Contract Workforce Services: _____

Compatibility of Proposed Contracted Services with Departmental Mission, Goals and Objectives, Productivity and Workload: _____

Expected Time Frame for Services: Beginning _____ Ending _____

Total Estimated Cost of Contracted Services: \$ _____

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Estimated Cost of Providing Services Internally:

Personnel - Salaries/Wages	\$ _____
Benefits	\$ _____
Training Costs (including travel)	\$ _____
Supplies/Equipment needs	\$ _____
Other Costs	\$ _____

Total Estimated Cost of Internally Provided Services: \$ _____

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Summary of Analysis/Justification for Utilizing Contract Workforce: _____

Prepared by: _____ Date _____
Department Head/Dean

Approved by: _____ Date _____
Director of Human Resources

Assistant Vice President & Director of Budgeting & Financial Analysis Date

Director of Purchasing and Contract Administration Date