

Things to Remember

Cost Benefit Analysis (CBA) Training Reminders

- Follow your individual agency approval/signoff process for the CBA and Continued Appropriateness of Contracting forms.
- If necessary, provide the labor organization notification as required in PRO-I-9. (In the Department of Administration if a labor organization notification is required, the CBA must be completed and submitted at the same time).
- Always check on Vendornet to guarantee that you are using the most current forms. (<http://vendornet.state.wi.us>)
- Make sure your CBA is for the total length of the contract term (include anticipated renewals).
- You must comply with Act 89 when **piggybacking** on another agency's contract for services.
- Make sure to detail the assumptions used in calculating the information on the financial information spreadsheet.
- If it appears that special equipment or a building would be needed, justify the need for these requirements and document alternatives considered.
- Amortize costs (when high cost equipment or vehicles are needed) over the *full* Life Cycle of the project.
- Do not change any formulas in the Financial Information worksheet.
- When the length of the contract is for less than a full year, prorate all cost elements except one-time costs over the number of months of the contract for the first year. Unless otherwise indicated by the agency, the worksheet assumes reported costs are based on **annual** costs.
- Remember the summary sheet of the Financial Information worksheet is automatically calculated (do not make changes to this sheet).
- Send copies of the CBA narrative (form DOA 3821a), the Financial Information worksheet (3821 b) and Continued Appropriateness of Contracting (DOA 3819) via email to the State Bureau of Procurement at: DOAcba@wisconsin.gov