

PROCUREMENT INFORMATION MEMORANDUM

Date Issued: May 14, 2019

Number: 19-004

Effective Dates: Date Issued Until Modified or Retired

Subject: **Completion of Cost Benefit Analyses and Justification of Need for Contractual Services**

I. REFERENCE

Wis. Stat. § 16.705(1), (2)
Wis. Admin. Code Chapter Adm 10.035; 10.038; 10.05
State Procurement Manual PRO-I-4; I-15

II. PURPOSE

This Procurement Information Memorandum (PIM) provides agencies with procedural guidance related to the creation and submittal of Cost Benefit Analyses (CBAs) and justification of need reviews for contractual services procurements. Current policy in the State Procurement Manual has not changed. The purpose of this PIM is to communicate important changes to the forms used to comply with these policies.

III. MODIFICATION TO REQUIRED FORMS

The State Bureau of Procurement has modified CBA forms in order to reduce redundancy and enhance procurement recordkeeping practices for CBAs and contractual services procurements. Specifically:

DOA-3821A: CBA Project Summary

This form now incorporates the requirements of a Justification of Need, which must be completed for all contractual services procurements as provided in (PRO-I-4) and clarify additional questions that must be answered when a CBA is also required. The form has also been modified to add a section requiring agencies to identify instances where they have determined that a contractual services procurement falls under one of the CBA exemptions of §16.705(2)(b), Wis. Stats.

DOA-3821B: CBA Project Financials

This form has been modified to update general references and to add a new section specific to recurring contractor overhead expenses. The prior version of DOA-3821B was built assuming contractor overhead expenses were incurred once.

DOA-3821I: CBA Project Instructions

This form has been updated to match the changes made to DOA-3821B.

IV. EFFECTIVE DATE

New forms are effective on the date of this PIM. The Bureau expects that agencies will ensure any finalized CBAs that are sent to doacba@wisconsin.gov will be on these new forms 30 days from the date of this PIM.

