

Contracting Out Analysis

Compliance with County Contracting Out Ordinance 5116, Title 3, Chapter 3.13, Section 3.13.030

Select the option below that best describes your need for a contract. For departments that write contracts please include a recital in your contract that describes your selection.

- A. The work can be more economically and feasibly performed by an independent contractor or consultant than County employees.**

Note: If this option is selected, an economic analysis is required and must be submitted with this form. The Economic Analysis Form on the last page may be used to complete your analysis. Factors to be considered in the analysis include costs related to doing the work such as County staff, operational, administrative, equipment, materials, facilities, and support services.

- B. The work requires specialty skills and qualifications not expressly identified in County classifications are involved in the performance of the work.**

Please describe:

- C. Due to the limited timeframes, temporary or occasional nature, or schedule for the project or scope of work, the ongoing aggregate of work to be performed is not sufficient to warrant the addition of permanent staff.**

Please describe:

- D. By legislative authority, it is mandated that the work be performed by independent contractors.**

Please describe:

- E. The work will be performed by another governmental entity or agency.**

Please describe:

- F. A contract is necessary to protect against a conflict of interest or to ensure independent and unbiased findings where there is a need for an outside perspective; for example, contracts relating to litigation or potential litigation may require independent contractors.**

Please describe:

- G. The nature of the work involves urgent or emergency services.**

Please describe:

Economic Analysis Form

DESCRIPTION OF SERVICES REQUIRED:

LABOR COST:

Title of Position Required: _____

Duration of Project (specify "ongoing" or number of months/weeks): _____

Work Frequency on Average: _____ (hours) per _____ Period = _____ (total hours)

Hourly Rate @ Step 5 (in lieu of adding non-productive, leave hours): _____ A

Add Benefit Rate (A x 35%) _____ B

Total Hourly Rate: _____ **C = A X B**

Total Hours Required (up front training, direct project hours): _____ D

TOTAL ANNUAL LABOR COSTS: _____ **E = C X D**

OTHER COSTS:

Training (tuition, materials, conferences, travel, etc.): _____ F

Supplies (office supplies, computer, laptop, cell phone stipend): _____ G

Space Requirements (phone, security badge, workstation): _____ H

TOTAL OTHER COSTS: _____ **I = F + G + H**

TOTAL LABOR AND OTHER COSTS: _____ **E + I**