

getting it right!



COST ANALYSIS CHECKLIST

PURPOSE: To establish cost reasonableness through comparison to recognized standards.

1. BACKGROUND OF PROJECT:

<input type="checkbox"/>	Date prepared.
<input type="checkbox"/>	Prepared by.
<input type="checkbox"/>	FEMA disaster number.
<input type="checkbox"/>	Subrecipient (Applicant).
<input type="checkbox"/>	Federal Information Processing Standard (FIPS).
<input type="checkbox"/>	Project title and name of facility.
<input type="checkbox"/>	Facility address.
<input type="checkbox"/>	Category of work and Project Worksheet (PW) number.
<input type="checkbox"/>	Vendor's cost analyzed.
<input type="checkbox"/>	Attachments (references, supporting documentation, etc.).

2. DESCRIBE THE KEY POINTS OF YOUR COST ANALYSIS:

<input type="checkbox"/>	Project history (focus on vendor[s] Scope of Work (SOW)).
<input type="checkbox"/>	Issue: State the reason for the cost analysis.
<input type="checkbox"/>	Cost analysis process.
<input type="checkbox"/>	<ul style="list-style-type: none">State the SOW as it appears in the PW.
<input type="checkbox"/>	<ul style="list-style-type: none">Segregate the project's eligible and ineligible costs. It is important to identify and include both.
<input type="checkbox"/>	<ul style="list-style-type: none">Identify the costs expended by the Subrecipient (Applicant) that require cost analysis.
<input type="checkbox"/>	<ul style="list-style-type: none">Identify the methods to justify the comparable cost estimation: —Use like and in-kind comparisons from various resources (i.e., RSMean, BNI Costbooks, Marshal & Swift, internet, catalogues, historical data, average market prices, etc.)
<input type="checkbox"/>	Adjust those comparables to account for any relevant differences such as: <ul style="list-style-type: none">Inflation (time value of money).Price volatility in raw materials.
<input type="checkbox"/>	Explain the ways in which your selected comparables are alike.

3. CONCLUSION + RECOMMENDATION (IF APPLICABLE):

<input type="checkbox"/>	Is the cost reasonable or not?
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COST ANALYSIS TEMPLATE

Date Prepared:	mm/dd/yy
Prepared By:	Name of Preparer
FEMA Disaster Number:	DR1603 – LA Hurricane Katrina
Subrecipient (Applicant):	Owner
FIPS:	999-9999-999
Project Title/Facility:	Town of Owner/Soil boring and geotechnical study
Facility Address:	Various locations
Category of Work + PW Number(s):	Category E + 9999 v2
Analyzed:	Cost for soil boring and geotechnical study
Purpose:	Determine cost reasonableness for soil boring invoiced by contractor
Attachment(s):	1. Contract amendment 2. Invoice

Project History:

Issues:

Costs Analysis:

CostWorks 2011 - [Owner - Soil Investigation]						
Qty	CSI Number	Description	Unit	Bare Labor	Bare Equip.	Total Incl. O&P
1.0	02 210 120 0300	Subsurface investigation, boring and exploratory drilling, mobilization and demobilization, minimum	Total	180.00	206.00	500.00
1.0	02 210 120 1400	Subsurface investigation, boring and exploratory drilling, drill rig and crew with truck mounted auger, includes bit, layout and set up	Day	715.00	825.00	2,025.00
Totals				\$895.00	\$1,031.00	\$2,525.00

Variance(s):

Conclusion(s)/Recommendation(s):