THE TEXAS A&M UNIVERSITY SYSTEM
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: ______________________

Estimated Cost of Contracted Services: $ __________

Estimated Cost of Providing Services Internally:

Personnel - Salaries/Wages $ __________
Benefits ______________________
Training Costs (including travel) ______________________
Supplies/Equipment needs ______________________
Other costs ______________________

Estimated Cost of Internally Provided Services: $ __________

Summary of Analysis/Justification for Utilizing Contract Workforce: __________
__________________________________________________________________________
__________________________________________________________________________

Prepared by: ________________________________
Approved by: ________________________________