

Cost and Profit Analysis Form

Today's Date:	Requesting Department:
Project Information	
Project Title:	Vendor/Contractor:
Total Independent Cost Estimate: \$	Acceptable Range: \$ - \$
Vendor/Contractor Proposal: \$	Within Acceptable Range? <input type="checkbox"/> Yes <input type="checkbox"/> No
Scope of Work: <i>[Please provide a brief description of the work to be performed.]</i>	
Contract Modification (Complete if Necessary)	
Type of Modification: <input type="checkbox"/> Change Order <input type="checkbox"/> Contract Amendment <input type="checkbox"/> Additional Services	
Narrative: <i>[Briefly describe why contract modification is required.]</i>	
Cost Analysis	
Narrative: <i>[Describe the costs analyzed and the method and source of the comparisons made in order to prove reasonableness.]</i>	
Are Supporting Documents Attached? <i>[Note: support documentation is required]</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Negotiation of Total Cost (Complete if Necessary)	
Narrative: <i>[Briefly describe all discussions with the contractor and the outcome of any negotiations.]</i>	
Change in Proposal: <input type="checkbox"/> No change was made <input type="checkbox"/> Amount was <input type="checkbox"/> increased <input type="checkbox"/> decreased by \$	
Total Cost After Negotiation: \$	

Profit Analysis

Narrative: *[Briefly describe the profits analyzed and the method and source of the comparisons made in order to prove reasonableness.]*

Are Supporting Documents Attached? *[Note: supporting documentation is required.]*

Yes No

Total Profit: \$

Profit Negotiation (Complete if Necessary)

Narrative: *[Describe all discussions held with the contractor and the outcome of any negotiations.]*

Change in Profit:

No change was made
 Profit was increased decreased by: \$

Total Profit After Negotiation: \$

Recommendation

Independent Cost Estimate [ICE]: \$

Total Cost [Including Profit]: \$

Difference between ICE and Total Cost: \$

Difference between ICE and Total Cost: %

Narrative: *[Briefly state reasons for recommendation for approval or denial based on the findings of cost comparisons.]*

Reasonableness was determined based on a comparison between the GMP, submitted by MEB on November 7, 2019, and the independent cost estimate, a final version prepared by City engineers on October 11, 2019. Based on the City's reasonableness threshold of 15 percent, a difference of 10.84 percent between the ICE and total costs and profits is considered reasonable.

Are costs and profits reasonable? Yes No

Signatures

The above information is true to the best of my knowledge.

_____ Date _____
Requesting Department's Project Manager Signature

The above information is true to the best of my knowledge.

_____ Date _____
Director of Purchasing Signature