2019-20 Cost Analysis Worksheet

Agency Name:	**Project Name:**

Per the 2019-20 Request for Proposals, applicants must maintain a cost analysis for all expenditures that ensures each cost is allowable, reasonable and necessary as required by Section 216.3475, F.S. A cost analysis must be included in the application as an attachment for the following cost items:

- salaries of the agency leadership positions if any portion of that salary is included in the program budget.
- equipment with a unit cost of $1,000 or more
- contractors with an agreement totaling $5,000 or more on an annual basis.

Instructions: *Please conduct a cost analysis for each applicable line item in your budget outlined in the DOE 101S that fits the categories above. For each expenditure, please list the vendor or name of each applicable line item, the vendor or source of the quote, the actual quoted amount, your agency's selection, your rationale for selection and, if applicable, whether the vendor has been suspended or debarred. Please attach supporting documentation for each line item.*

Account Title from DOE 101S	Vendor or Source Name #1	Amount of Quote #1	Vendor or Source Name #2	Amount of Quote #2	Vendor or Source Name #3	Amount of Quote #3	Which vendor or amount did you select?	Why did you select this vendor or amount?	According to SAM.gov, has this vendor been suspended or debarred?
STEM Curriculum	*ABC Curriculum, Inc.*	*$5,000*	*DEF Curriculum, Inc.*	*$10,000*	*GHI Curriculum, Inc.*	*$8,000*	*GHI Curriculum, Inc.*	*GHI Curriculum offered the best balance of quality of materials and comprehensiveness of lesson plans while remaining within our price range.*	*No*