

Texas Tech University Health Sciences Center Contracted Work Force Cost/Benefit Analysis

Instructions:

To attach this supplemental form to your Req, save this form and attach it to the “Internal Notes and Attachments” section of the TechBuy Order.

When state appropriated funds are being used to purchase the services of independent contractors, temporary workers supplied by staffing companies, contract workers, and consultants (includes speakers, temporary clerical staffing, and hardware and software maintenance) and the requirement is \$10,000 or more, requisitioning departments must:

1. Conduct a cost benefit analysis of its current contract work force prior to hiring additional contract workers;
2. Document why and how this fits into the department's staffing strategies.

Cost Analysis

- **In house services:**

- **Outsourcing:**

- **Why and how this fits into department's staffing strategies:**