Request for Contract Services Decision Tree

Valid mission authority and workload for requirement; funded in the base budget and is enduring

- Inherently Governmental? (e.g. Deciding budget priorities)
  - YES → Must in-source
  - NO → Closely Associated with Inherently Governmental? (e.g. Preparing budgets)
    - YES → Must give "special consideration" for in-sourcing
    - NO → Insufficient Number of CORs?
      - YES → Personal Services (Is contractor supervised like an employee)?
        - YES → Take corrective action or in-source
        - NO → Must give "special consideration" for in-sourcing
      - NO → Function performed by federal employee since January 1998? Is the contract non-competitive/sole-source? Has a contracting officer determined that contractor has performed poorly due to excessive costs or inferior quality?
        - YES → Cost Analysis: performed using ASA(FM&C) Army Military Civilian Cost System (AMCOS) and approved concept plan?
        - NO → Contract allowed if the contract requirement has been documented in TAADS and SAMAS and the contract has been reported in CMRA/or has a CMRA reporting requirement in SOW.

Identified and enforced through use of check lists and certifications required before initiating contract or exercising option to renew contract
Cost Comparisons

- **Civilian Costs**: costs associated with government employees. The following list contains the types of direct costs included in in-sourcing cost analysis:
  - Civilian Pay
    - Compensation: base; holiday; overtime; and premium pay
    - Benefits: health insurance; life insurance; employee compensation
    - Retirement: army funded retirement; government funded retirement; and retirement benefits
  - Travel Costs
  - Overhead when applicable

- **Contractor Costs**: come from the actual contract and include the following cost categories:
  - Wages
  - Direct Costs – other than wages (i.e., labor or materials)
  - Travel
  - Overhead – other than travel (i.e., utilities, maintenance, leasing of space)
  - Reimbursable Costs – meals, incidentals, etc.
  - Other contract administrative costs and costs not captured within the contract
  - Penalties for ending the contract (Most in-sourcing occurs when contracts lapse)