

SAMPLE "COST-BENEFIT ANALYSIS" TEMPLATE FOR SUCCEEDING LEASES

Note: The [name of agency] will commit to a lease firm term of 5 years. The firm term of the lease to be negotiated will be five years consistent with [Name of Agency] commitment, and the associated tenant improvements will be amortized over five years.

Acquisition of 25,600 rentable square feet

Five-Year (Firm Term) Analysis:

Cost-benefit Analysis Acquisition of 25,600 Rentable Square Feet (RSF) Five-Year (Firm Term) Analysis:		
	<u>Present Location</u>	<u>Alternate Location</u>
5-yr. Total rent / annual RSF rate.	\$3,072,000 / \$24.00	\$ 2,398,720 / \$18.74
New amortized tenant improvements.	\$257,280	\$1,137,920
Cost of physical move.	\$5,029	\$21,604
Voice and Data move.	\$10,057	\$68,974
Duplication of Reimbursable Work Authorization (RWA) alterations.	\$0	\$410,702
Total 5-year cost / annual RSF rate (no escalations included).	\$3,344,366 / \$26.13	\$4,037,920 / \$31.55
Firm term lease savings.	\$693,554	

Conclusion:

Based on this cost-benefit analysis, the Government cannot expect to recover relocation and duplication costs through competition.

[Name of Contracting Officer]
Contracting Office

Date