

570.402-6 Cost-benefit analysis.

(a) The cost-benefit analysis must consider all the following:

- (1) The prices of other potentially available properties.
- (2) Relocation costs, including estimated costs for moving, telecommunications, and alterations, amortized over the firm term of the lease.
- (3) Duplication of costs to the Government.
- (4) Other appropriate considerations.

(b) Establish the prices for other potentially available properties by requesting each prospective offeror to provide an informational quotation for standard space for comparison purposes.

- (1) Adjust the prices quoted for standard space for any special requirements.
- (2) You do not need a formal SFO to obtain the informational quotation. However, you must provide a general description of the Government's needs.
- (3) If you obtain oral quotations, document the following information, as a minimum:
 - (i) Name and address of the firm solicited.
 - (ii) Name of the firm's representative providing the quote.
 - (iii) Price(s) quoted.
 - (iv) Description of the space and services for which the quote is provided.
 - (v) Name of the Government employee soliciting the quotation.
 - (vi) Date of the conversation.
- (4) Compare the informational quotations to the present lessor's price, adjusted to reflect the anticipated price for a succeeding lease.

Parent topic: [570.402 Succeeding leases.](#)