*Notes for a requestor: Place this format on your agency’s letterhead and answer all of the applicable sections below.*

**Agency Name – Business Case**

Requesting Agency:

Requestor:

Contact Information:

1. **Cost Benefit Analysis – please explain the results of your Cost Benefit Analysis ‘**
2. **Detailed description of the service or activity**
3. **Description and current performance by the agency of the service/activity**
4. **Goals to be achieved by the proposed privatization contract; rationale for goals.**
5. **Description of available options for achieving the goals**
6. **Description of the current market for services/activities subject to business case**
7. **Analysis of quality of services**
8. **Description of specific results-based performance standards that shall, at minimum be met**
9. **Projected time frame of key events, from the start of procurement through the expiration of the contract**
10. **Specific and feasible contingency plan**
11. **(if applicable) Transition plan for changes in agency operations**
12. **(if applicable) Contracts with a primary purpose of privatizing a core governmental function must provide information sufficient to rebut the presumption that such core governmental function should not be privatized**
13. **(if applicable) A plan to remediate understaffing and allow services to be provided directly by the state if understaffing is the impetus to privatize a core governmental function**