**SSA Business/Financial Analysis**

**SSA # Original SSA Date:**

1. Provide the estimated cost of purchasing the product/service from the requested supplier over the next five (5) years.

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2. Provide the estimated hard costs of switching to a new product/system over five (5) years.

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3. Describe the other costs associated with switching to a new product/system (e.g. training, need for additional personnel, lost efficiency, etc.)

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4. Provide any additional information that supports continued sole source authorization.

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