

(5) The nature of the work falls within the Department of Personnel's standards for emergency appointments.

[18-805.] 61.

(a) A procurement agency that seeks to enter into a service contract shall submit data to the departments showing an actual cost savings for the State under the contract as compared to performance of the work by State employees.

(b) The cost savings calculated over the duration of the contract shall be at least:

(1) 20 percent for any service contract costing up to \$1,000,000; or

(2) \$200,000 for any service contract costing in excess of \$1,000,000.

(c) In calculating the cost comparison, the procurement agency shall include the following:

(1) Direct costs, including fringe benefits;

(2) Indirect overhead costs, which shall include only those costs that can be attributed solely to the work in question and that would not exist if the work were not performed by State employees. Indirect overhead costs shall include the pro rata share of existing administrative salaries and benefits, rents, equipment costs, utilities, and materials;

(3) Any continuing or transitional costs that would be directly associated with contracting for the work, including unemployment compensation and the cost of transitional services; and

(4) Additional costs of performance of the work by State employees, including the salaries and benefits of additional staff and the cost of additional space, equipment, and materials needed to perform the function.

[18-806.] 62.

(a) A procurement agency that seeks to enter into a service contract shall submit to the departments a formal plan of assistance to the State employees who will be adversely impacted by the service contract.

(b) The plan shall include, but is not limited to, the following provisions:

(1) Efforts by the procurement agency to place affected employees in vacant positions in that agency or other State agencies;