

Appendix F: Sample Cost Comparison Form

Cost Comparison Form

Product 1:

Expense/Type	One-Time Fixed Costs	One-Time Variable Costs	Annual Variable Costs	Variable Factors (cost varies by X)*
Site Hardware				
Site Software (License)				
Server Hardware				
Server Software (License)				
Support and Maintenance				
User Training				
Administrator Training				
Installation				
Conversion from Existing Database				
Data Storage				
Other:				
Other:				
Other:				

Hourly Rates

Customization				
Training				
Technical Support				

*i.e., per user, per location, per concurrent user, etc. If variable is unknown to consortium members, provide estimate (e.g., per class with estimated number of classes per user; per day with estimated number of days, etc.)

Notes: (Include any details on volume discounts here.)