**Procurement – Pre-Solicitation Independent Estimate Worksheet**

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| --- | --- |
| **Grantee:** | Click or tap here to enter text. |
| **Completed by:** | Click or tap here to enter text. |
| **Item to Procure:** | Click or tap here to enter text. |
| **Date Completed:** | Click or tap to enter a date. |

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| **Pre-Solicitation Independent Estimate** – Prior to developing a cost or price analysis, a recipient must develop a pre-solicitation independent cost estimate (ICE) of the proper price and cost levels for the products or services to be purchased. The pre-solicitation ICE should inform the post-bid cost and price analysis. The ICE can assist in determining the reasonableness or unreasonableness of price and/or the estimated costs to perform the work. | | | | | |
| **Date of estimate:** | | | | Click or tap to enter a date. | |
| **Pre-Solicitation Independent Estimate:**  (Based on Price or Cost Method) | | | | $ Independent Estimate | |
|  | | | | | |
| **Price Estimate or Cost Estimate** | | | | | |
|  | | Price Estimate section is completed. | | | |
|  | | Cost Estimate section is completed. | | | |
|  | | | | | |
| **PRICE ESTIMATE** | | | | | |
| **Method of Obtaining Independent Price Estimate:** | | | | | |
|  | **Sources**  Sources of the Independent Estimate Determination | | **References**  Name or description of source. Attach documentation of reference for amount | | **Price**  Attach documentation of amount |
|  | Choose an item. | | Reference | | $ Source Price |
|  | Choose an item. | | Reference | | $ Source Price |
|  | Choose an item. | | Reference | | $ Source Price |
|  | Choose an item. | | Reference | | $ Source Price |
|  | Choose an item. | | Reference | | $ Source Price |

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| **COST ESTIMATE**  *Required for Sole Source Procurements and Single Response Procurements* | | | | |
| **Method of Obtaining Independent Cost Estimate:**  Note that using a Cost Analysis requires the recipient to negotiate profit as a separate element of cost. (4220.1F VI.6.a(2)) | | | | |
|  | **Element of Cost** | **Estimated** | | **Total Element**  **Cost** |
| **Hours**  (If Applicable) | **Unit Cost**  (If Applicable) |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Element | Hours | $ Unit | $ Element Total |
|  | Profit | | | $ Element Total |
|  | Total | | | $ Grand Total |

|  |  |  |
| --- | --- | --- |
|  | **True** | **False** |
| **Other Price Estimation or Cost Estimation Worksheet**  A different price estimation or cost estimation worksheet was used to develop the independent estimate?  (If true, attach documentation.) |  |  |