



Form 3201 FR.04
Independent Cost Estimate

Revised 7/29/2019

Note: For all federally funded requirements (FUND02) that exceed \$150,000, an Independent Cost Estimate and consultation with the Procurement Department is required **BEFORE** soliciting supplier proposals.

Independent Cost Estimate Instructions	
An Independent Cost Estimate (“ICE”) is an unbiased estimate of the overall cost of a supplier proposal based upon the specifications and without the influence of a potential supplier’s marketing effort or input. The ICE cannot be based on a single quote from a sole source supplier. It can be based, however, on a publicized catalog or list price from a sole source supplier.	
Types of Independent Estimates: three of the most common estimates are estimates from previous similar purchase orders or contracts, commercial pricing sources, finance or engineering cost estimates.	
<ul style="list-style-type: none"> • Previous Similar Purchase Orders or Contracts Pricing from previous contracts for the same item or for a similar item can be a valuable source of information in formulating the ICE. A P2P specialist in your department or the Procurement Department may be able to help identify purchase orders for similar items. • Commercial Pricing Sources Pricing from public sources such as catalogs or price lists or any publicized price for the same or similar item can be a source of information in formulating the ICE. • A Finance or Engineering Cost Estimate The basis of an engineering estimate is labor and material costs for significant work elements. An estimate is based on known or budgeted direct costs, such as material and labor, indirect costs, and reasonable profit. 	
NOTE: It is extremely important to protect the confidentiality of the ICE. Do NOT reveal ICEs to suppliers under any circumstances.	

Independent Cost Estimate Information		
#	Description of good or service	Independent Cost Estimate of good or service
1.		
2.		
3.		

For each estimate, attach evidence of previous similar price, commercial price, pricing for a similar item, or cost estimate.

Recommended Sourcing Information (select one sourcing method below)			
Recommended Sourcing Method	Recommended Supplier(s)		
	<input type="checkbox"/> Comparative Pricing (multiple quotes)	1.	
2.			5.
3.			6.
Recommended Sourcing Method	Recommended Supplier	Reason for Sole Source	
<input type="checkbox"/> Sole Source (single quote)			

NOTE: Procurement must conduct all RFPs for federally funded requirements over \$150,000.

Submission Information			
Submitter Name:		Phone:	
Department:		Email:	

Procurement Department Use <u>ONLY</u>	
Sourcing Manager Signature:	