

HARRIS COUNTY DEPARTMENT OF EDUCATION INDEPENDENT ESTIMATE DETERMINATION FORM

Purpose: Federal regulations require documentation of cost analysis or price analysis for every procurement action at or above \$150,000, and as part of the analysis, the regulations require (1) documentation of an independent estimate reached before receiving bids or proposals (see 2 C.F.R. § 200.323) from RFPs or inter local agencies or purchasing cooperatives (see 2 C.F.R. § 200.318 (e)). The Independent Estimate Determination is a form used to document HCDE's estimated range of fair and reasonable costs for the goods and/or services to be acquired and to document the analysis **PRIOR** to seeking bids, proposals or quotes. The form is kept as part of the procurement file along with other procurements documents.

Instructions:

1. Complete one (1) Independent Estimate Determination form prior either (1) to advertising for bids or proposals or (2) seeking proposals from interlocal agencies or purchasing cooperatives, complete all sections.
 2. Provide a detailed discussion of your independent estimate and attach the required supporting information.
 3. Sign in blue ink and date the form.
 4. Maintain a copy in the procurement/contract file along with other procurement files, subject to retention schedules.
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Prepared by: _____ Date: _____

Email: _____ Phone Number: _____

Division: _____

Subject: Independent Estimate Determination of Proposed Purchase

PART I

SCOPE AND/OR SPECIFICATIONS

For Proposed Purchases above \$50,000

(HCDE has a policy of procuring goods and services valued at \$50,000 or above in accordance with TEC 44.031(a))

Please attach documentation reflecting the Scope or Proposal/Work and/or Specifications. (The scope of specs are those either (1) included in the RFP or (2) in the request for a quote from an interlocal agency or purchasing cooperative. The attached Scope of Proposal/Work and/or Specifications contain the following (check all that apply):

For Goods/Equipment	For Services
<input type="checkbox"/> Estimated quantity of items and/or goods required	<input type="checkbox"/> List of services/responsibilities to be performed
<input type="checkbox"/> Detailed description of each item required	<input type="checkbox"/> Detailed list of deliverables/tasks required
<input type="checkbox"/> Specifications and/or drawings for materials required	<input type="checkbox"/> Anticipated contract term and start date
<input type="checkbox"/> Date items and/or goods are required	<input type="checkbox"/> Location of project
<input type="checkbox"/> Delivery address and point of contact	<input type="checkbox"/> Specifications, drawings, and/or pictures of job site or projected results

PART II

INDEPENDENT ESTIMATE GUIDE

Below is a guide for the completion of the Independent Estimate Determination. Instructions: Please attach the documents requested under "items to include with independent estimate" to this Determination.

Estimate Type	Items to Include with Independent Estimate	Where to Find Supporting Information
Goods/Equipment	<ol style="list-style-type: none"> 1. Product needed 2. Estimated quantity 3. Unit price 4. Markups – overheads – profit 5. Desired delivery schedule 6. Warranty 	<ol style="list-style-type: none"> 1. Vendor survey/market survey 2. Current or past contracts for the same or similar product 3. Historical price and costs data
Services (other than professional services, as defined by Tex. Educ. Code § 44.031(f) and/or Tex. Gov't Code Ch. 2254)	<ol style="list-style-type: none"> 1. Tasks you want performed 2. Types of people needed (i.e. qualifications) 3. Number of Positions required 4. Estimated hours by position 5. Salary/billing rates applied 6. Prevailing wage rate category applied (if applicable) 7. Profit/applied fee 8. Direct expenses 9. Completion schedule 	<ol style="list-style-type: none"> 1. Current or past contracts for similar services 2. Other departments doing similar work 3. Historical price and cost data

PART III INDEPENDENT ESTIMATE

Please complete the following form.

This Independent Estimate is for:

☐

Goods/Equipment

☐

Services

Discussion of independent estimate before receiving bids or proposals including HCDE's estimated reasonable price range for the goods and/or services (attach additional explanation if necessary): _____

Goods/Equipment

Source Used to Develop Independent Estimate of Goods/Equipment (check all that apply and attach supporting documentation):

- ☐ Vendor survey/market survey
- ☐ Current or past contracts for the same or similar product
- ☐ Historical price and costs data
- ☐ Other (please specify source and attach supporting documentation): _____

AND/
OR

Services

Source Used to Develop Independent Estimate of Services (check all that apply and attach supporting documentation):

- ☐ Current or past contracts for similar services
- ☐ Other departments doing similar work
- ☐ Historical price and costs data
- ☐ Other (please specify source and attach supporting documentation): _____

PART IV ATTACHMENT CHECKLIST

The following required documentation is included as attachments to this Independent Estimate Determination (please check boxes to certify compliance with required documentation)

☐ A. Scope of Proposal/Work and/or Specifications (as required by Part I).

☐ B. For goods/equipment, documentation reflecting the following (as required by Part II):

- | | |
|----------------------------|-----------------------------|
| • Product needed | • Desired delivery schedule |
| • Estimated quantity | • Warranty |
| • Markups-overhead-profits | |
| • Unit price | |

AND/
OR

☐ C. For services, documentation reflecting the following (as required by Part II):

- | | |
|--------------------------------|---|
| • Tasks you want done | • Prevailing wage rate category applied |
| • Types of people needed | • Profit/applied fee |
| • Positions required | • Direct expenses |
| • Estimated hours by position | • Completion schedule |
| • Salary/billing rates applied | |

☐ D. Documentation reflecting the source used to develop the independent estimate (as required by Part III).

☐ E. If applicable, additional supporting documentation (e.g., explanation of the process and/or sources used or explanation of the estimate reached). Please provide a brief explanation of the additional documents: _____

- ✓ **A Required attachment**
- ✓ **Choose B or C or both required attachment**
- ✓ **D Required attachment**
- ✓ **E If applicable**

PART V CERTIFICATIONS

I certify that I developed this independent estimate prior to (1) seeking for bids or proposals as required by 2 C.F.R. § 200.323 or seeking quote from inter local agency or purchasing cooperative (2 C.F.R. § 200.18 (e). I further certify that, to the best of my knowledge and belief, the information provided above and attached hereto is true and correct and that the independent estimate reflects a necessary, fair, and reasonable range of costs or prices for the future procurement.

APPROVED:

Mandatory Level One: Full Name of Program Manager (Grant)

Signature

Date

(@) Level Two: Full Name of Director of Purchasing

Signature

Date

(@) Level Three: Full Name of Assistant Superintendent for Program (grant)

Signature

Date

(@) Level Four: Full Name of Assistant Superintendent for Business

Signature

Date

(@) Items above \$50,000