

INSTRUCTIONS

INSTRUCTIONS ON USING THIS COST/BUDGET ESTIMATING TOOL

BACKGROUND:

All too frequently in the past, processing of planned Interagency Agreements have been delayed by the submission of poorly documented and supported budget estimates. This has resulted in undesired schedule slips in projects. To address this, this estimating tool has been created. The purpose of this estimating tool is to help you put together a complete and thorough estimate for the planned Interagency Agreement and to help the Bureau of Reclamation perform a quick and efficient cost analysis mandated by internal Bureau policy. Approvals are not granted to award until a thorough and proper cost analysis is performed by the assigned Contracting Officer.

This estimating tool has been designed to accommodate most Interagency Agreements that the Bureau of Reclamation tends to develop. It is intended for up to 5 years of cost estimating for small to medium-sized agreements ranging from as low as \$10,000 and up to \$5,000,000, depending on the number of personnel and associated costs involved. For most larger agreements, a separate customized cost estimating tool will be provided instead.

In order to ensure the tool's formulas are protected from inadvertent deletion or errors, all cells not requiring data input have been "locked." All cells requiring data input are highlighted in YELLOW background. Many of the data-input cells show "sample" data designed to assist you in understanding what the data should look like. You will want to delete all such "sample" data prior to using the estimating tool. Some cells contain a red arrow in the top right hand corner, signifying the presence of a comment. Hover your mouse pointer over the cell to see the comment for instructions or guidance.

NOTE: If the primary servicing agency is contracting with other federal agencies to also perform work on the requirement, it is recommended that this cost estimating tool be sent to each one of them to complete in the same way. Each federal agency, regardless of whether they are acting as subcontractors or not, must provide the same level of cost detail as the primary servicing agency.

CONTENTS:

This estimating tool workbook contains eight (8) worksheets:

1. Overhead-Indirect Rate Certification.	This is a certification sheet that must be signed by an authorized official of your agency on rates. It needs to be filled out, printed, and signed by the official. This is a mandatory submission without which a Bureau of Reclamation Contracting Officer will not have the authority to award an agreement.
2. Summary of Project Costs.	This is a summary of all estimated costs that are rolled into totals here from other worksheets. There are only a few data inputs for this page: Name of your agency; Name of your project; Period of Performance; and indirect/overhead rate(s).
3. Hourly Labor Costs.	Input personnel/labor and fringe costs here. Do not make up labor rates. Input only the labor rates shown in the proper OPM pay scale table. Do not include fringe costs in the starting labor rates as that will be calculated from a fringe benefit percentage in the same worksheet. Ensure that all data fields are properly completed. Input escalation/inflation rates at the top. Ensure you justify the proposed escalation/inflation rates sufficiently.

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4. Materials Costs.	Input required materials, supplies, and services here. This is not where you will list equipment, which is on a separate worksheet. The difference between materials/supplies and equipment are that materials/supplies are parts and incidental expendable items that support your project, while equipment are items that are functional stand-alone items that do not lose its usability/functionality as a result of project. Example of materials/supplies: Fuel, fish food, chemicals, canisters, testing containers/kits, etc. Example of equipment: GPS receivers; testing machines; boat motor; etc. Electronics or machines are typically equipment. Example of services to input here: Prorated utility costs, laboratory tests, etc.
5. Travel Costs.	Input your estimated travel costs for ALL projected trips. Ensure that all data input cells are completed and supporting references/information is provided for airfare, auto rental and per diem costs.
6. Equipment Costs.	Input your estimated equipment costs here. Please see instructions for No. 4 Materials Costs above in order to accurately assign costs to the correct worksheet.
7. Contractor Costs.	Input your estimated costs for using a contractor your agency has contracted with to provide services. An example of this is the National Park Service and Reclamation have an agreement for supporting River Trips on the Colorado River for Native American Tribes doing archeological research. NPS has a contract with a River Boating firm. If the contract was not competitively awarded, it is important for your agency to help Reclamation understand how the prices were determined fair and reasonable.

ASSISTANCE:

For assistance in understanding how to properly complete your estimate, do not hesitate to contact the estimating tool's author below:

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Bureau of Reclamation, Upper Colorado Regional Office, Salt Lake City
Email Address: kmunro@usbr.gov (initial contact via email is preferred)
Phone: 801-503-9572

SUMMARY OF PROPOSED COSTS

Name of Servicing Agency:	U.S. Fish and Wildlife Service, Region 6
Project Name:	Public Involvement – Upper Colorado River Endangered Fish Recovery Program

	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		TOTAL
	10/1/2017		10/1/2018		10/2/2019		10/1/2020		10/1/2021		
	Through		Through		Through		Through		Through		
Enter the BEGINNING dates for each year ----->	9/30/2018		10/1/2019		9/30/2020		9/30/2021		9/30/2022		
Enter the ENDING dates for each year ----->	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		TOTAL
DIRECT LABOR AND FRINGE BENEFIT COSTS:											
Direct Labor - Hourly	\$	5,898.00	\$	6,016.00	\$	6,136.28	\$	6,259.00	\$	6,384.00	\$ 30,693.28
Fringe Benefits - Hourly	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Subtotal of Direct Labor & Fringe Benefits:	\$	5,898.00	\$	6,016.00	\$	6,136.28	\$	6,259.00	\$	6,384.00	\$ 30,693.28
OTHER DIRECT COSTS:											
Materials and Supplies	\$	60,291.00	\$	61,496.82	\$	62,726.76	\$	63,981.29	\$	65,260.93	\$ 313,756.80
Travel Costs	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Contractors	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Subtotal of Other Direct Costs:	\$	60,291.00	\$	61,496.82	\$	62,726.76	\$	63,981.29	\$	65,260.93	\$ 313,756.80
INDIRECT/OVERHEAD COSTS:											
Subtotal of Labor and Other Direct Costs:	\$	66,189.00	\$	67,513.00	\$	68,863.00	\$	70,240.00	\$	71,645.00	\$ 344,450.00
Total dollars exempt from indirect/overhead base:											\$ -
<i>P.L. 112-270 Indirect Rate for Recovery Programs</i> 3.00%	\$	1,985.67	3.00%	2,025.39	3.00%	2,065.89	3.00%	2,107.20	3.00%	2,149.35	\$ 10,333.50
Total dollars exempt from indirect/overhead base:	\$	-		-		-		-		-	\$ -
	\$	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	\$ -
Subtotal of Indirect/Overhead Costs:	\$	1,985.67		2,025.39		2,065.89		2,107.20		2,149.35	\$ 10,333.50
GRAND TOTAL:		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL				
	\$	68,174.67	\$ 69,538.21	\$ 70,928.93	\$ 72,347.49	\$ 73,794.28	\$ 354,783.58				

Percentage of dollars contracted for	88.44%
	0.00%
	0.00%
	0.00%
88.44% Total	

SUMMARY OF MATERIALS, SUPPLIES, AND SERVICES

Yr 2 Escalation Rate	2.00%	Yr 3 Escalation Rate	2.00%	Yr 4 Escalation Rate	2.00%	Yr 5 Escalation Rate	2.00%
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Task # or Description	Item Description	Rationale for Proposed Cost	Year 1			Year 2			Year 3			Year 4			Year 5			TOTAL
			Unit Price	Unit Quantity	Subtotal	Unit Price	Unit Quantity	Subtotal	Unit Price	Unit Quantity	Subtotal	Unit Price	Unit Quantity	Subtotal	Unit Price	Unit Quantity	Subtotal	
1	Congressional Briefing Doc	Cost based on previous years printing, please see SOW for description	\$ 6,176.00	1	\$ 6,176.00	\$ 6,299.52	1	\$ 6,299.52	\$ 6,425.51	1	\$ 6,425.51	\$ 6,554.02	1	\$ 6,554.02	\$ 6,685.10	1	\$ 6,685.10	\$ 32,140.15
2	Field Report - Swimming Upstream	Cost based on previous years printing, please see SOW for description	\$ 2,363.00	1	\$ 2,363.00	\$ 2,410.26	1	\$ 2,410.26	\$ 2,458.47	1	\$ 2,458.47	\$ 2,507.63	1	\$ 2,507.63	\$ 2,557.79	1	\$ 2,557.79	\$ 12,297.15
3	Aquarium Supplies	Cost based on previous years costs	\$ 2,971.00	1	\$ 2,971.00	\$ 3,030.42	1	\$ 3,030.42	\$ 3,091.03	1	\$ 3,091.03	\$ 3,152.85	1	\$ 3,152.85	\$ 3,215.91	1	\$ 3,215.91	\$ 15,461.21
4	Exhibit Fees for Trade Shows	Combined Fees for Colorado Water Congress, Colorado Water Workshop, Colorado River Water Users Association, Utah Water Users, Wyoming Water Association, and Rocky Mtn Coal Institute, based on 2016 and 2017 rates.	\$ 4,600.00	1	\$ 4,600.00	\$ 4,692.00	1	\$ 4,692.00	\$ 4,785.84	1	\$ 4,785.84	\$ 4,881.56	1	\$ 4,881.56	\$ 4,979.19	1	\$ 4,979.19	\$ 23,938.59
5	Repairs/Replacement of I & E materials	Varying costs based on items replaced, but estimated based on previous years costs	\$ 2,653.00	1	\$ 2,653.00	\$ 2,706.06	1	\$ 2,706.06	\$ 2,760.18	1	\$ 2,760.18	\$ 2,815.38	1	\$ 2,815.38	\$ 2,871.69	1	\$ 2,871.69	\$ 13,806.31
6	Ute Water Festival items	Various items needed to install table and aquarium display	\$ 242.00	1	\$ 242.00	\$ 246.84	1	\$ 246.84	\$ 251.78	1	\$ 251.78	\$ 256.81	1	\$ 256.81	\$ 261.95	1	\$ 261.95	\$ 1,259.38
7	Misc Supplies/Equipment	Various items such as specialty paper and design supplies	\$ 2,100.00	1	\$ 2,100.00	\$ 2,142.00	1	\$ 2,142.00	\$ 2,184.84	1	\$ 2,184.84	\$ 2,228.54	1	\$ 2,228.54	\$ 2,273.11	1	\$ 2,273.11	\$ 10,928.49
8	Educational Materials	Itemized cost in SOW. Costs for handout items such as stickers, magnets, rulers, etc.	\$ 34,186.00	1	\$ 34,186.00	\$ 34,869.72	1	\$ 34,869.72	\$ 35,567.11	1	\$ 35,567.11	\$ 36,278.46	1	\$ 36,278.46	\$ 37,004.03	1	\$ 37,004.03	\$ 177,905.32
9	Signs/Exhibits	Costs to design/produce/install signs for partners, such as state parks and boat launches	\$ 5,000.00	1	\$ 5,000.00	\$ 5,100.00	1	\$ 5,100.00	\$ 5,202.00	1	\$ 5,202.00	\$ 5,306.04	1	\$ 5,306.04	\$ 5,412.16	1	\$ 5,412.16	\$ 26,020.20
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TOTAL:			60,291		\$ 60,291.00	61,496.82		\$ 61,496.82	62,726.76		\$ 62,726.76	63,981.29		\$ 63,981.29	65,260.93		\$ 65,260.93	\$ 313,756.80

2% was used because it approximates recent economic inflations.

Please use current catalog, historical documentation, or vendor quotes. Supporting documentation may be requested at a later date