

## **INSTRUCTIONS FOR PREPARATION OF COST ESTIMATE**

Your cost proposal may be the basis of contract negotiation; it should be specific and complete in every detail. Supporting schedules (as described in Section B) providing the basis for your estimates must be provided. Each offer should submit using the most favorable cost. NYSERDA reserves the right to accept, reject, or ask for changes to proposals based on the degree to which pricing and hourly rates are competitive with the rest of the market.

### **A. GENERAL**

The schedule must be submitted on NYSERDA's Proposal Budget Form.

### **B. INSTRUCTIONS AND DESCRIPTION OF REQUIRED SUPPORT DETAIL**

(Title each supporting schedule and cross-reference it to the item number on the Proposal Budget Form)

#### **1. DIRECT LABOR**

##### **a. Attach supporting schedules showing:**

- Each category or type (Title) of labor being estimated
- Applicable labor rates per hour, fully burdened
- Estimated hours required to perform the proposed statement of work.

##### **b. Educational Institutions**

Provide the following for each calendar year of the contract:

###### **(1) For individuals not on an "actual hours worked" basis:**

- individual's name
- annual salary and the period for which the salary is applicable (preferably in weeks)
- the proportionate time to be charged to this effort.

###### **(2) For individuals who maintain time records as the basis for charging costs, supply the detail as requested in Instructions 1(a.)**

#### **2. DIRECT MATERIALS - PURCHASED PARTS**

##### **a. Provide the following information for each proposed item with an estimated unit cost in excess of \$15,000.**

- Description of item
- Proposed vendor
- Quantity needed
- Unit cost
- Basis for cost (i.e., catalog, prior purchase, quote, etc.)
- Total cost
- Evidence of a competitive selection process in accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement.

##### **b. OTHER DIRECT MATERIALS**

For all items in excess of \$5,000, provide whatever information would be necessary to understand what is being obtained, how it is being obtained, what it will cost and how the estimated cost was determined with justification for all items.

#### **3. OUTSIDE SPECIAL TESTING**

- Describe the effort.
- Provide the units of time (hours, days, or weeks), cost rates, and the vendor.
- In accordance with the requirements of the Subcontract Procedures section of the attached Sample

Agreement, provide the basis for selection of the vendor. Identify M/WBE vendors contacted for quotes and if none, explain why. Explain and justify the basis for any non-competitive selection.

#### 4. EQUIPMENT

Capability to perform the work with existing facilities and equipment is assumed. It is NYSERDA's policy not to compensate for general purpose facilities or equipment. If some special purpose items are needed solely for this contract and are not available by other means (contractor assets, lease, etc.), then provide the following information for each item of required equipment.

- vendor
- model number
- quantity
- competitive selection process
- unit cost and source of cost/price (i.e., quote, catalog, purchase history)
- description of the use or application (NYSERDA dedicated, contract dedicated, other)

#### 5. OTHER DIRECT COSTS

- Identify the type of cost (i.e. postage, telephone, publications, graphics, etc.)
- Provide cost details for the amounts estimated (hours or units, rates, etc.)
- If any internal service center rates are applied, provide details similar to that required in Instruction #B.

#### 6. TRAVEL

- NYSERDA will accept as a direct charge only that travel required to perform the statement of work.
- Attach a schedule indicating the need for the proposed travel, the estimated number of person-trips required, destinations, mode and cost of transportation, and number of days subsistence per trip for each destination.
- Identify and support any other special transportation costs required in the performance of this project.

#### 7. SUBCONTRACTORS/CONSULTANTS

- Explain the specific technical area in which such service is to be used and identify the contemplated consultants.
- State the number of days and the hours per day of such service estimated to be required and the consultant's quoted rate per day.
- Explain any administrative hours needed to manage sub-contractors and include those hours in the direct labor category above (3. Direct Labor). NYSERDA does not accept a percentage-based mark-up on subcontractor tasks.

#### 8. CERTIFICATION

Proposers must certify, via an attestation statement, that hourly rates included in the proposal budget are the same or less than the hourly rates charged to other government or commercial entities for similar work performed.