

Enclosure E – SAMPLE Independent Government Estimate (IGE), Memo

In addition to the IGE, a memo describing how the IGE was developed should be provided. Below is an example.

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Memo for: (insert contracting office)

Subject: IGE Prepared for (insert service and place of service)

1. The estimated labor hour amounts within each of the labor categories are based on previous, similar levels of effort expended to accomplish similar workload. The effort amounts to # full-time equivalents (FTEs) in the following labor categories: (list).
2. The labor categories and direct labor rates are derived from (list how obtained; e.g., Collective Bargaining Agreement between ABC and XYZ, historical data, actual rates, etc.)
3. The General & Administrative (G&A) rate is based on (e.g., historical or actual rates).
4. Material costs are anticipated costs for (list type of material or equipment) to be used in the performance of the PWS requirements. Quantities of these materials are based on (e.g., historical or actual usage).
5. Recommended profit rate is based on historical profit rates for similar efforts.

Certificate

I certify that the facts and costs which are included in this Independent Government Estimate (IGE) along with other supporting data which form the basis of the IGE, were developed prior to seeking any formal proposals and are, to the best of my knowledge, complete and accurate.

Prepared by:

Supervisor of Preparer:

Signature
Printed Name:
Position/Title:
Organization:
Phone:

Date

Signature
Printed Name of Supervisor:
Position/Rank or Grade:
Organization:
Phone:

Date

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