



# Independent Estimate Determination Form

(Complete Before Receiving Bids, Proposals, or Quotes)

### Purpose:

Federal regulations require documentation of an independent estimate reached for every procurement action equal to or above \$350,000 BEFORE (1) receiving bids or proposals (see 2CFR § 200.324) or BEFORE (2) receiving quotes or proposals from other governmental entities through an interlocal contract or a purchasing cooperative (see 2CFR § 200.318(e)).

The **Independent Estimate Determination** is a form used to document the City of Round Rock’s estimated range of fair and reasonable costs for the goods and/or services to be acquired, including construction costs, and to document the analysis PRIOR to seeking bids, proposals, or quotes. **This form must be signed by the (1) Department Director to attest to completion of this required form, (2) Purchasing Manager to approve the Independent Estimate Determination Form, and (3) a Grants Compliance Team Member who is responsible for grant oversight and implementation of internal controls to meet the grant requirements.**

### Instructions:

1. Complete this form for every federal grant procurement action equal to or above \$350,000 prior to either (1) advertising for bids or proposals or (2) seeking proposals from interlocal agencies or purchasing cooperatives. Please complete all sections.
2. Provide a detailed discussion of your independent estimate and attach the required supporting information. *Expectation here is a memo documenting the thought process, steps taken and conclusion reached. (e.g., how the estimate was made, assumptions that were made, information/tools used, and source of information obtained)*
3. Sign and date the form.
4. Submit completed form, along with detailed discussion and required supporting documentation, to the Purchasing Manager, or designee, for approvals.
5. Once approved by Purchasing, submit packet to the Grants Compliance Team for retention with the Grant file.

**Project/Program/Grant Name:** \_\_\_\_\_

**This Independent Estimate is for:**  Goods/Equipment                       Services                       Construction Work

### Goods/Equipment

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

- Vendor survey/market survey. This may include emails and phone calls to qualified vendors to collect price estimates. *Attach survey used.*
- Current or past contracts for the same or similar product. *Reference contracts, including other City contracts for the same or similar product (description and contract number, if available, is helpful).*

- Historical price and costs data. This may include historical price and costs from other cities also. *Attach support for historical price and costs data used.*
- Other (please specify source and attach supporting documentation): \_\_\_\_\_



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## Services or Construction Work

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

Current or past contracts for similar services or construction work. *Reference contracts (description and contract number, if available, is helpful).* \_\_\_\_\_

Other departments or municipalities doing similar work. *Attach documentation/support for the similar work and amounts used to develop the independent estimate of services.*

Historical price and costs data. *Attach support for historical price and costs data used.*

Other (please specify source and attach supporting documentation): \_\_\_\_\_

## **CERTIFICATION**

*I certify that I developed this independent estimate prior to (1) seeking bids or proposals as required by 2CFR § 200.324 or before (2) seeking quotes or proposals from interlocal agencies or a purchasing cooperative (2CFR § 200.318(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.*

### **Prepared By:**

\_\_\_\_\_  
Name and Title (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Approved By:**

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature of Purchasing Manager/Supervisor

\_\_\_\_\_  
Date

(This section is to be completed by the Finance Department. A complete and signed form is required for grant file.)

\_\_\_\_\_  
Received By Purchasing (Purchasing Contact)

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Received By (Grants Team Member)

\_\_\_\_\_  
Date Received