

# ESTIMATED COST FORM

## Price Analysis/Maximum Feasible Price Determination

Consultant/Project Name: \_\_\_\_\_

Procuring Department: \_\_\_\_\_

Procuring Employee: \_\_\_\_\_  
Name Title

### INSTRUCTIONS

1. Complete this form **before issuing a Solicitation**; use the results to establish the Maximum Feasible Price.<sup>1</sup>
2. List all research performed and attach supporting documentation. If more space is needed in any section, provide the additional information in attached document(s).

### AVAILABLE FUNDS

FUNDING SOURCE	TOTAL APPROPRIATED	EXPIRATION DATE
	\$	
	\$	
	\$	

### PRICE ESTIMATES OBTAINED

*(catalogues, websites, stores, prior competitive procurements that are the same or very similar, etc.)*

SOURCE OF PRICE ESTIMATE	TOTAL PRICE
	\$
	\$
	\$
	\$
	\$
	\$

### PRICE ESTIMATES BY CATEGORY

*If the procurement includes multiple price elements, such as per item costs, labor, materials, travel, or support costs, **and** your department has previously completed procurements the same or very similar, you may estimate each cost element based on those previous procurements.*

### PERSONNEL COSTS

*(ex: professional, nonprofessional, support staff, labor)*

PERSONNEL CATEGORY	# HOURS	HOURLY RATE	TOTAL PRICE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTAL ESTIMATED PERSONNEL COST</b>			<b>\$</b>

<sup>1</sup> 12 N.N.C. § 331; 2 CFR §§ 200.318(i), 200.324(a) (Doing so shall result in completing a Price Analysis).

**GOODS, MATERIAL, AND EQUIPMENT COSTS**

ITEM DESCRIPTION	QUANTITY	PER ITEM COST	TOTAL PRICE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTAL ESTIMATED EQUIPMENT, MATERIALS, SUPPLY COST</b>			<b>\$</b>

**TRAVEL COSTS**

*(ground, air, hotel, per diem, etc.)*

PERSONNEL TRAVELLING	TRAVEL EXPENSES	TOTAL PRICE
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL ESTIMATED TRAVEL COSTS</b>		<b>\$</b>

**OTHER ESTIMATED COSTS**

*(ex. profit, indirect costs, fringe benefits, and any other costs you anticipate will be part of the procurement)*

ITEM DESCRIPTION	QUANTITY	PER ITEM COST	TOTAL PRICE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTAL OTHER ESTIMATED COST</b>			<b>\$</b>

**Yes**  **No** Are the prices noted above reasonable based on the funds available for the procurement, applicable funding expiration deadlines, the estimated project duration, and the market available for the goods, services, or construction?

Based on the Price Analysis above, the **Maximum Feasible Price** is: \$ \_\_\_\_\_

**ACKNOWLEDGEMENT & SIGNATURE**

I, the Procuring Employee, certify that I completed this price analysis pursuant to the Navajo Nation Procurement Act and Regulations and that the Maximum Feasible Price established is in the best interest of the Navajo Nation.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*