Independent Cost Estimate (ICE) – An ICE is not completed using quotes; it is completed prior to reviewing responses using estimates from independent sources not associated with potential respondents. Independent sources may include outreach to other communities or referring to past costs for the same or similar services. Appropriate steps must be taken to avoid any real or apparent conflict of interests preventing any parties from obtaining a competitive advantage. The standard for independence is someone not expected to be a respondent. Profit should be a flat fee and not a percentage of costs. Refer to the <u>Procurement & Contracts</u> page for examples of scopes of work for the project cost estimate.

Subrecipient Name	Contract #
Solicitation #	
Project Description	
Contract Type ☐ Fixed Price ☐ Time & Material (Must include decision no other contract type applicable) ☐ Other	Procurement Method ☐ Micro Purchase ☐ Small Purchase ☐ Competitive (RFP/RFQ) ☐ Sealed Bid ☐ Non-Competitive

Project Cost Estimate								
Item	Description	Unit	Rate	Estimated Cost	Profit			

	Subtotal Estimated (Costs (Add	all costs)					
Total Estimated Price (Subtotal Estimate Costs + Profit)								
Sources & Basis for Estimate (attach additional documentation)								
Describe and attach the basis used to determine ICE prices.								
Preparer Signatu	re				Date			

NOTE: For complex projects or tasks, include additional supporting documentation, as appropriate. Failure to document the independent cost estimate may result in non-compliance. The contracting agency shall retain supporting documentation of the solicitation, proposal, evaluation, and selection of the service provider in accordance with 2 CFR 200.333.