

ESTIMATED COST FORM

Price Analysis & Maximum Feasible Price Determination

Procurement/Project Name: _____

Procuring Department: _____

Procuring Employee: _____
Name Title

INSTRUCTIONS

1. Complete this form **before issuing a Solicitation** to conduct a Price Analysis and use those results to determine the Maximum Feasible Price for the Procurement.¹
2. List all research performed and attach supporting documentation. If more space is needed in any section, please provide the additional information in an attached document.

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 completed previous procurements the same or very similar to this one, estimate each cost element based on those previous procurements and insert those estimates in each section below.

PERSONNEL COSTS

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

PERSONNEL CATEGORY	# HOURS	HOURLY RATE	TOTAL PRICE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL ESTIMATED PERSONNEL COST			\$

¹ 12 N.N.C. § 331; 2 CFR §§ 200.318(i), 200.324(a).

GOODS, MATERIAL, AND EQUIPMENT COSTS

ITEM DESCRIPTION	QUANTITY	PER ITEM COST	TOTAL PRICE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL ESTIMATED EQUIPMENT, MATERIALS, SUPPLY COST			\$

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

PERSONNEL TRAVELLING	TRAVEL EXPENSES	TOTAL PRICE
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ESTIMATED TRAVEL COSTS		\$

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
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL OTHER ESTIMATED COST			\$

☐ **Yes** ☐ **No** Are the prices noted above reasonable based on the funds appropriated 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 the 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