



INSTRUCTIONS FOR  
COMPLETING INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

**BLOCK 1. Direct Labor**

Enter all proposed labor categories for the project, e.g., project director, senior analyst, scientist, clerical, etc., and the estimated hours for each related Tasks/Subtask. The estimated cost for each labor category equals the estimated hours, times the hourly rate for the labor category. Determine the estimated cost for each entry and place the sum in the column marked Estimated Cost. Total the Estimated Cost Column and place it in the Total Direct Labor row in the Total Estimated Cost column.

**BLOCK 2. Overhead**

Overhead percentages will vary with each organization. When preparing the cost estimate, use known commercial contractor rates if available from recent proposals, otherwise, use a combined rate of 120% of total direct labor as the amount for labor overhead and fringe benefits. This is an average based on contracts with the commercial sector. If the actual labor overhead and fringe benefit rates are known, they should be used instead. This information may be obtained from review of a current proposal from a commercial contractor on another project. Place the result of the direct labor times the overhead and fringe rates in the total estimated cost column.

**BLOCK 3. Materials/Services (Excluding Information Technology (IT) )**

List supplies, equipment, and services, such as printing, necessary to complete the project. (List all equipment and services related to IT support under Block 4, Information Technology.)

**BLOCK 4. Information Technology Support**

List supplies, equipment, software services and support services necessary for performance of the project.

**BLOCK 5. Travel**

Use an overall estimated cost for travel combining such elements as air fare, per diem, and local travel. It may be useful to arrive at an average cost per trip and multiply this cost by the number of estimated trips. Current per diem rates are found at:

<HTTPS://secureapp2.HQDA.Pentagon.Mil/perdiem>

**BLOCK 6. Subcontractor (s)/ Consultant (s)**

List any items or services that might be subcontracted, if applicable. Drawing on past experience, you may deduce that a particular Task of Subtask may be subcontracted because of the highly specialized nature of the work or perhaps special equipment or facilities may be required that the prime contractor may not have. If consultants are

likely to be utilized, itemize estimated costs for specific consultant services and place the sum in the total estimated cost column. A current range of consultant fees is GS-15 Step 2 per day depending upon the level of expertise of the consultant.

**BLOCK 7. Other Direct Costs**

Itemize any additional other Direct Costs on a separate sheet. These costs may include items such as supplies, special test equipment, reproduction costs, telephone charges, etc. Enter the total in the total estimated cost column.

**BLOCK 8. Total Estimated Costs**

Total the amounts in the total estimated cost column.