


**Exhibit 3-1 from the Mixed-Finance Guidebook (p. 3-9)
 Preparing an Independent Cost Estimate for Procured Services**

Tasks	Labor Category I	Labor Category II	Labor Category III	Totals
Task 1:				
Subtask 1.1				
Subtask 1.2				
Subtask 1.3				
Task 2:				
Subtask 2.1				
Subtask 2.2				
Subtask 2.3				
Task 3: (etc.)				
Total Hours				
Hourly Rate				
Labor Cost				
Direct Costs				
Overhead				
Fee				
Grand Total				

1. Develop a detailed list of tasks and subtasks, based on the services requested in the RFP/RFP.

2. Estimate the number of hours needed to complete each task and divide among staff with a variety of hourly rates.

3. Sum hours across labor categories and tasks; multiply by estimated hourly rates to calculate labor costs.

4. Estimate monthly direct costs for office, travel expenses, and other costs for contract period. Estimate reasonable overhead and fee percentages and multiple by the total direct and labor costs (if not already included in Hourly Labor Rates).

5. Sum labor costs, direct costs, overhead, and fee.