COST SUMMARY SPREADSHEETS

In accordance with Federal Acquisition Regulation (FAR) 15.4 the objective of proposal analysis is to ensure the final agreed to price is fair and reasonable. The complexity and magnitude of each acquisition determines the level of analysis required, thus cost analysis may be used to evaluate cost realism and the reasonableness of individual cost elements.

Your proposal must be accompanied by the attached documents as applicable:

A. The first document is for your firm as the prime contractor. This breakdown is only for the work the prime will perform with its own forces (i.e., without subcontractors).

B. The second document is for subcontractor work only. This document should be completed for each subcontractor.

C. The third document is the Final Cost Summary. This will include all charges from you as the prime and all subcontractors. All numbers must coincide with the previous documents monetarily.

A few notes:

*You may add additional lines if needed.

*Ensure you include your proposed percentages (%) in the lower blocks

ENSURE YOU COMPLETE ALL BLOCKS TO INCLUDE SOLICITATION NUMBER AND PROJECT TITLE.

PRIME CONTRACTOR COST SUMMARY							
SOLICITATION NUMBER:				**PROJECT TITLE:**			
#	**DESCRIPTION**	**UOM (hours/feet/each, etc.)**	**QTY**	**LABOR $ PER HOUR**	**EQUIPMENT $ PER UNIT**	**MATERIALS $ PER UNIT**	**LINE ITEM TOTALS $**
	[insert labor position]	*[hours]*	*[#]*	*[$]*	-	-	$
	[insert equipment]	*[each]*	*[#]*	-	*[$]*	-	$
	[insert material]	*[each/feet/etc.]*	*[#]*	-	-	*[$]*	$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$
							$

NOTE: Profit is only charged by either the Prime or Subcontractor(s) respectively for the actual segment(s) of the work they complete with their own forces. In other words, the Prime may include profit on the work it performs by itself (without subcontractors) and the Subcontractor(s) may include profit on the work they perform themselves (without lower tier subcontractors).

SUBTOTAL:	$
OVERHEAD (0%):	$
PROFIT (0%):	$
TOTAL:	$

ENSURE YOU COMPLETE ALL BLOCKS TO INCLUDE SOLICITATION NUMBER AND PROJECT TITLE.

SUBCONTRACTOR COST SUMMARY							
SOLICITATION NUMBER: **SUBCONTRACTOR NAME:**					**PROJECT TITLE:**		
#	**DESCRIPTION**	**UOM (hours/feet/each, etc.)**	**QTY**	**LABOR $ PER HOUR**	**EQUIPMENT $ PER UNIT**	**MATERIALS $ PER UNIT**	**LINE ITEM TOTALS $**
	[insert labor position]	*[hours]*	*[#]*	*[$]*	-	-	$
	[insert equipment]	*[each]*	*[#]*	-	*[$]*	-	$
	[insert material]	*[each/feet/etc.]*	*[#]*	-	-	*[$]*	$
							$
							$
							$
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SUBTOTAL:	$
OVERHEAD (0%):	$
PROFIT (0%):	$
TOTAL:	$

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FINAL COST SUMMARY			
SOLICITATION NUMBER:	**PROJECT TITLE:**		
			INDIVIDUAL TOTALS $
A1	**SUBCONTRACTOR:** ***(COMPANY NAME HERE)***		$
A2	**SUBCONTRACTOR:** ***(COMPANY NAME HERE)***		$
A3	**SUBCONTRACTOR:** ***(COMPANY NAME HERE)***		$
B		**SUBTOTAL (A1+A2+A3):**	$
C	**PRIME CONTRACTOR:** ***(TYPE NAME HERE)***		$
D		**SUBTOTAL (B+C):**	$
E		**INSURANCE (0% of D)**	$
F		**SUBTOTAL (D+E)**	$
G		**BOND (0% of F):**	$
		GRAND TOTAL (F+G):	$

PLEASE COMPLETE THE FOLLOWING:

COLLECTIVE COST ANALYSIS SUMMARY

MATERIAL S	
LABOR	
EQUIPMENT	
INDIRECT EXPENSES – Prime (Overhead, Profit)	
INDIRECT EXPENSES – Subcontractor(s) (Overhead & Profit)	
SUBTOTAL COST	
GENERAL AND ADMINISTRATIVE (Bond, Insurance)	
NET TOTAL	

ENSURE YOU COMPLETE ALL BLOCKS TO INCLUDE SOLICITATION NUMBER AND PROJECT TITLE.