

APPENDIX A

SAMPLE ESTIMATED PRICE REPORT

Customer:

Unique Project Number:

Customer Order Number:

Work Breakdown Structure:

<u>Cost Element</u>	Estimated		
	Full Cost	Price Adjustment	Price Charged Customer
1. Civil Service Labor (Including Fringe):			
1.a. Project Staff Labor			
1.b. Service Pool Direct Charged Labor			
1.c. Total Civil Service Labor			
2. Civil Service Travel:			
2.a. Project Staff Travel			
2.b. Service Pool Direct Charged Travel			
2.c. Total Civil Service Travel			
3. All Other (Procurements, Contracts, Purchases, Grants, Materials, etc)			
3.a. Project Direct Procurements			
3.b. Service pool Direct Charged Procurements			
3.c. Total Project and Service Pool Procurements			
4. Other Direct Costs			
5. Service Pool Costs			
5.a. Fabrication Services			
5.b. Science and Engineering Services			
5.c. Test Services			
5.d. Wind Tunnel Services			
5.e. Independent Technical Authority/Safety Mission and Assurance (ITA/SMA)			
5.f. Total Service Pool Costs			
6. CM&O			
7. CAAS			
8. HQ. Admin Fee (JPL only)			
9. Agreement Total			

Basis for Price Determination: _____

Source of funding for price adjustments and other waived costs: _____

Required Signatures

Agreement Manager

Name _____ Signature _____
Title _____ Date _____

Center Chief Financial Officer

Name _____ Signature _____
Title _____ Date _____

Instructions for completion of the Estimated Price Report

The sample Estimated Price Report shown above consist of three sections.

The first section is the heading and contains the following information:

1. The customer's name and address
2. The customer order number.
3. The Work Breakdown Structure (WBS)
4. The Unique Project Number

The second section is a table consisting of four columns and nine rows.

The column headings for the four columns are:

Column 1 - Cost Element. The column identifies the types of cost that make up the full cost of the reimbursable agreement.

Column 2 - Full Cost. This column contains the full cost dollar amounts for each of the cost elements identified in column 1.

Column 3 - Price Adjustment. This column identifies the dollar difference by cost element between the full cost and the price the customer is required to pay. This may be either the adjustment needed to get to the market price, or the amount of waived cost or a combination of the two.

Column 4 - Price Charged Customer. This column identifies the dollar amounts by cost element that make up the price the customer is required to pay.

The rows of the table contain the title and associated dollar amounts for each of the cost elements that are applicable to the reimbursable agreement.

Row 1. Civil Service Labor: All estimated labor must include fringe and paid leave. (This is a title row therefore no entries are to be made in the other columns on this row.)

Row 1.a. Project Staff Labor This row contains the dollar amounts applicable to the labor of non-service pool civil servants assigned to the reimbursable agreement.

Row 1.b. Service Pool Direct Charge Labor This row contains the dollar amounts applicable to the labor of service pool civil servants who direct charge their time to the reimbursable agreement.

Row 1.c. Total Civil Service Labor This row contains the total of the amounts in rows 1.a., 1.b., and 1.c.

Row 2. Civil Service Travel: (This is a title row therefore no entries are to be made in the other columns on this row.)

Row 2.a. Project Staff Travel This row contains the dollar amounts applicable to the travel of non-service pool civil servants assigned to the reimbursable agreement.

Row 2.b. Service Pool Direct Charge Travel This row contains the dollar amounts applicable to the travel of service pool civil servants who direct charge their time to the reimbursable agreement.

Row 2.c. Total Civil Service Travel This row contains the total of the amounts in rows 2.a. and 2.b.

- Row 3. All Other Direct Costs (Procurements, Contracts, Purchases, Grants, Materials, etc)** (This is a title row therefore no entries are to be made in the other columns on this row.)
- Row 3.a. Project Direct Procurements** This row contains the dollar amount of Procurements, Contracts, Purchases, Grants, and Materials that are managed by the project staff.
- Row 3.b Service Pool Direct Charge Procurements** This row contains the dollar amounts of Procurements, Contracts, Purchases, Grants, and Materials that are managed by a service pool and direct charged to the reimbursable project.
- Row 3.c Total Project and Service Pool Procurements** This row contains the total of the amounts in rows 3.a. and 3.b.
- Row 4. Other Direct Costs** Enter amounts for any other costs not covered in that are direct charged to the reimbursable agreement.
- Row 5. Service Pool Costs** (This is a title row therefore no entries are to be made in the other columns on this row.)
- Row 5.a. Fabrication Services (FAB)** This row contains the dollar amounts of FAB pool indirect costs that will be charged to the reimbursable project during the monthly cost assessment process.
- Row 5.b. Science and Engineering Services (S&E)** This row contains the dollar amounts of S&E pool indirect costs that will be charged to the reimbursable project during the monthly cost assessment process.
- Row 5.c. Test Services** This row contains the dollar amounts of Test pool indirect costs that will be charged to the reimbursable project during the monthly cost assessment process.
- Row 5.d. Wind Tunnel Services** This row contains the dollar amounts of Wind Tunnel pool indirect costs that will be charged to the reimbursable project during the monthly cost assessment process.
- Row 5.e. Independent Technical Authority/Safety Mission and Assurance (ITA/SMA)** This row contains the dollar amounts of ITA/SMA pool indirect costs that will be charged to the reimbursable project during the monthly cost assessment process.
- Row 5.f. Total Service Pool Costs** This row contains the total of the amounts contained in rows 5.a through 5.g.
- Row 6. CM&O** This row contains the amounts of CM&O charges that are applicable to the reimbursable agreement.
- Row 7. Contract Administration and Audit Services (CAAS)** This row contains the amounts of CAAS charges that are applicable to the reimbursable agreement.
- Row 8. Headquarters Administrative Fee** This row contains the Headquarters administrative fee that is applicable to reimbursable work performed at the Jet Propulsion Laboratory.
- Row 9. Agreement Total** This row is the sum of rows 1.d, 2.c, 3.d, 4, 5h, 6, 7, and 8.

The third section of the EPR contains information about the market survey or other process used to establish the price to be paid by the customer.

Source of funding for price adjustments and other waived costs Enter the source or sources of the funding needed to cover the price adjustment or other waived costs applicable to this agreement.

The last section of the EPR contains the names, titles, signatures, and signature dates of the Agreement Manager and the Center Chief Financial Officer.