

Instructions for Resource Estimate:

Title/Description: Resource Estimate

Frequency of Submission: As Required

No. of Copies: 5

Submission is Due: 5 working days after receipt of Government Technical or Contracts Direction. Subsequent Submissions due as required.

Government Assistance Required: Yes

Government Response Due: 10 working days after receipt of resource estimate. The government will either authorize or reject the estimate in writing.

Remarks: Once the Resource Estimate has been approved, the Contractor will provide updates to the TM02, Task Management Plan.

Format/Content Requirements and Instructions: Resource Estimates are provided to the Government to estimate additional work in an existing Task Order, to estimate new or unauthorized tasks, or to document the descoping of a Task Order. The Resource Estimate consists of the following sections:

- Technical Approach
- Schedule
- Deliverables
- Sizing Assumptions
- Resource Estimate Summary

Technical Approach: The technical approach is a narrative section that states the overall task objectives and the basic activities necessary to achieve the objectives.

Schedule: The schedule is a bulletized list of the major milestones and deliverables to be performed in the task. Each item will include a scheduled completion date.

Deliverables: The major contract deliverables are listed with a title and CDRL number or a highly descriptive title if no CDRL is assigned.

Sizing Assumptions: The sizing assumptions address the basis for the resource estimate. The source of the requirement will be referenced (for example, a task objective statement or a Government request for an estimate). There will be an explanation of the assumptions used in estimating the various direct cost elements (for example, labor, travel) and a list of other direct costs and materials items required for successful completion of the task.

Resource Estimate Summary: A resource estimate summary provided to the Government (see sample sheets 1 and 2) with the total cost per contractor cost element of the described task or activity. If there are multiple Task Orders or CLINs involved in the estimate then the resource estimate will separate the estimate and provide a cost column for each Task Order and/or CLIN along with a total column for the total cost of the task.