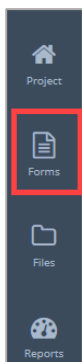


## IGE

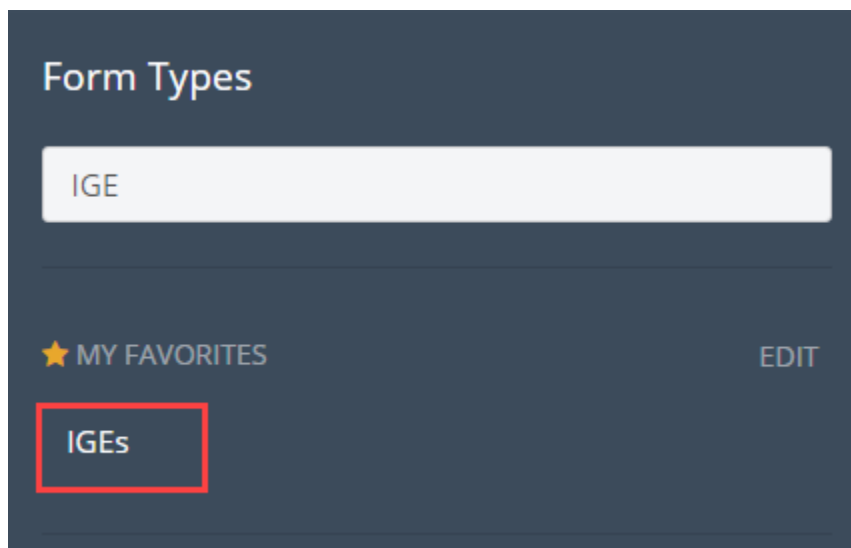
Independent Government Estimates (IGE) are estimates produced in-house or by 3<sup>rd</sup> parties to determine the reasonable cost of work to be performed on a contract or project. The IGE form in ProjectTeam is utilized by the DGS Project Manager to capture the information detailed in the IGE for the record on the project. Documenting IGEs also allows the information to be available for reporting and comparison purposes and for reference when requesting procurement actions or reviewing and negotiating proposals. IGEs are required for every procurement request and should be recorded in ProjectTeam and linked to every contract and Change Order by use of the Reference Link panel in each respective form. Vendor users are not able to view the IGE form nor any referenced IGEs linked to other forms.

### Creating the IGE

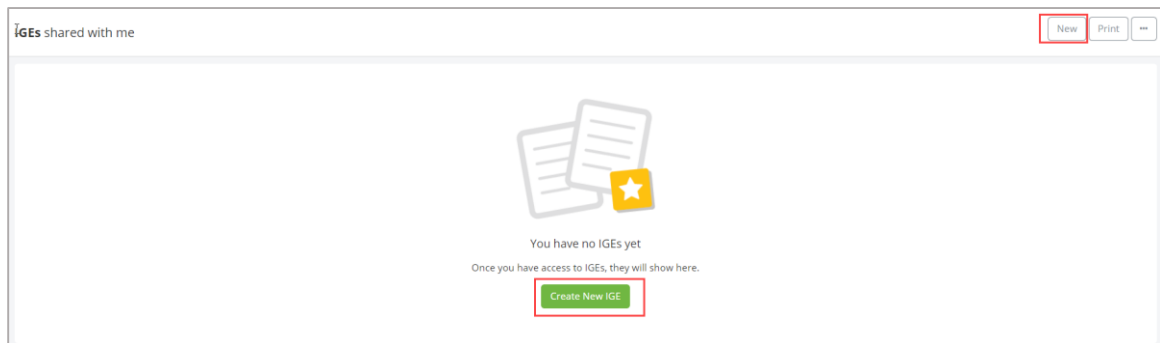
1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search area of the **Form Types** begin typing IGE and then select **IGE** form.



- Click the **Create New IGEs** button located in the middle of the log or click the **New** button in the upper right corner.



- Enter the title of the IGE in the **Subject** field.

A screenshot of a form field labeled "Subject" with a red asterisk and the word "Required" to its right. The field contains the placeholder text "Type the Subject".

- Enter the date that the IGE was created in the **IGE Date** field.

A screenshot of a form field labeled "IGE Created By".

- Enter the Scope of Work covered by the IGE in the **Scope of Work** field.

A screenshot of a form field labeled "Scope of Work". It features a rich text editor toolbar with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and undo. The main area of the field is empty.

- Enter the size of the work area covered by the IGE in square feet in the **Project Area (SF)**. You may enter the number or use the up/down arrows on the right side of the field to enter the square footage.

A screenshot of a form field labeled "Project Area (SF)". It has a red asterisk and a small icon with up and down arrows on the right side.

- Click the **Create New** button to add the **IGE Breakdown**. Create a separate cost line for each distinct cost item in the IGE.

IGE Breakdown								🔍	Create New	...
	#	Division	Scope Item	Quantity	UOM	Unit Cost	Item Total	Notes		
							Total			

- a. Click inside the **Division** field to select from the dropdown list. You may begin typing the Division in the field to narrow the selection.

**Division**

- b. Enter the **Scope Item**.

**Scope Item**

- c. Add the item **Quantity**. For lump sum costs, enter 1.

**Quantity**

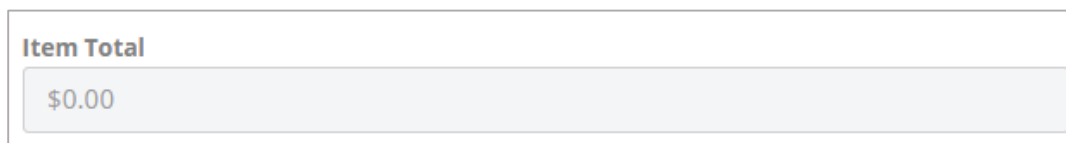
- d. Select the applicable Unit of Measure from the list in the **UOM** field.

**UOM**

- e. Add the **Unit Cost** for the item. For lump sum cost lines, enter the lump sum cost.

**Unit Cost**

- f. Add the total cost for the associated cost line in the **Item Total** field. The formula for determining the Item Total is Quantity X Unit Cost = Item Total.



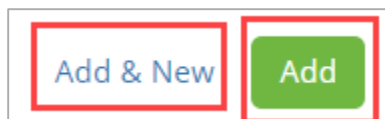
A form titled "Item Total" with a light blue header. Below the header is a large, light gray rectangular input field containing the text "\$0.00".

- g. Enter any applicable **Notes** for that cost line.



A form titled "Notes" with a light blue header. Below the header is a large, light gray rectangular text area with the placeholder text "Type the Notes".

- h. Click **Add & New** to add another item or click the **Add** button to return to the record.



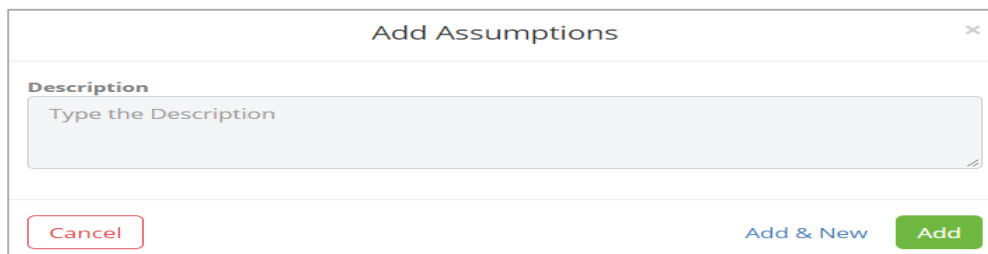
Two buttons are shown side-by-side. The first button is light blue with the text "Add & New" and is outlined with a red border. The second button is green with the text "Add" and is also outlined with a red border.

9. Enter **Assumptions** applicable to the IGE by clicking **Create New**.



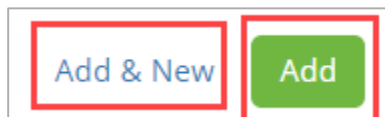
A table titled "Assumptions" with a light blue header. In the top right corner of the header, there is a "Create New" button outlined with a red border. Below the header is a table with two columns: "# Description".

- a. Add a **Description** for each applicable assumption.



A dialog box titled "Add Assumptions" with a close button (X) in the top right corner. It has a light blue header. Below the header is a large, light gray rectangular text area with the placeholder text "Type the Description". At the bottom of the dialog, there are three buttons: "Cancel" (light blue), "Add & New" (light blue), and "Add" (green). The "Add & New" and "Add" buttons are outlined with red borders.

- b. Click **Add & New** to add another item or click the **Add** button to return to the record.



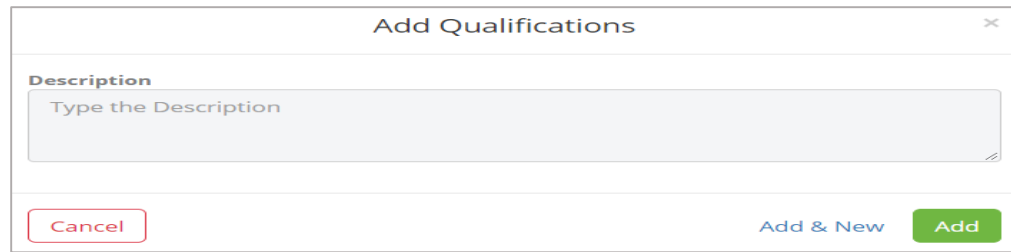
Two buttons are shown side-by-side. The first button is light blue with the text "Add & New" and is outlined with a red border. The second button is green with the text "Add" and is also outlined with a red border.

10. Click the **Create New** button to add **Qualifications**.



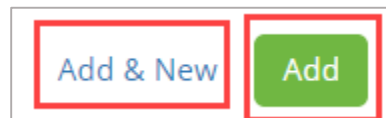
The image shows the header of a table titled "Qualifications". On the right side of the header, there is a "Create New" button highlighted with a red rectangle. Below the header is a table with two columns: "# Description".

a. Enter a **Description** for each applicable Qualification.



The image shows a dialog box titled "Add Qualifications". It has a text input field labeled "Description" with the placeholder text "Type the Description". At the bottom, there are three buttons: "Cancel", "Add & New", and "Add".

b. Click **Add & New** to add another item or click the **Add** button to return to the record.



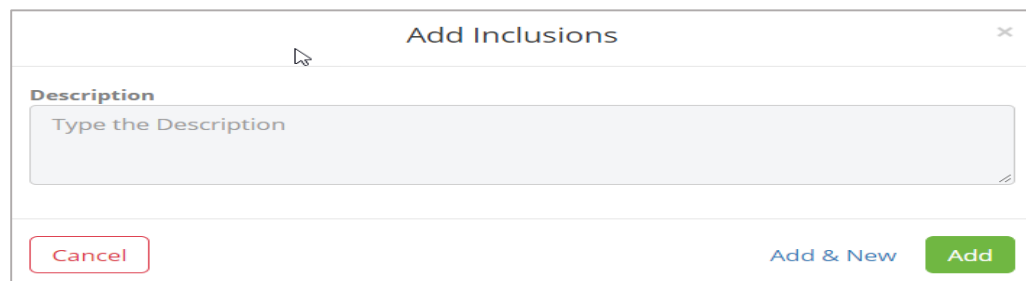
The image shows two buttons side-by-side: "Add & New" and "Add". Both buttons are highlighted with red rectangles.

11. Enter **Inclusions** by clicking on **Create New**.



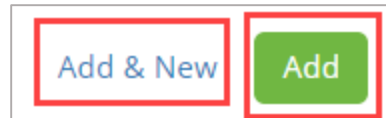
The image shows the header of a table titled "Inclusions". On the right side of the header, there is a "Create New" button. Below the header is a table with two columns: "# Description".

a. Enter a **Description** for each applicable Inclusion.



The image shows a dialog box titled "Add Inclusions". It has a text input field labeled "Description" with the placeholder text "Type the Description". At the bottom, there are three buttons: "Cancel", "Add & New", and "Add".

b. Click **Add & New** to add another item or click the **Add** button to return to the record.



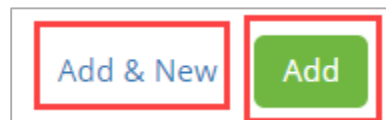
12. Enter **Exclusions** by clicking on **Create New**.

 A screenshot of the 'Exclusions' section. At the top right, there is a button labeled 'Create New' with a red border. Below it is a table header with columns for an ID (represented by a '#' symbol) and 'Description'.

a. Enter a **Description** for each applicable Exclusion.

 A screenshot of the 'Add Exclusions' modal. It has a title bar 'Add Exclusions' with a close button. Below the title is a text input field labeled 'Description' with the placeholder text 'Type the Description'. At the bottom, there are three buttons: 'Cancel' (red outline), 'Add & New' (blue), and 'Add' (green).

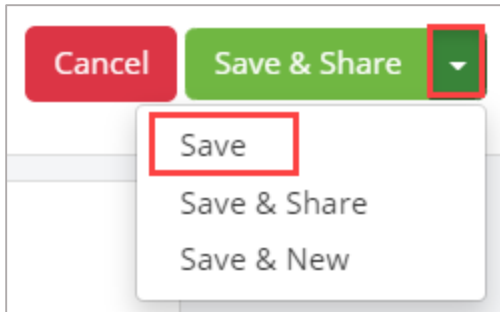
b. Click **Add & New** to add another item or click the **Add** button to return to the record.



13. Add any **Notes** applicable to the entire IGE.

 A screenshot of the 'Notes' section. It features a rich text editor with a toolbar at the top containing icons for bold, italic, underline, strikethrough, link, unlink, and other text formatting options. Below the toolbar is a large text area for entering notes.

14. To complete and save the **IGE**, click the dropdown arrow beside **Save & Share** and click the **Save button** to save the IGE or click the **Save & Share** button and share with the appropriate share groups.

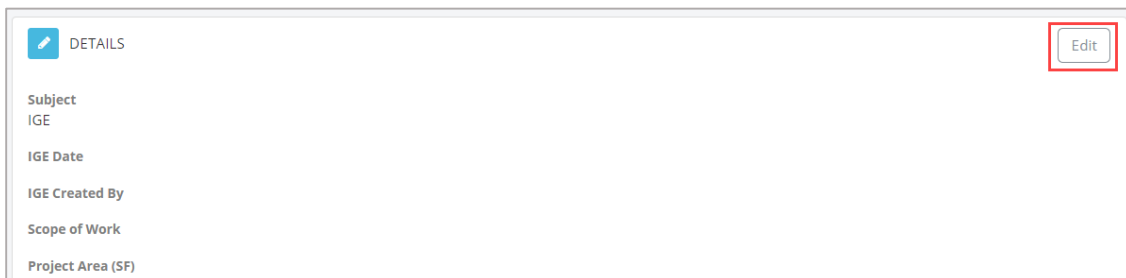


### Editing the IGE

1. Open the IGE log and click the **title of the IGE** you wish to edit.



2. Click the **Edit** button in the Details section.



15. Update the necessary fields and click the dropdown arrow beside **Save & Share** and click the **Save** button.

