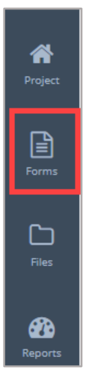
IGE

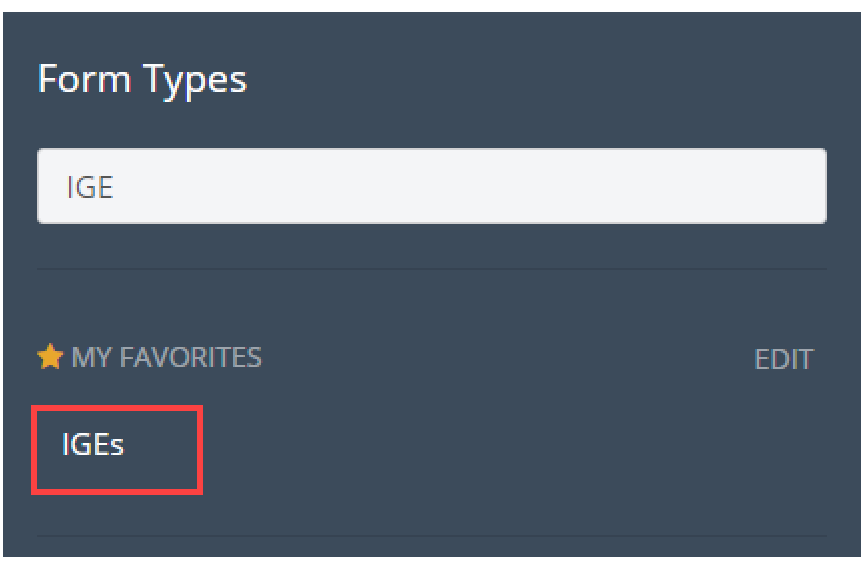
Independent Government Estimates (IGE) are estimates produced in-house or by 3rd parties to determine the reasonable cost of work to be performed on a contract or project. The IGE form in ProjectTeam is utilized by the DGS Project Manager to capture the information detailed in the IGE for the record 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

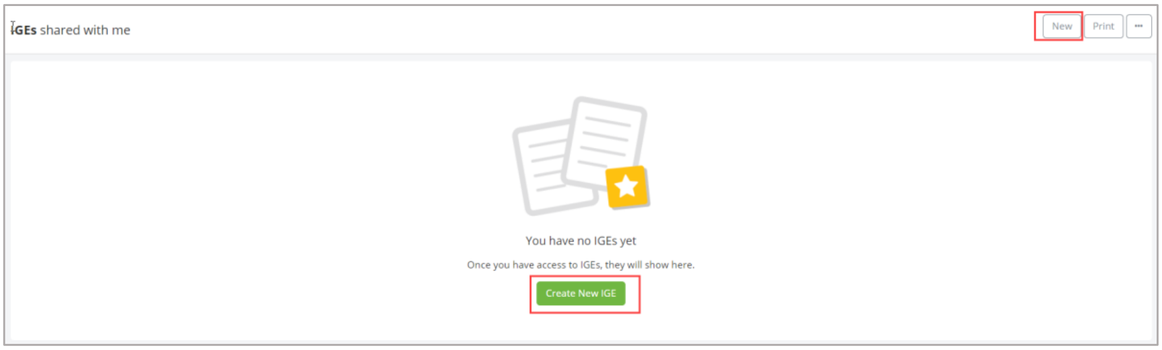
1. Within the project, click the **Forms** icon on the left navigation pane.



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



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



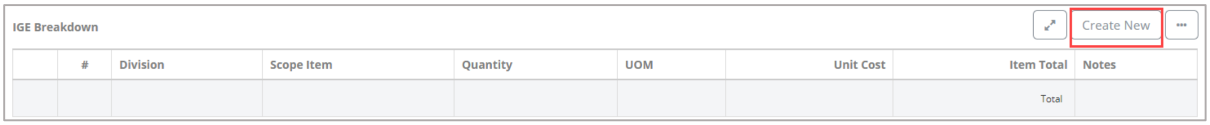
4. Enter the title of the IGE in the **Subject** field.

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

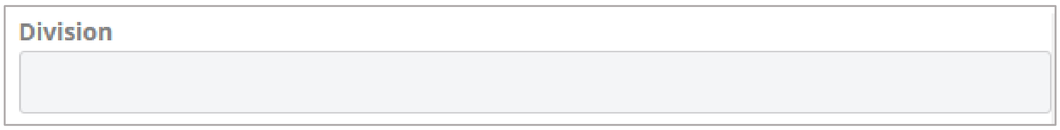
6. Enter the Scope of Work covered by the IGE in the **Scope of Work** field.

7. 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.

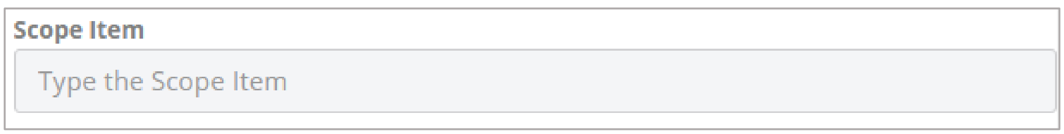
8. Click the **Create New** button to add the **IGE Breakdown**. Create a separate cost line for each distinct cost item in the IGE.



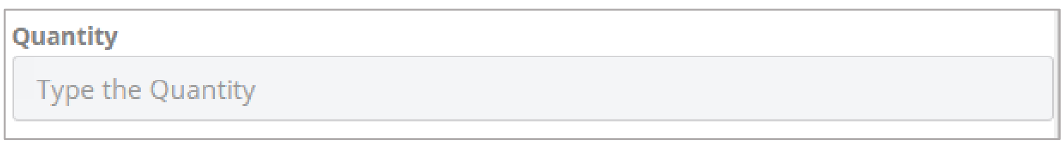
a. Click inside the **Division** field to select from the dropdown list. You may begin typing the Division in the field to narrow the selection.



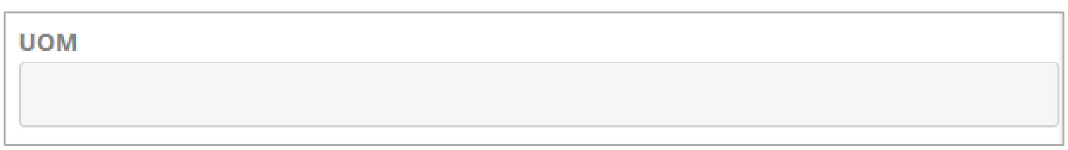
b. Enter the **Scope Item**.



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



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



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

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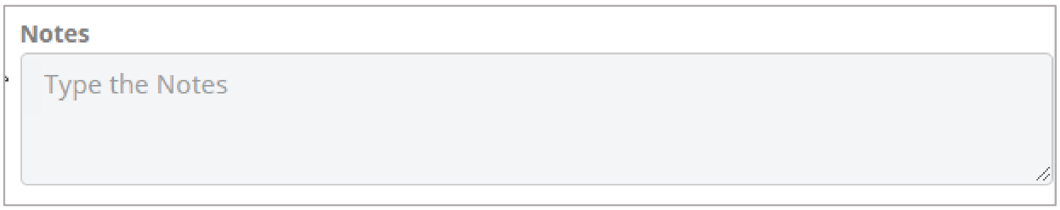
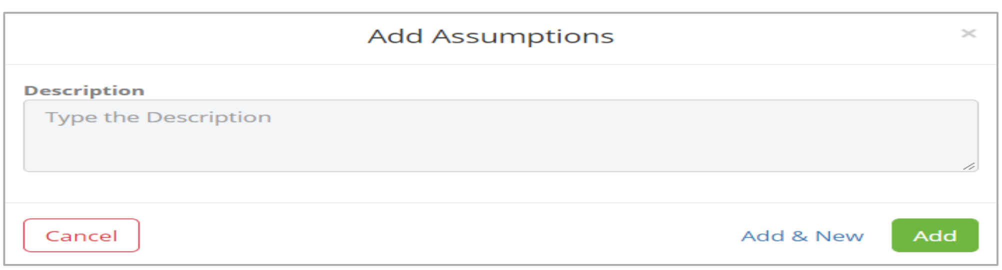
g. Enter any applicable **Notes** for that cost line.



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

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

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



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

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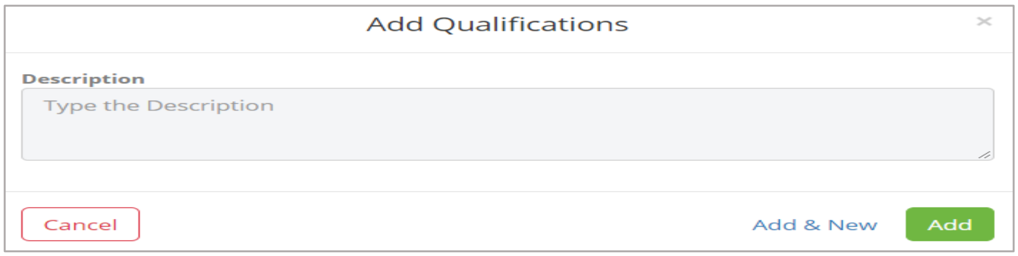
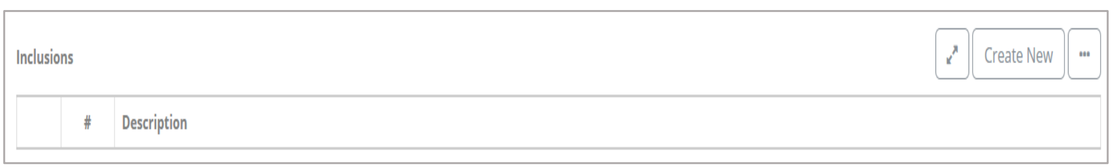
10. Click the **Create New** button to add **Qualifications.**

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

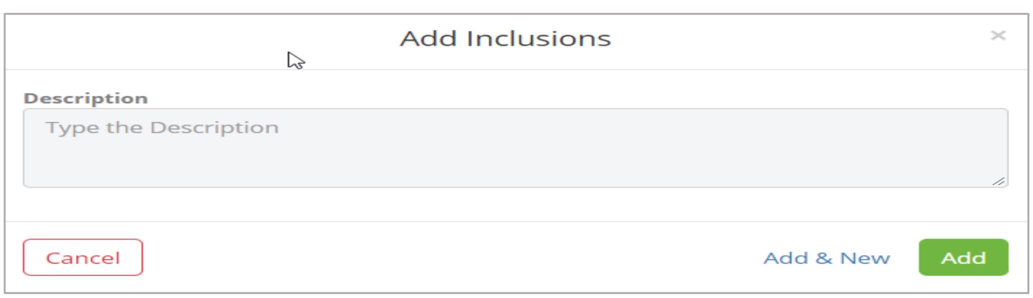


b. Click **Add & New** to add another item or click the **Add** button to return to the record.

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



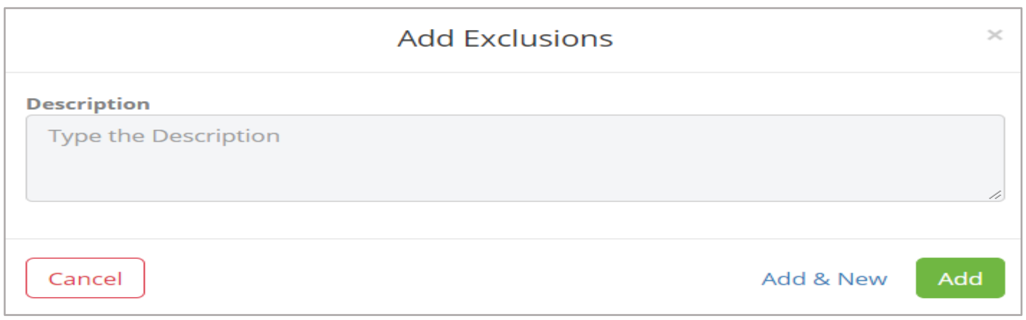
a. Enter a **Description** for each applicable Inclusion.



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**.

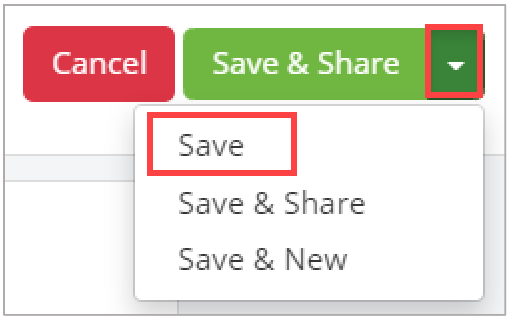
   a. Enter a **Description** for each applicable Exclusion.



   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.

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.