

INDEPENDENT COST ESTIMATE (ICE) JUSTIFICATION FOR SMALL PROCUREMENTS

(Equipment and Supplies under \$25,000; Services other than A&E under \$5,000)

Date _____ ICE For Project: \$ _____
 Project _____
 Project Manager _____ Please print

The Small Procurement ICE may be used for simple procurements under the formal procurement thresholds as follows: for professional services other than A&E under \$5,000 and for Supplies, Equipment and Construction under \$25,000.

The ICE must be completed prior to requesting quotes from prospective vendors, contractors, and consultants.

Please indicate which of the statements apply with a check mark.

☐	I performed market research for the pricing of the products and/or services being procured through one or more of the following sources: ☐ Internet ☐ Trade Show ☐ Catalog ☐ Other Contracts
☐	I contacted other agencies that may have procurement knowledge/experience for the product or service being procured to determine the prices they paid.
☐	I reviewed/compared SRTA historical or established labor rates or product pricing in order to determine my estimate for this procurement.
☐	The service and cost already has been negotiated and approved in a SRTA contract.
☐	The service is being procured based on rates regulated by the government (i.e., utilities).
☐	Other (explain):

NOTE: A more detailed ICE may be required for more complex procurements.

Provide a brief explanation of your analysis that is the basis of your estimate.

Example: I found the price of a computer printer on the Internet at \$50 each from Dell on 1/18/09. The total for 100 printers is \$5,000 and was the basis of my estimate. A copy of the Internet ad is enclosed.

 Signature

 Title