

**CROWLEY ISD**  
**INDEPENDENT ESTIMATE DETERMINATION**  
**(BEFORE SOLICITING BIDS OR PROPOSALS)**

Purpose: School Nutrition Programs regulations require documentation of cost analysis or price analysis for every procurement action (see *ARM Section 17 and 2 CFR § 200.324*). The Independent Estimate Determination form is used to document the analysis performed to determine the estimated costs for the products and/or services to be procured. The form is kept as part of the procurement file along with the cost or price analysis, which is conducted after receiving proposals but before awarding a contract, to demonstrate that the procurement process was conducted in an open and fair manner and that Crowley ISD received the most advantageous price.

Instructions:

1. Complete one (1) Independent Estimate Determination form prior to advertising and receiving bids or proposals, and complete all sections.
2. Provide a detailed discussion of your independent estimate and attach the required supporting information.
3. Sign in blue ink and date the form.
4. Maintain a copy in the procurement/contract file along with the cost or price analysis (as completed before contract award), subject to retention schedules.

Prepared by: Stephen Moseley

Date: 12/20/2024

Email: stephen.moseley@crowley.12.tx.us

Phone Number: 817-297-5942

ESTIMATED CONTRACT VALUE: \$                     

RFP/Bid Title: RFP-050-2024-2025 Kitchen Equipment for DeerCreek ES, MeadowCreek ES & Sycamore ES

**PART I**  
**SCOPE AND/OR SPECIFICATIONS**

*Please attach documentation reflecting the Scope or Proposal/Work and/or Specifications.  
The attached Scope of Proposal/Work and/or Specifications contains the following (check all that apply):*

For Goods/Equipment	For Services
<input checked="" type="checkbox"/> Estimated quantity of items and/or goods required	<input type="checkbox"/> List of services/responsibilities to be performed
<input type="checkbox"/> Detailed description of each item required	<input type="checkbox"/> Detailed list of deliverables/tasks required
<input checked="" type="checkbox"/> Specifications and/or drawings for materials required	<input type="checkbox"/> Anticipated contract term and start date
<input checked="" type="checkbox"/> Delivery guidelines	<input checked="" type="checkbox"/> Specifications, drawings, and/or pictures

## PART II INDEPENDENT ESTIMATE GUIDE

*Below is a guide for the completion of the Independent Estimate Determination. Please attach the documents requested under "items to include with independent estimate" to this Determination.*

Estimate Type	Items to Include with Independent Estimate	Where to Find Supporting Information
<b>Goods/Equipment</b>	<ol style="list-style-type: none"> <li>1. Product needed</li> <li>2. Unit price</li> <li>3. Markups – overheads – profit</li> <li>4. Desired delivery schedule</li> <li>5. Warranty</li> </ol>	<ol style="list-style-type: none"> <li>1. Vendor survey/market survey</li> <li>2. Current or past contracts for the same or similar product</li> <li>3. Historical price and costs data</li> </ol>
<b>Services</b> (other than professional services, as defined by Tex. Educ. Code § 44.031(f) and/or Tex. Gov't Code Ch. 2254)	<ol style="list-style-type: none"> <li>1. Tasks you want done</li> <li>2. Types of people needed</li> <li>3. Positions required</li> <li>4. Salary/billing rates applied</li> <li>5. Prevailing wage rate category applied (if applicable)</li> <li>6. Profit/applied fee</li> <li>7. Direct expenses</li> <li>8. Completion schedule (if applicable)</li> </ol>	<ol style="list-style-type: none"> <li>1. Current or past contracts for similar services</li> <li>2. Other departments doing similar work</li> <li>3. Historical price and cost data</li> </ol>

## PART III INDEPENDENT ESTIMATE

*Please complete the following form.*

**This Independent Estimate is for:**



Goods/Equipment



Services

**Discussion of independent estimate before receiving bids or proposals, including Crowley ISD estimated reasonable price range for the goods and/or services (attach additional explanation if necessary):**  
Reached out to a vendor that provides items that district is currently in search of to provide an idea of approx. how much this purchase will cost for kitchen equipment at 3 elementary locations

### **Goods/Equipment**

**Source Used to Develop Independent Estimate of Goods/Equipment (check all that apply and attach supporting documentation):**

- ☒ Vendor survey/market survey
  - ☐ Current or past contracts for the same or similar product
  - ☐ Historical price and costs data
  - ☐ Other (please specify source and attach supporting documentation): \_\_\_\_\_
- 
- 

### **Services**

**Source Used to Develop Independent Estimate of Services (check all that apply and attach supporting documentation):**

- ☐ Current or past contracts for similar services
  - ☐ Other departments doing similar work
  - ☐ Historical price and costs data
  - ☐ Other (please specify source and attach supporting documentation): \_\_\_\_\_
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## **PART IV ATTACHMENT CHECKLIST**

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*The following required documentation is included as attachments to this Independent Estimate Determination (please check boxes to certify compliance with required documentation):*

- ☒ **Scope of Proposal/Work and/or Specifications (as required by Part I).**
- ☒ **For goods/equipment, documentation reflecting the following (as required by Part II):**
  - Product needed
  - Markups-overhead-profits
  - Unit price
  - Desired delivery schedule
  - Warranty
- ☐ **For services, documentation reflecting the following (as required by Part II):**
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  - Prevailing wage rate category applied (if applicable)
  - Profit/applied fee
  - Direct expenses
  - Completion schedule (if applicable)
- ☒ **Documentation reflecting the source used to develop the independent estimate (as required by Part III).**
- ☐ **If applicable, additional supporting documentation (e.g., explanation of the process and/or sources used or explanation of the estimate reached). Please provide a brief explanation of the additional documents:**  
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