How to Prepare a Cost Bid

1. The starting point is bid cost drivers

* The number of hours for each labor category
* The direct charges (other than labor)
  + Documents
  + Travel
  + Consultants
  + Materials

1. Collect the company parameters

* Hourly labor rates for each labor category
* Number of paid vacation days
* Number of paid holidays
* Number of paid sick days
* Overheat rate
* Fee rate (profit rate)

1. Calculate the Direct Labor Cost as
2. Calculate the Overhead Cost as
3. Calculate the Other Direct Costs as
4. Calculate total Project Cost as
5. Calculate the Fee as
6. Calculate the Total Project Price as