

## BPA Fish & Wildlife Program's Line-Item Budget Requirements For Subcontractor Costs

BPA's preference is to add subcontract costs to a contract after bids have been received and a subcontractor selected. However, since this doesn't work in all situations, BPA will accept estimates, as long as they provide sufficient detail for BPA to determine whether the cost is a good value. The following describes the information required in your line-item budget for subcontracts.

### General guidance

- For BPA to fund a contract that includes subcontract costs that have not already been bid out, the estimates for subcontracts must adhere to the level of detail required for cost reimbursement and time & materials subcontracts (#1 below) ([sample template](#)) (note that the format is optional).
- Estimates need to be prepared by someone with the background and experience to develop a credible bid, e.g., an engineer or a general contractor that could "reasonably" be expected to have a good idea of what the work would require and cost.
- NO contingency amounts will be accepted in estimates, nor should be accepted in bids.
- When requesting cost reimbursement or time & materials bids, make it clear that bids need to be submitted with the specificity in #1 below.

### 1) For All Cost Reimbursement and Time & Materials subcontracts

Costs must be broken down into labor hours, travel, supplies, materials, equipment and equipment rental (specify with or without operator), overhead, capital equipment, and taxes if applicable. Lump sums will not be accepted. Contractors should use detail similar to that in the subcontractor tab in the [BPA budget template](#) when preparing an RFP to let bidders know the level of detail required in their bids in order to be considered eligible to receive the award.

### 2) For Firm Fixed Price subcontracts – not bid yet

If a contract has not yet been bid out, the same estimating requirements apply as for cost reimbursement or time & materials (#1 above). Most engineer's estimates do NOT provide the level of detail required. Alternatively, you may wait until bids are received and BPA will amend your contract to add funds (see #3 below).

### 3) For Firm Fixed Price subcontracts – already bid out

Less documentation is acceptable. BPA requests a summary of bid results, a copy of the winning bid, and the basis for choosing a subcontractor (if they were not the lowest bidder).

### *Example Bid Tabulation*

Big Creek Fish Passage work

Engineer's estimate	\$1,000,000
Subcontractor Bid A	\$990,000
<b>Subcontractor Bid B (winning bid)</b>	<b>\$1,000,050</b>
Subcontractor Bid C	\$1,010,999
Subcontractor Bid D	\$1,762,000
Subcontractor B was chosen instead of Subcontractor A (lowest bid), because of quality concerns with prior work from Subcontractor A.	

### 4) Cost-shared subcontracts

For subcontracts where BPA is providing some portion of cost-share on a larger project, BPA will require the same level of detail on the ENTIRE project action that is being cost-shared, noting the cost-share amount to be funded by BPA as a percentage, lump sum, or by certain line items.