

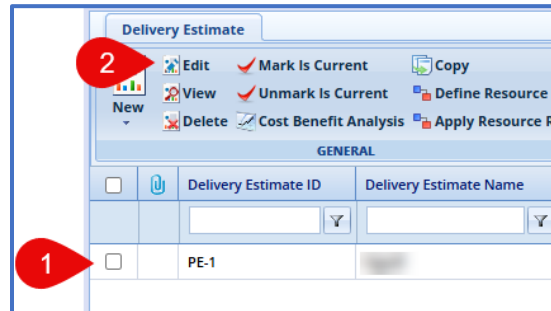
Cost Per Unit Instructions

1.1 Project Delivery Estimate

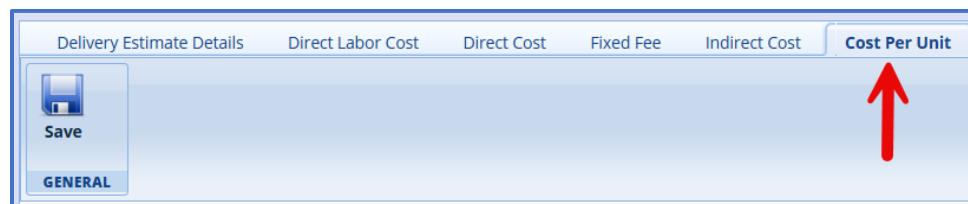
Pre-requisite: Follow the instructions under 2.3 of the manual, steps 1-5.

Steps:

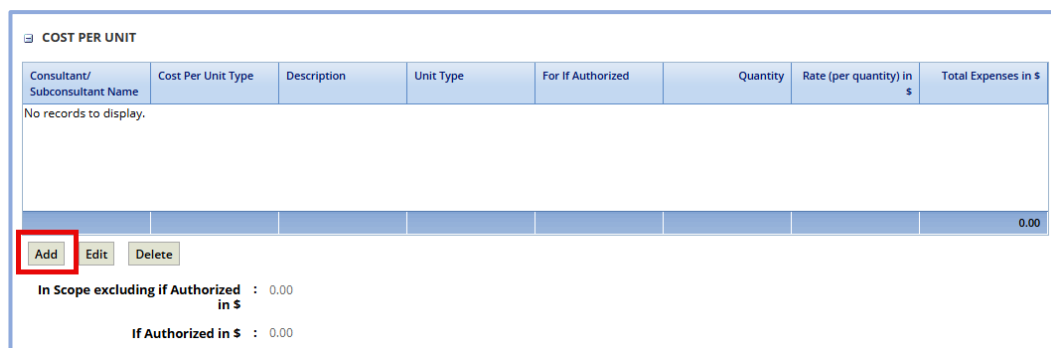
1. On the Delivery Estimate page, select the previously created estimate and click Edit. The **Delivery Estimate Details** page is displayed.



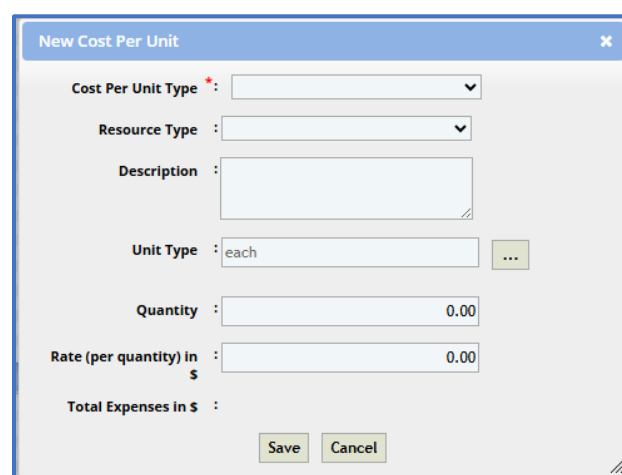
2. Select the **Cost Per Unit** tab at the top of the screen. The **Cost Per Unit** page will now be displayed.



3. Select **Add** under the **Cost Per Unit** table. The **New Cost Per Unit** dialog box will be displayed.



The **New Cost Per Unit** dialog box will be displayed.



4. Fill in all required fields that have not been auto populated. Required fields have a red asterisk. Complete all optional fields as needed. See the following list for explanation of fields and actions that aren't auto populated.

Cost Per Unit Type

- Requirement: Mandatory
- From the drop-down list, select the best-fitting cost per unit type.
- If the unit type needed is not listed, contact the Masterworks Help Desk to have it added.

Resource Type

- From the drop-down list, select the type of resource that will be completing the work on the contract.

Description

- Enter any additional details about the cost per unit item.

Unit Type

- The Unit Type drop-down defaults to an associated type based on the Cost Per Unit Type selected.
- Changing the Unit Type:
 1. Select the ellipsis next to the field.
 2. The Unit Type dialog box will display.
 3. From the list provided, select the most accurate unit and description.
 4. Click **Select**.

Quantity

- Enter the estimated number of units.

Rate (per quantity) in \$

- Enter the rate in dollars for each unit.
- Units with different rates must be added separately as individual line items.

Total Expenses in \$

- **Requirement:** Auto-populated
- This field is automatically calculated once the **Rate (per quantity) in \$** has been entered.
- The field equals the full dollar amount for the cost per unit item.

5. Once all line items have been entered, the **Resource Type (In \$)** and the **Total in \$** fields under **Total Summary**, at the bottom of the screen will be auto calculated. Verify the totals are correct. Select **Save**.

Delivery Estimate Details Direct Labor Cost Direct Cost Fixed Fee Indirect Cost **Cost Per Unit**

Save
GENERAL

COST PER UNIT

Cost Per Unit Type	Resource Type	Description	Unit Type	Quantity	Rate (per quantity) in \$	Total Expenses in \$
Parcel	CONSULTANT	Nominal	each	5.00	2,900.00	14,500.00
						14,500.00

Add Edit Delete

Total Summary :
CONSULTANT (in \$) : 14,500.00
Total in \$: 14,500.00

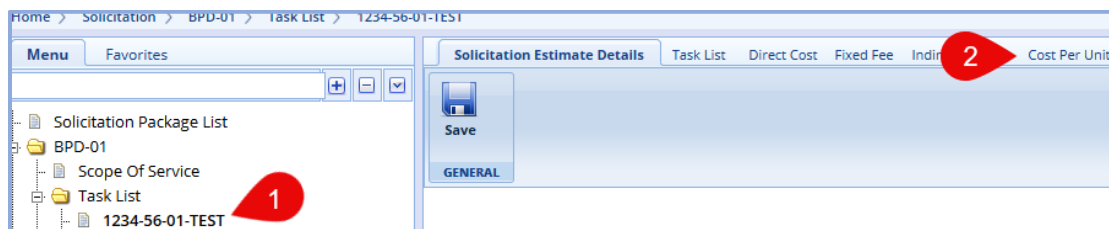
1.2 Solicitation Package

Note: If the **Delivery Estimate** under the project has already been completed, and has been marked as “Is Current”, the information will auto populate under the solicitation package. Other than reviewing, the below steps can be skipped.

Pre-requisite: Complete steps 3.1.1 through 3.2 of the manual.

Steps:

1. On the left-hand navigation pane expand the yellow **Task List** folder. Select the project ID for which details need to be entered. The **Solicitation Estimate Details** page will be displayed.
2. Select the **Cost Per Unit** tab at the top of the screen.



The **Cost Per Unit** page will now be displayed.

3. Complete steps 1 – 5 under section 1.1 of this document.

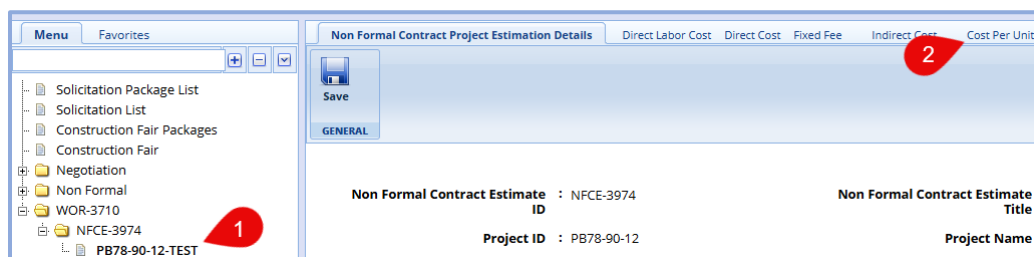
1.3 Non Formal Estimate

Note: If the **Delivery Estimate** under the project has already been completed, and has been marked as “Is Current”, the information will auto populate under the **Non Formal Estimate**. Other than reviewing, the below steps can be skipped.

Pre-requisite: Complete step 5 of the manual.

Steps:

1. On the left-hand navigation pane expand the yellow **WOR-XXXX** folder, then expand the project ID folder. Select the second project ID listed for which details need to be entered. The **Non Formal Contract Project Estimate Details** page will be displayed.
2. Select the **Cost Per Unit** tab at the top of the screen.



The **Cost Per Unit** page will now be displayed.

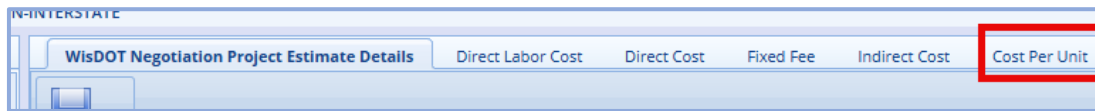
3. Complete steps 1 – 5 under section 1.1 of this document.

1.4 Amendments

1.4.1 WisDOT Contract Amendment Estimate

Pre-requisite: Follow the instructions for creating a **WisDOT Contract Amendment Estimate** under section 8.1.1. Complete steps 1-12.

1. From the **WisDOT Negotiation Project Estimate Details** page, select the Cost Per Unit tab.



2. Complete steps 1-5 under section 1.1 of this document.
3. Return to the **WisDOT Negotiation Estimate List**. Find the amendment estimate in the list and select it. Click **Mark as Current** button in the tool bar at the top of the screen. The consultant estimate can now be created.