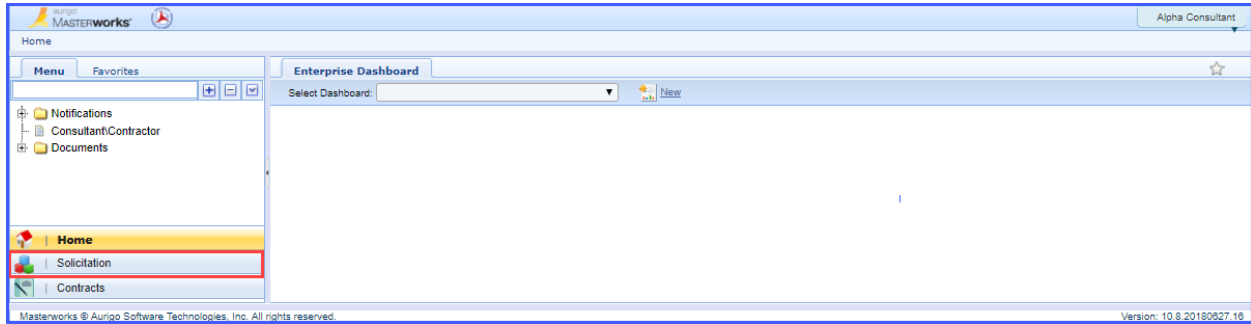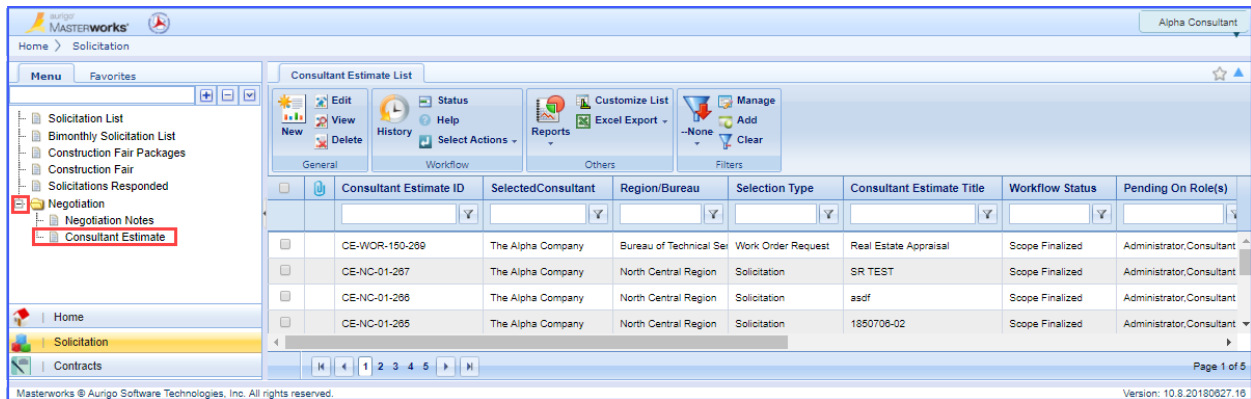# Cost per Unit

To begin create a new employee called "Cost per Unit Task" in the key staff library. See guide *Adding Key Staff*.
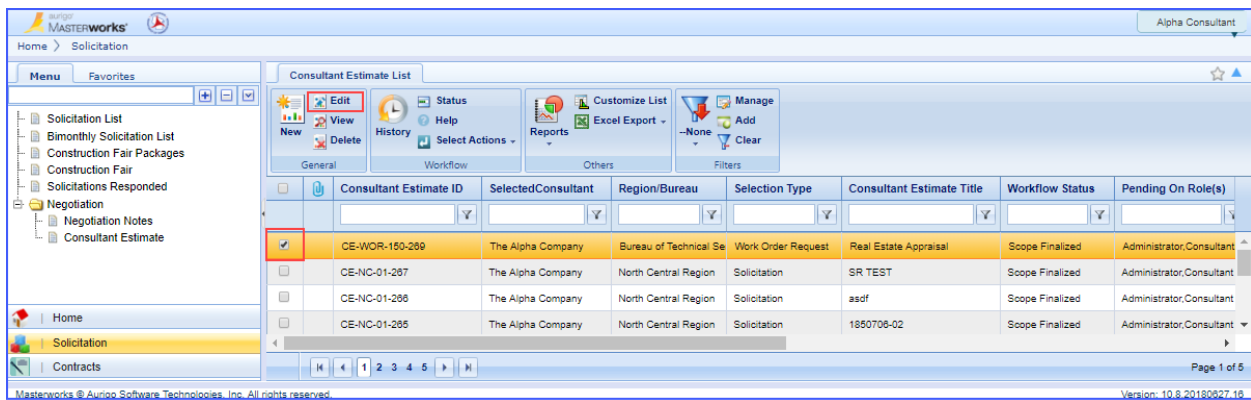
After logging in, navigate to the **Solicitation** module.

In the Solicitation module, **expand** the Negotiation folder in the left navigation pane and click **Consultant Estimate**.
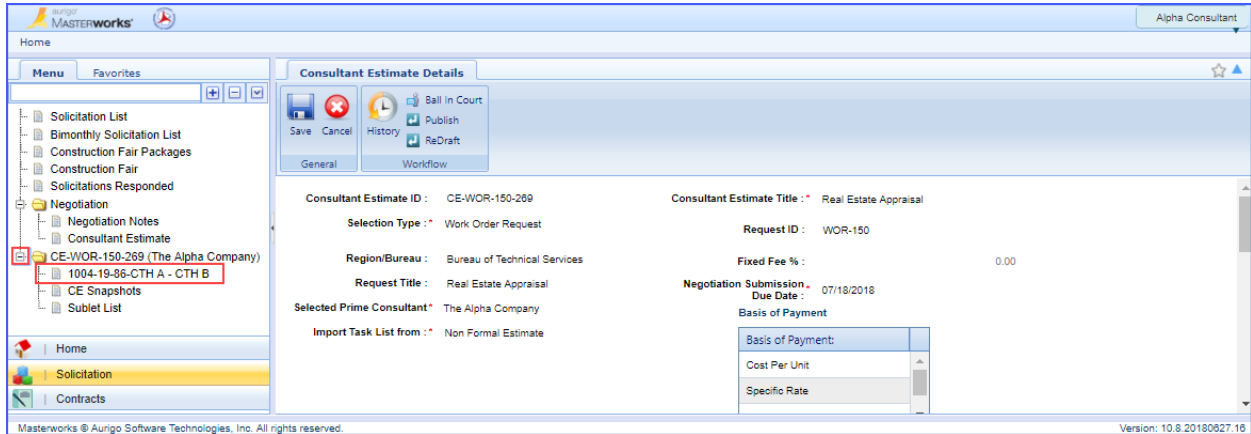

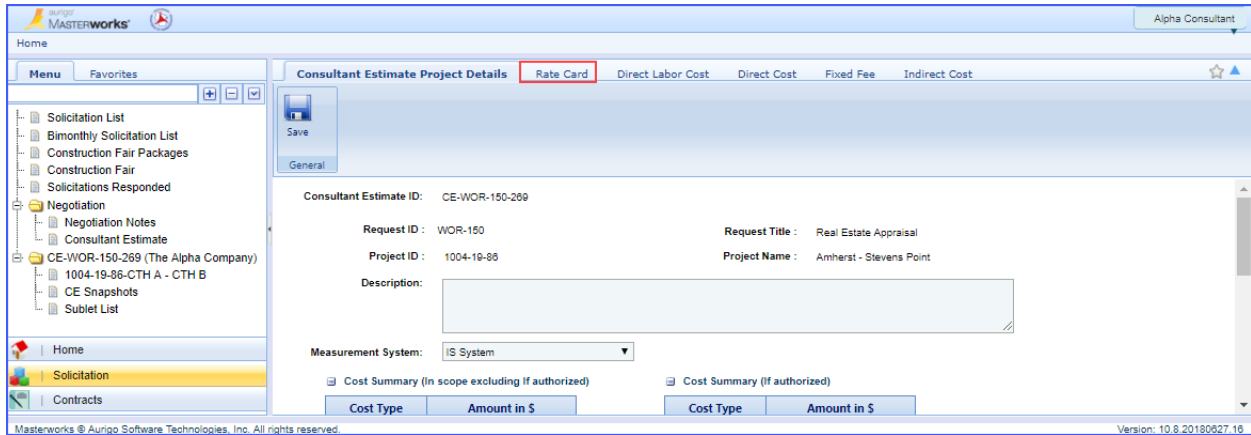Use the **checkbox** to select a negotiation and click **Edit**.
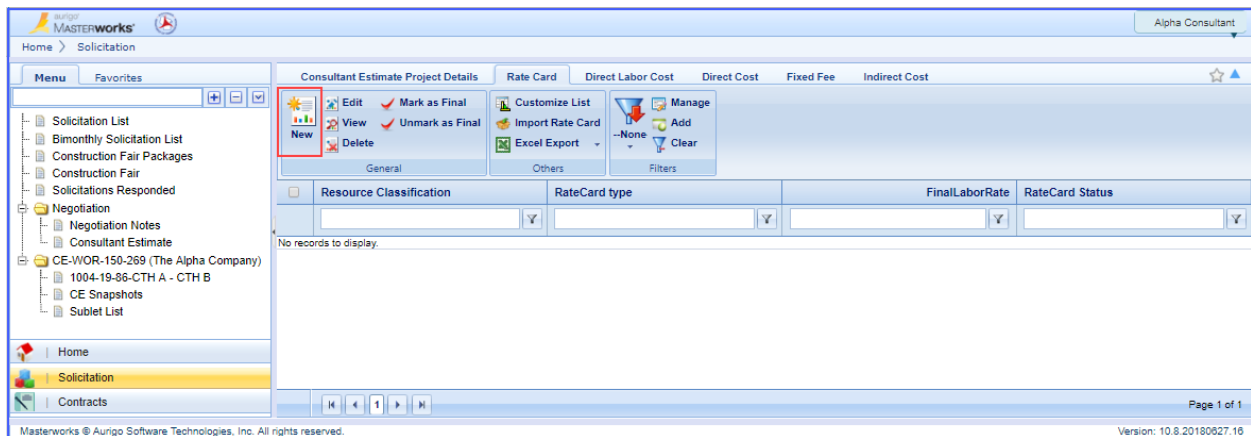
Expand the proposal folder in the left navigation pane and click the **project ID**.

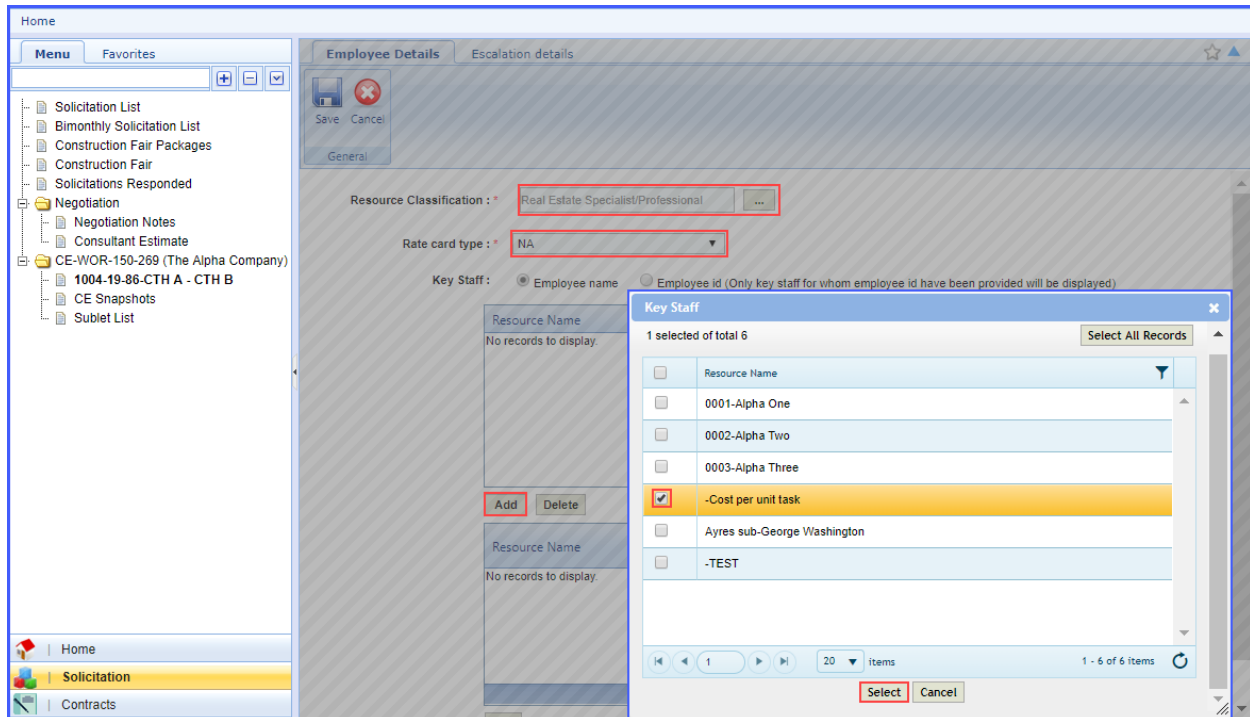Click the **Rate Card** tab.

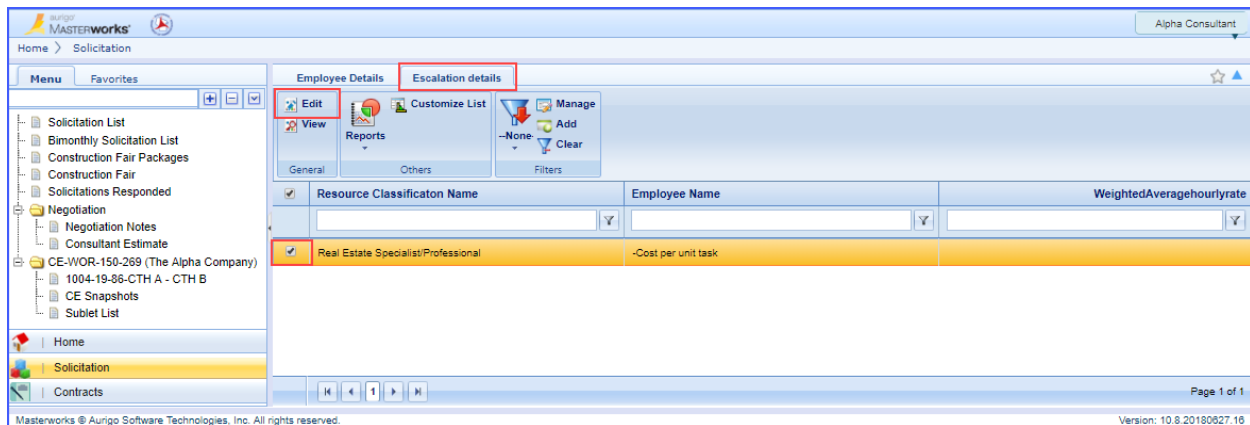

In the ribbon of the Rate Card tab, click **New**.

Cost per Unit

Select the Resource Classification using the **ellipses** and Rate card type ("NA" for cost per unit) from the **dropdown**. Click the **Add** button underneath the first table. Select the resource "Cost per unit task" using the **checkbox** and click **Select**.

Click the **Escalation details** tab. Check the box next to the resource and click **Edit**.

Under the Escalation details grid, click **Add**. The New Escalation details pop up box appears. Leave % pay increase at 0.00, enter today's date as the Date of increase, enter 100 as the % of Work at Current Rate and click **Save**.

In the ribbon, click **Save**.

Click the **Employee Details** tab. Select the resource that appears in the second table (it will turn orange.) Click **Edit** under the second table.
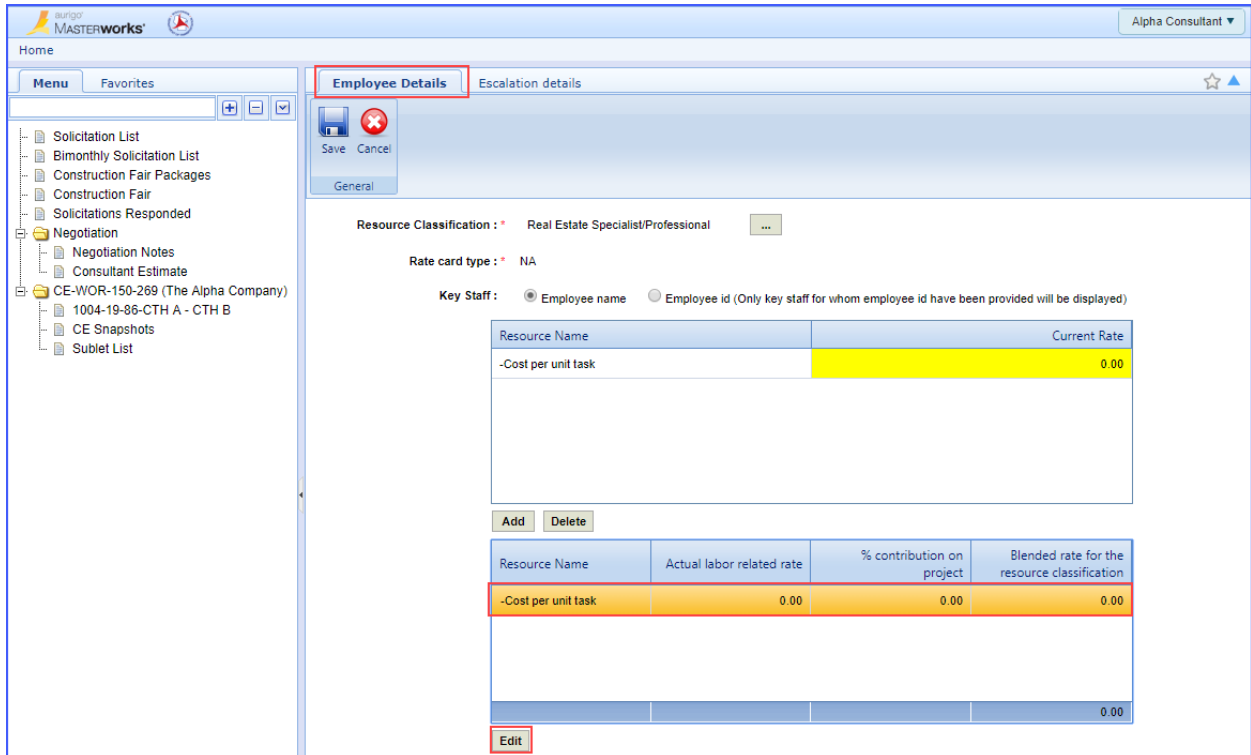
Enter 100 in the % contribution on project field. Click **Save**.
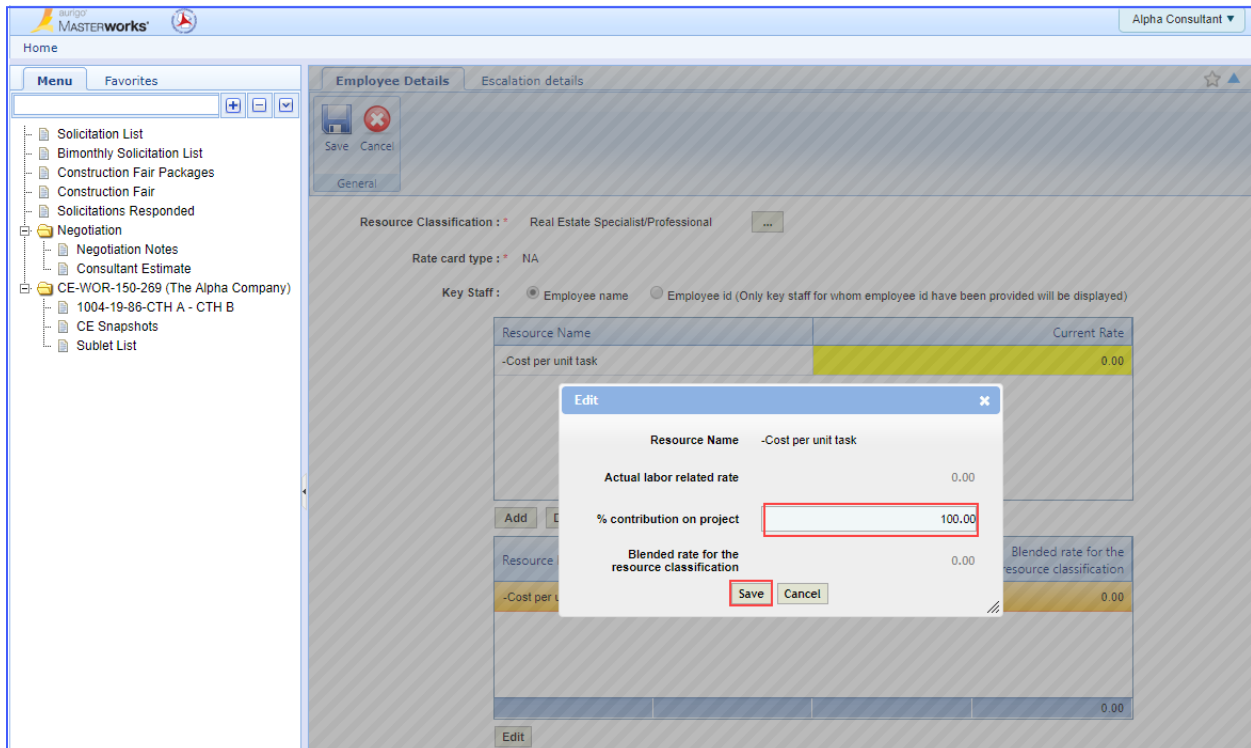
Click **Save** in the ribbon of the Employee Details tab.

Check the box next to the rate card on the Rate Card page. Click **Mark as Final**.

Click **OK** on the acknowledgement dialog box that appears.
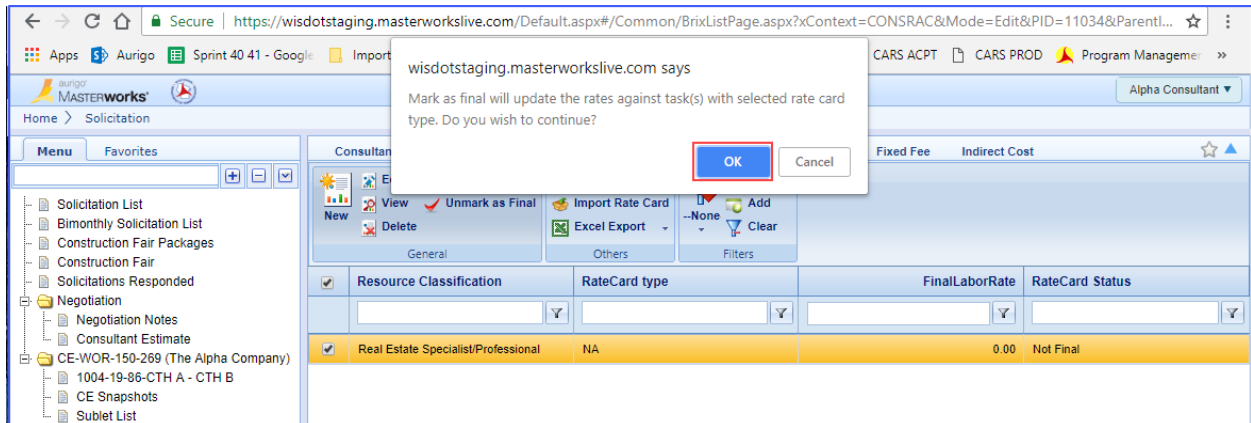
The RateCard Status should now show Final.
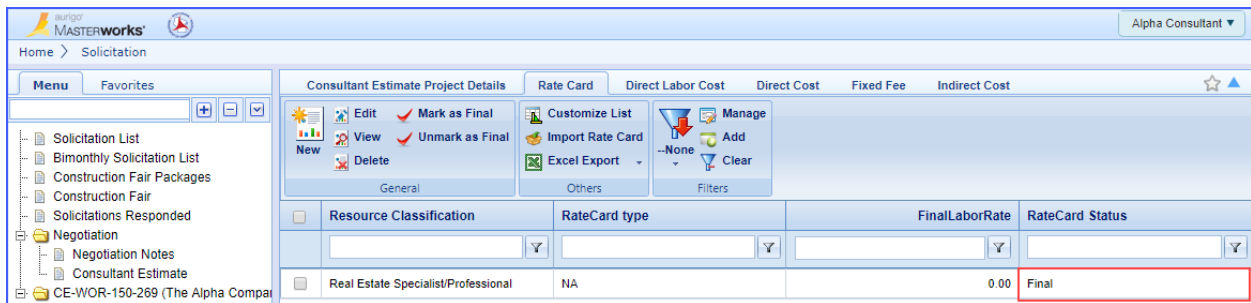
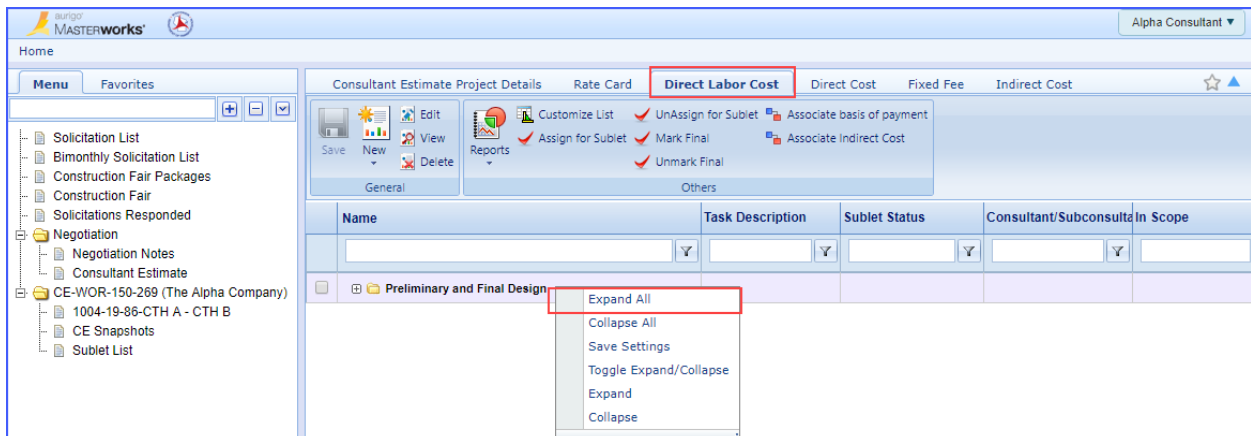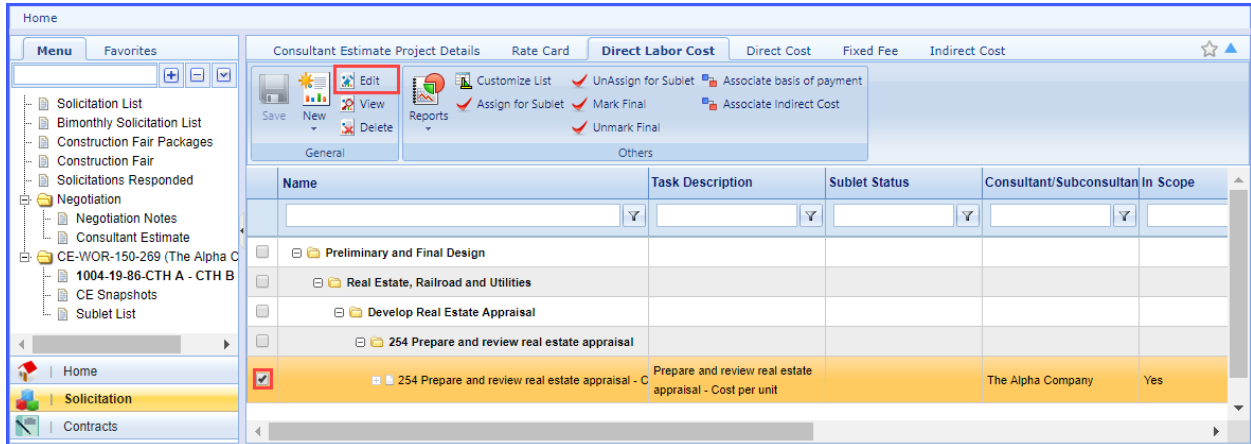Click the **Direct Labor Cost** tab. Right-click on the collapsed folder and click **Expand All**.
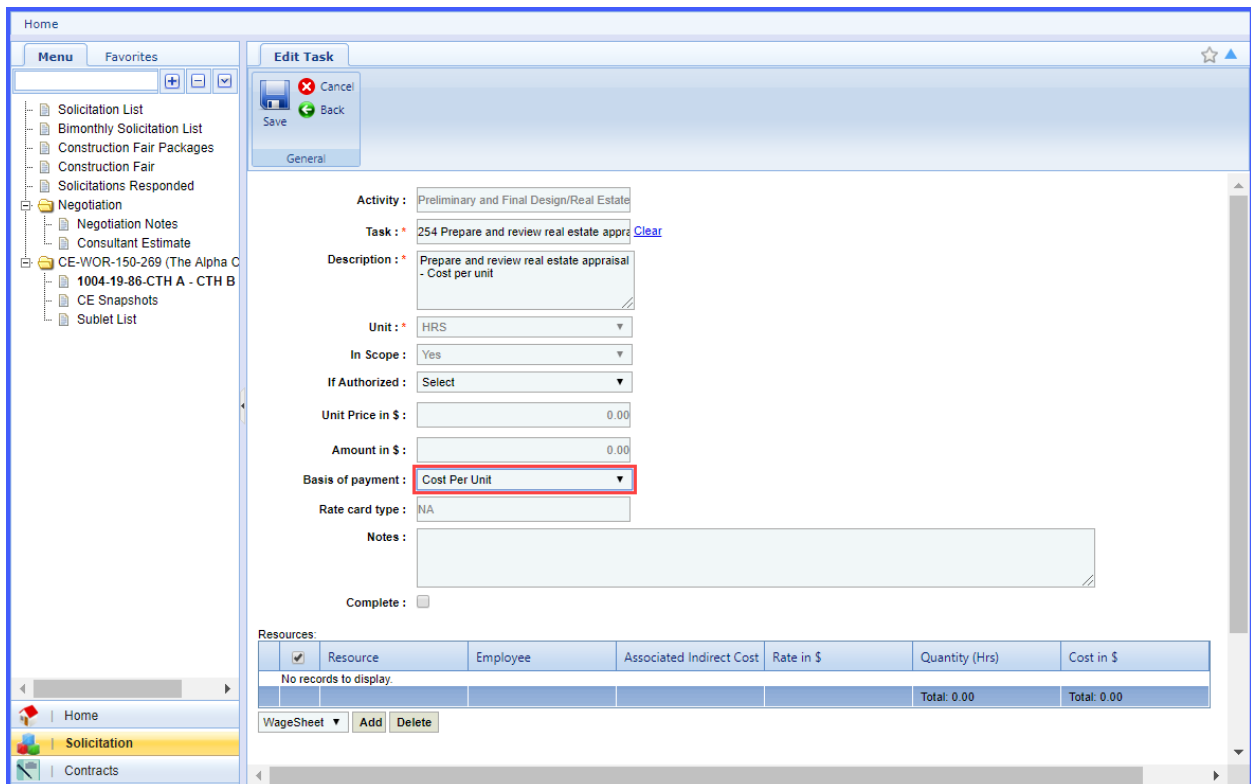
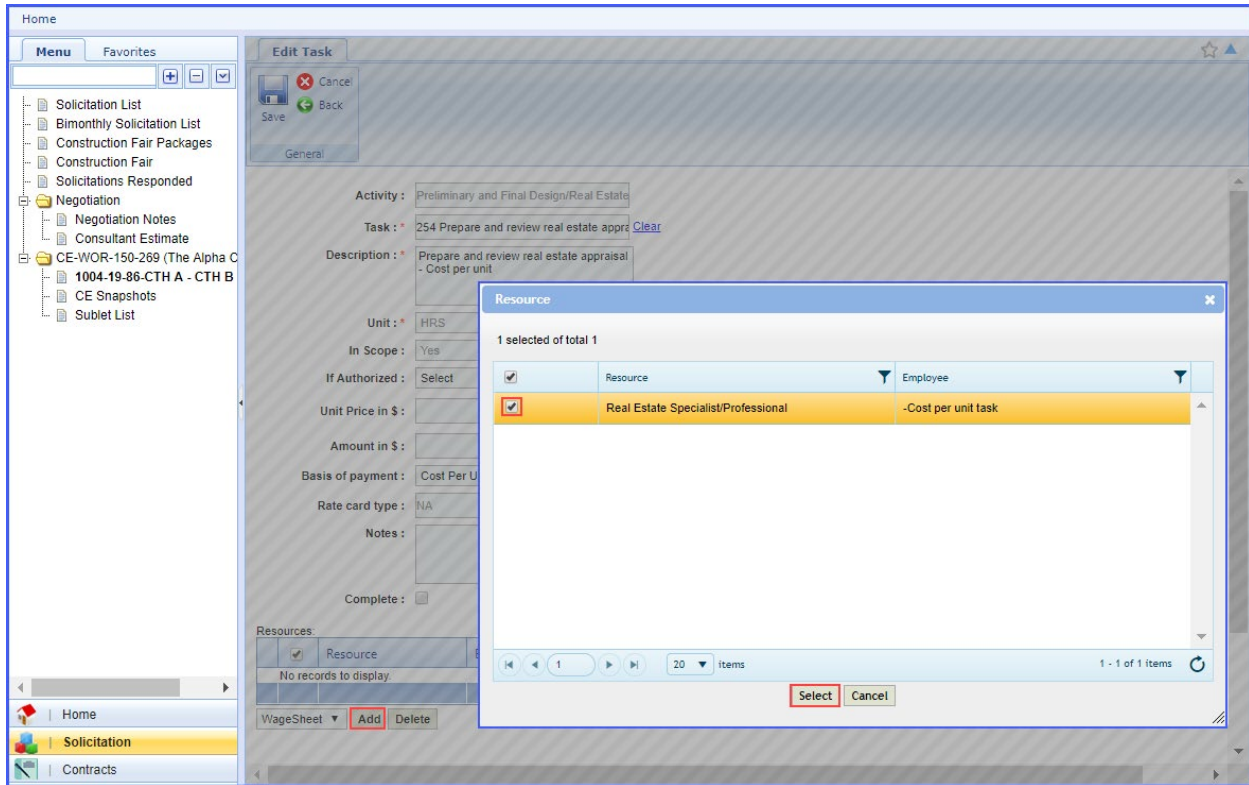Check the box next to the task. Click **Edit**.

Select **Cost Per Unit** in the Basis of payment dropdown.

Cost per Unit

Near the bottom of the page, under the Resources table, click **Add**. In the popup box that appears,
Check the box next to the resource "Cost per unit task." Click **Select**.

Double-click in the **yellow cell** under the Rate in $ column. Enter the total amount to complete all cost per unit items.

Cost per Unit

Double-click in the **yellow cell** under the Quantity column and enter 1. Click **out of the cell** so that a red triangle appears in the upper-left corner of the cells under the Rate in $ and Quantity columns. The Cost in $ will now calculate.

Click **Save**. Click **Back**. This will take you back to the task list.

After all task items have been completed, click **Mark Final**.

The message "successfully Marked as final" will appear.
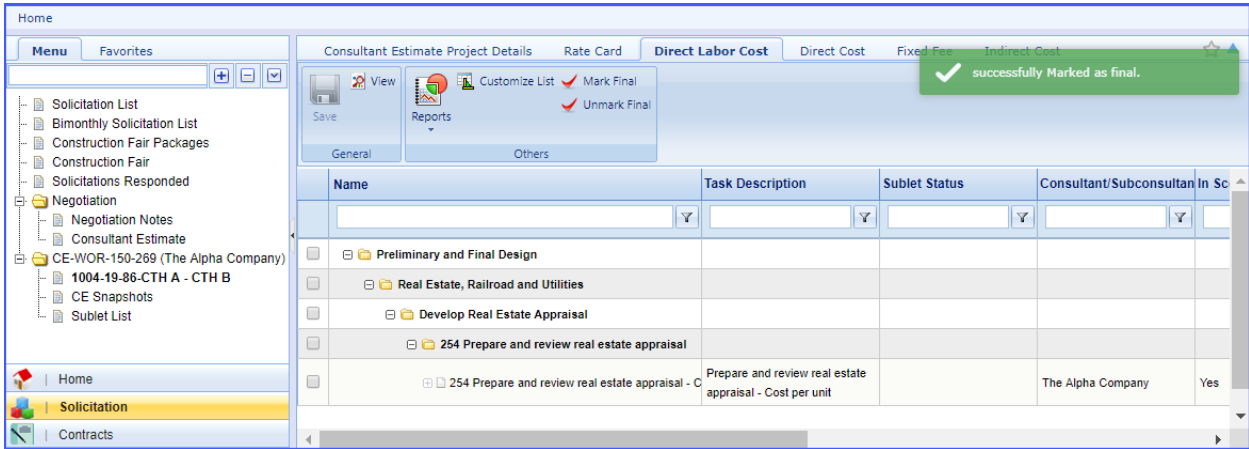
Click the Consultant **Estimate Project Details** tab. The Estimate Total in $ is the amount of the contract.
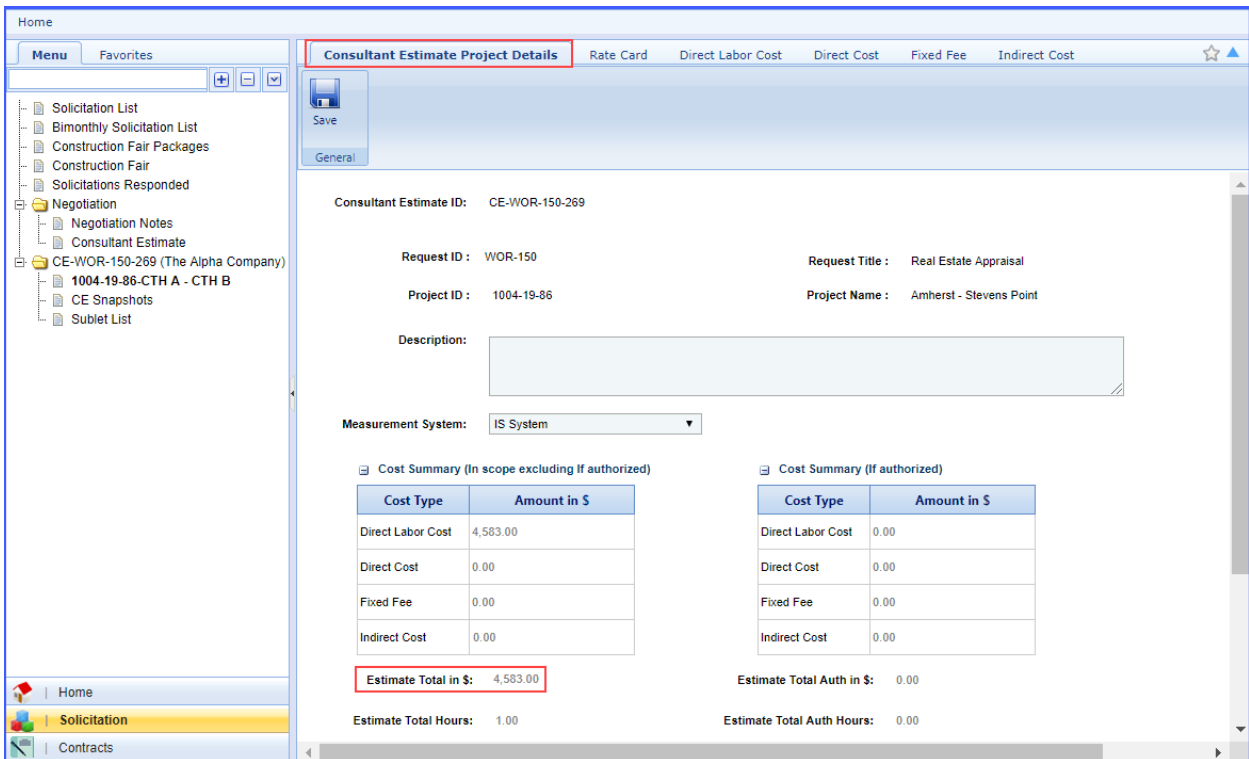
Click **Consultant Estimate** in the left navigation pane. Check the box next to the negotiation that has been completed. Click **Select Actions** and then click **Publish**. The negotiation has now been sent back to WisDOT for approval. WisDOT will review and send a contract to you.