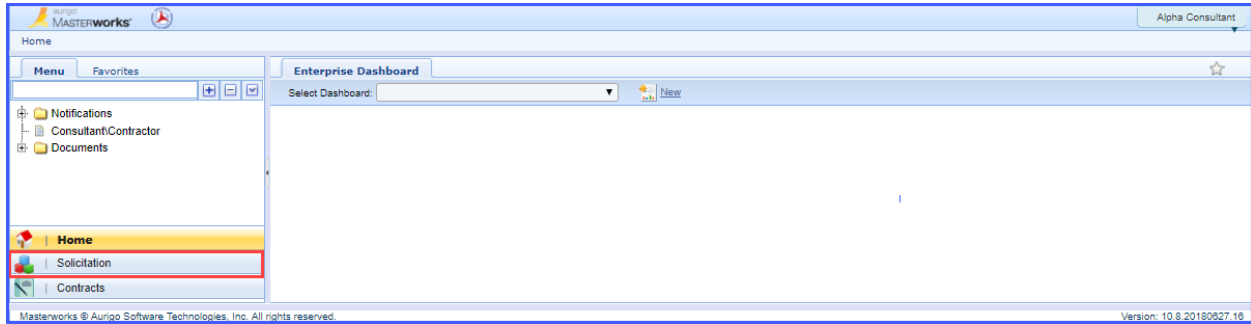


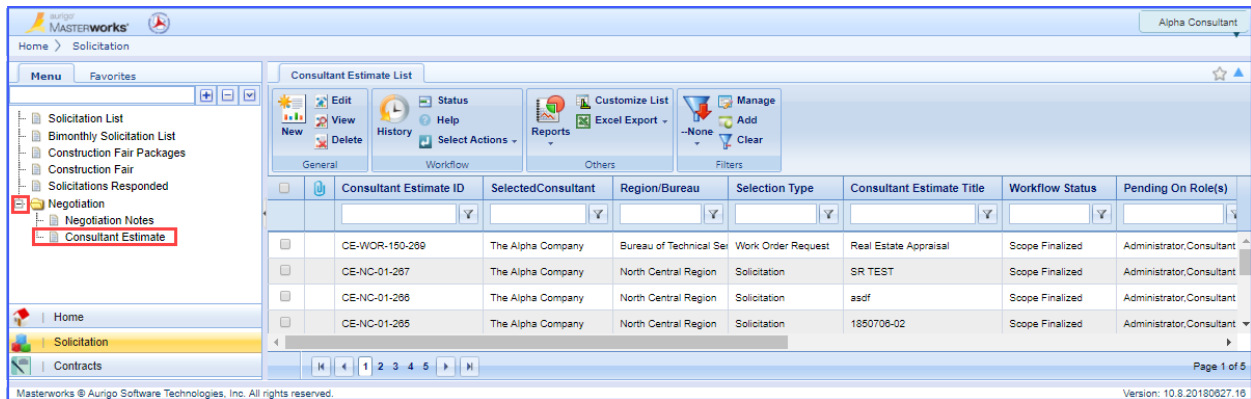
Cost per Unit

To begin create a new employee called “Cost per Unit Task” in the key staff library. See guide *Adding Key Staff*.

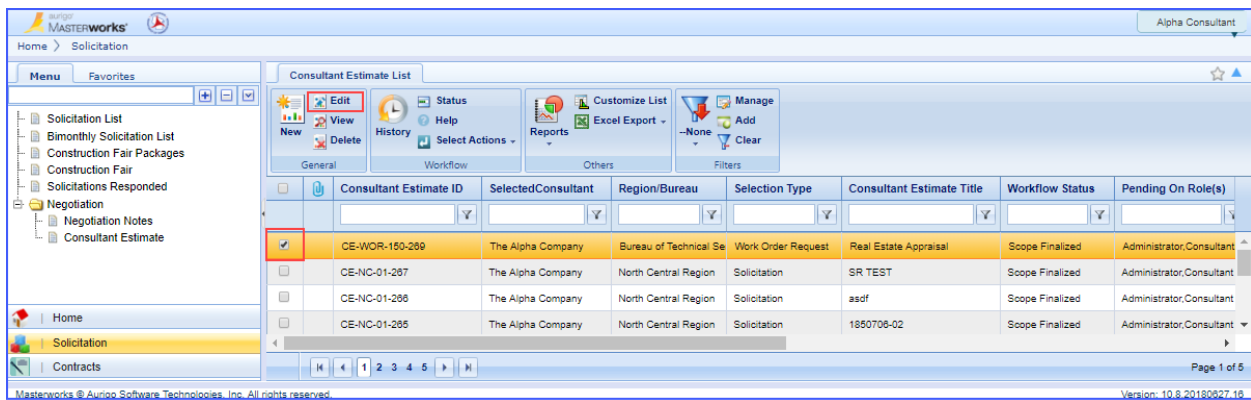
After logging in, navigate to the **Solicitation** module.



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

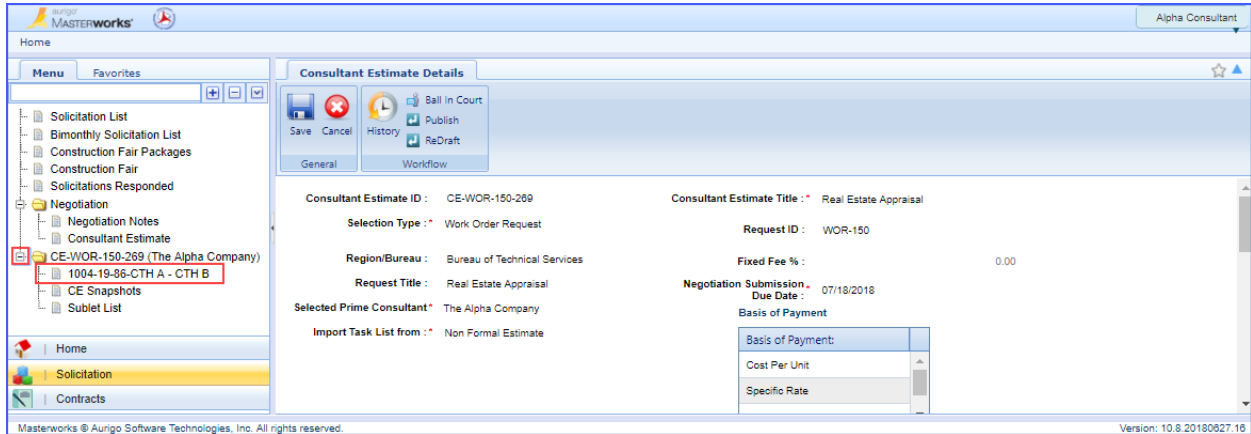


Use the **checkbox** to select a negotiation and click **Edit**.

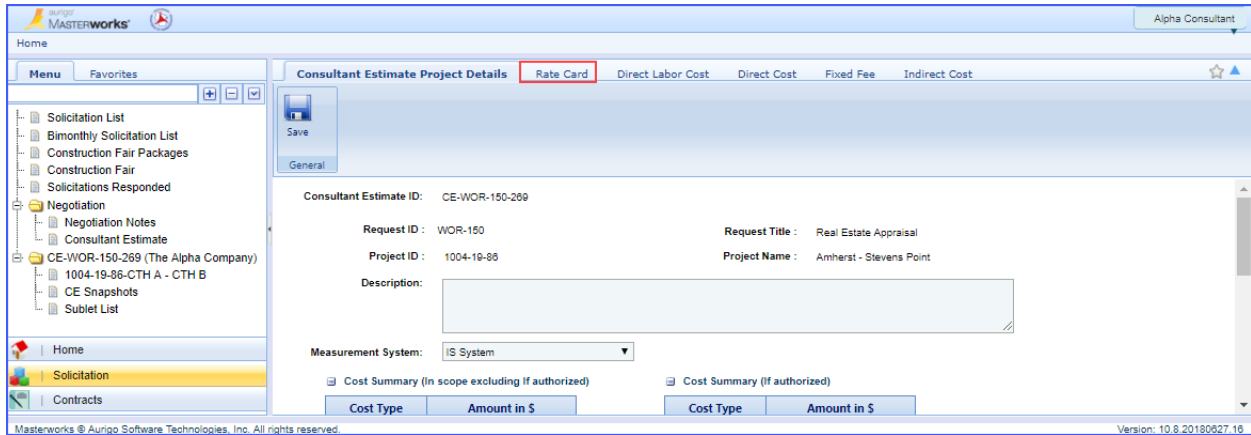


Cost per Unit

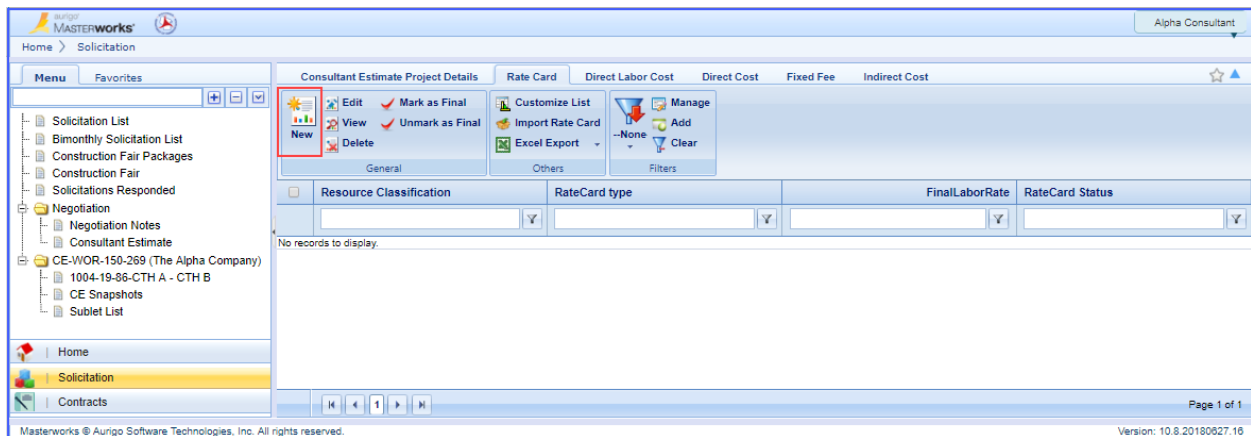
Expand the proposal folder in the left navigation pane and click the **project ID**.



Click the **Rate Card** tab.

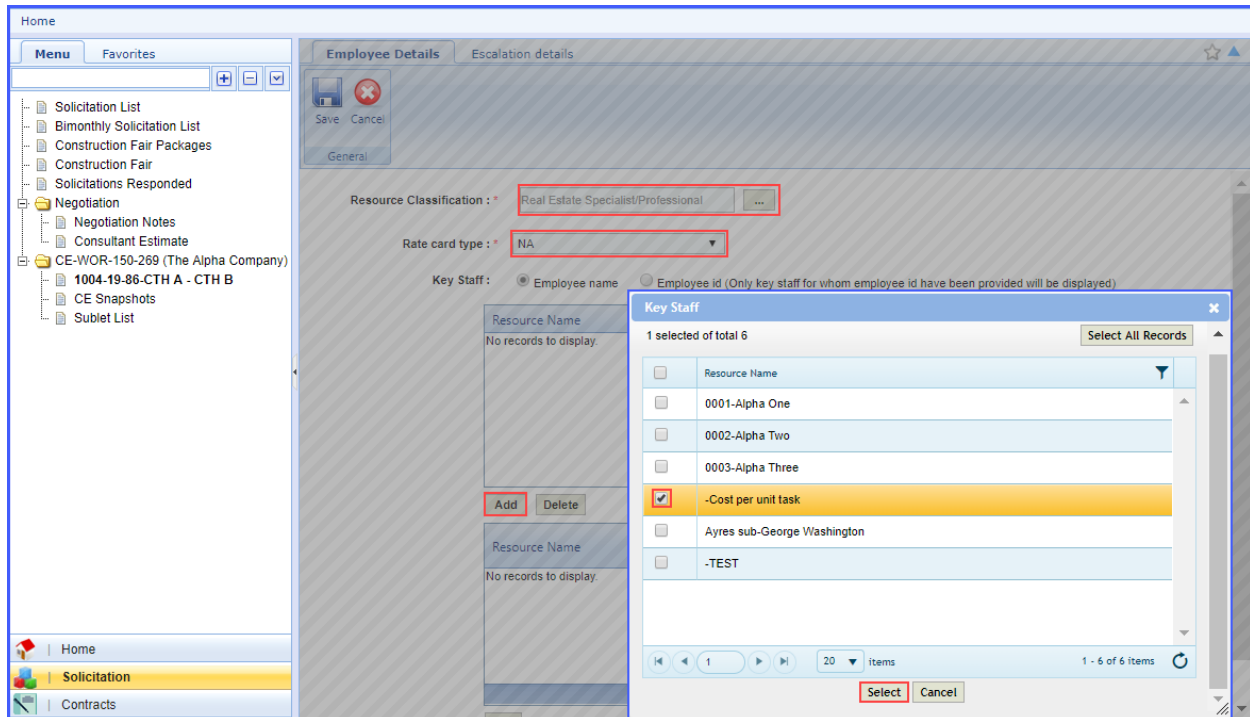


In the ribbon of the Rate Card tab, click **New**.

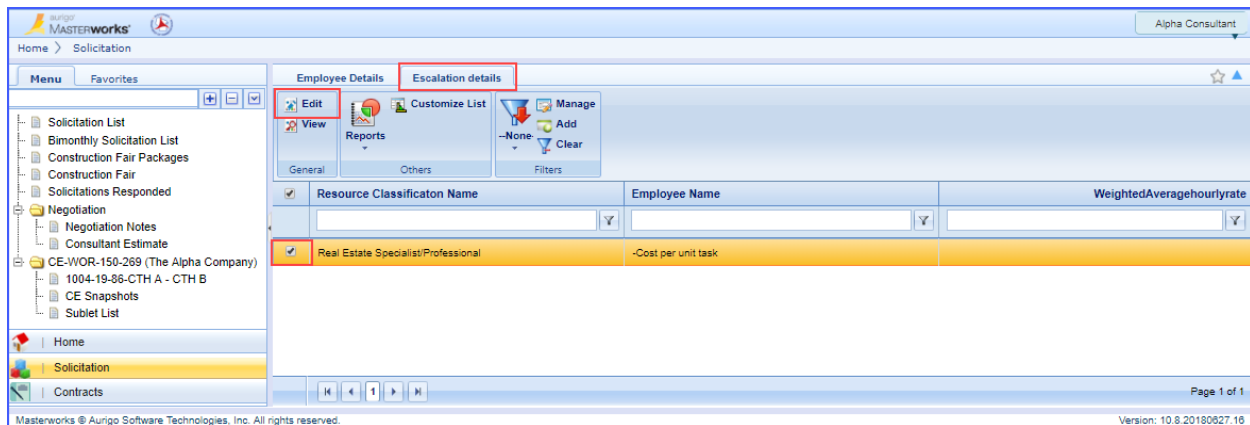


Cost per Unit

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**.



Cost per Unit

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**.

The screenshot displays the Masterworks software interface. On the left is a navigation pane with a tree view containing items like 'Solicitation List', 'Negotiation', and 'CE-WOR-150-269 (The Alpha Company)'. The main area is titled 'Escalation details' and contains a form with the following fields:

- Resource Classification Name: Real Estate Specialist/Professional
- Employee Name: -Cost per unit task
- Indirect cost %: 0.00
- Fixed fee %: 0.00
- Multiplication Factor: 3.00

Below the form is a table for 'Escalation details' with columns: Current/Est details, % pay increase, New Pay rate, and Date of increase. The table is currently empty, showing 'No records to display.' At the bottom of the table are 'Add', 'Edit', and 'Delete' buttons. A 'New Escalation details' dialog box is open over the table, with the following fields:

- Current/Escalation details: 0.00
- % pay increase: 0.00
- New Pay rate: 0.00
- Date of increase: 07/18/2018
- % of Work at Current Rate: 100.00
- Weighted avg. hourly rate: 0.00
- Indirect cost: 0.00
- Fixed fee: 0.00
- Actual labor related rate: 0.00

At the bottom of the dialog box are 'Save' and 'Cancel' buttons. The software footer shows 'Masterworks © Aurigo Software Technologies, Inc. All rights reserved.' and 'Version: 10.8.20180627.18'.

Cost per Unit

In the ribbon, click **Save**.

Home

Alpha Consultant

Menu Favorites

Escalation details

Save Cancel

General

Resource Classification: Real Estate Specialist/Professional
Employee Name: -Cost per unit task

Indirect cost %: ... 0.00

Fixed fee %: 0.00

Multiplication Factor: 3.00

Escalation details

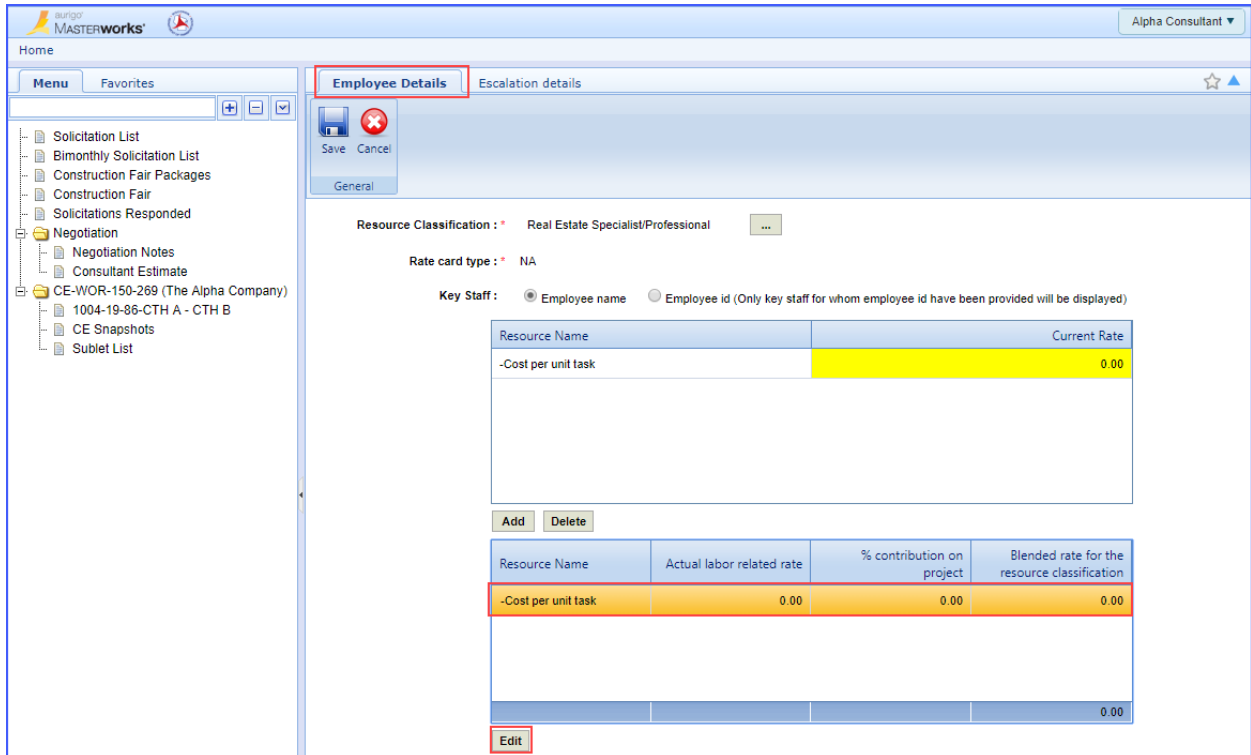
Current/Est details	% pay increase	New Pay rate	Date of increase	% of Work at Current Rate	Weighted avg. hourly rate	Indirect cost	Fixed fee	Actual labor related rate
0.00	0.00	0.00	07/18/2018	100.00	0.00	0.00	0.00	0.00

Add Edit Delete

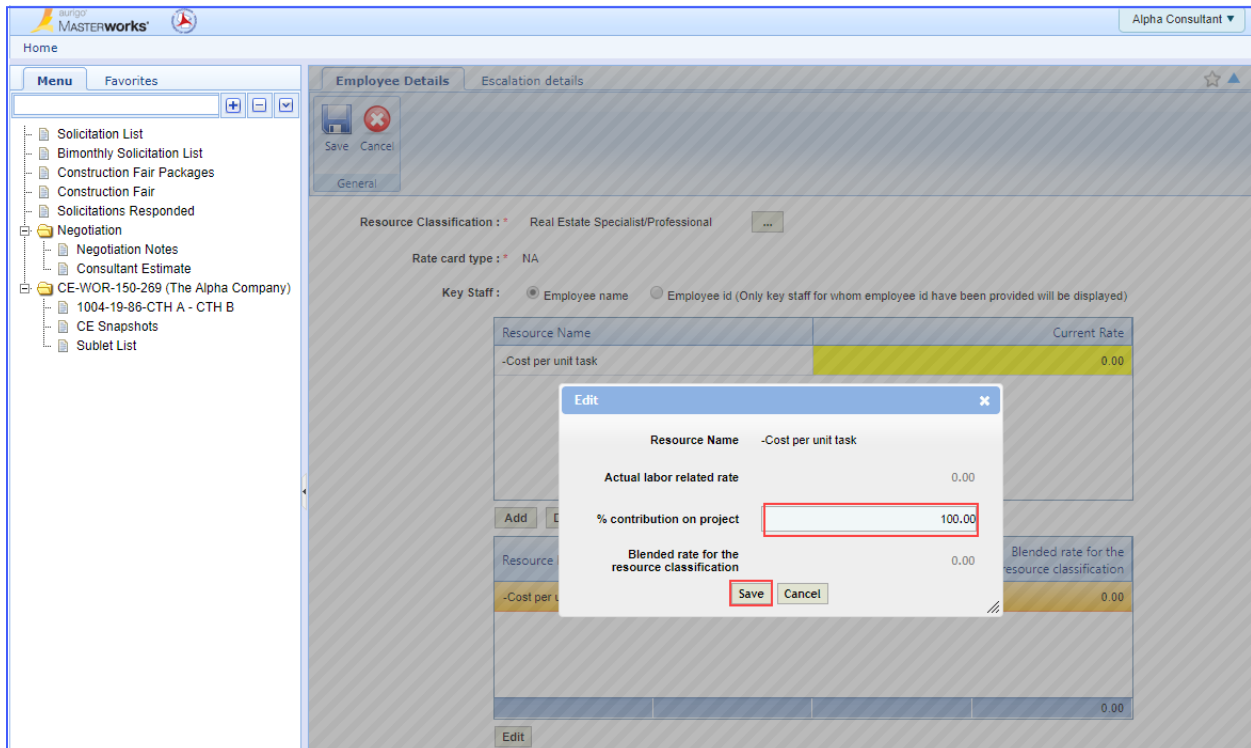
Masterworks © Aurigo Software Technologies, Inc. All rights reserved. Version: 10.8.20180627.18

Cost per Unit

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**.



Cost per Unit

Click **Save** in the ribbon of the Employee Details tab.

The screenshot shows the 'Employee Details' tab in the Masterworks software. The ribbon contains 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box. The main content area displays the following information:

- Resource Classification: Real Estate Specialist/Professional
- Rate card type: NA
- Key Staff: Employee name Employee id (Only key staff for whom employee id have been provided will be displayed)

Resource Name	Current Rate
-Cost per unit task	0.00

Below the table are 'Add' and 'Delete' buttons. A second table is also visible:

Resource Name	Actual labor related rate	% contribution on project	Blended rate for the resource classification
-Cost per unit task	0.00	100.00	0.00

An 'Edit' button is located at the bottom of the second table.

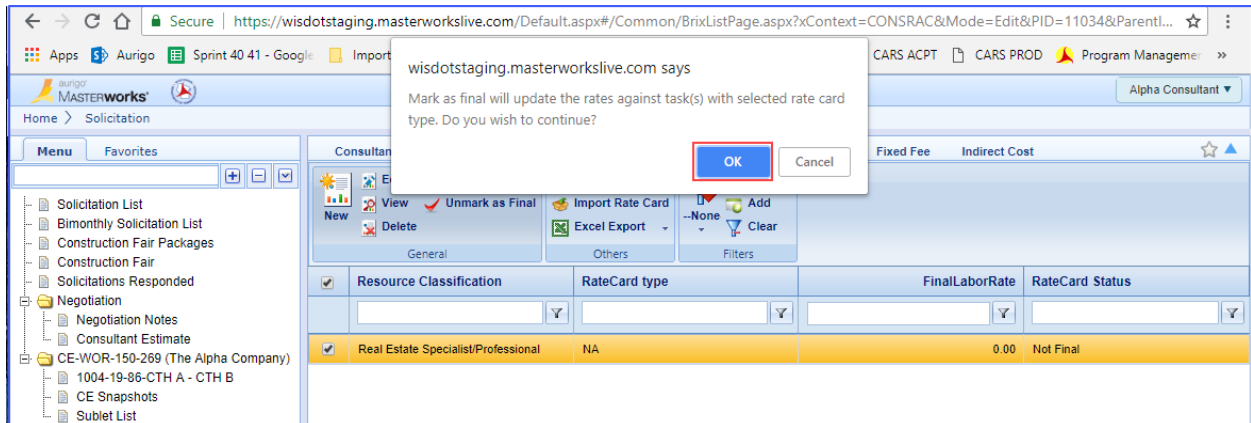
Check the box next to the rate card on the Rate Card page. Click **Mark as Final**.

The screenshot shows the 'Rate Card' page in the Masterworks software. The ribbon contains 'Mark as Final' and 'Unmark as Final' buttons, with 'Mark as Final' highlighted by a red box. The main content area displays the following table:

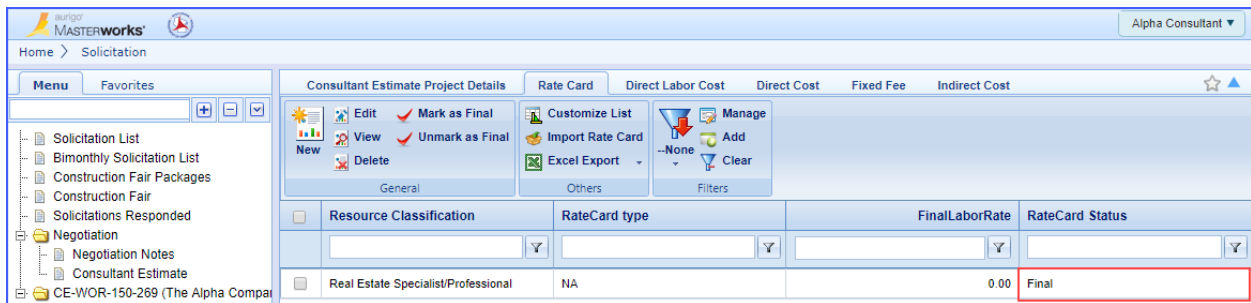
Resource Classification	RateCard type	FinalLaborRate	RateCard Status
Real Estate Specialist/Professional	NA	0.00	Not Final

Cost per Unit

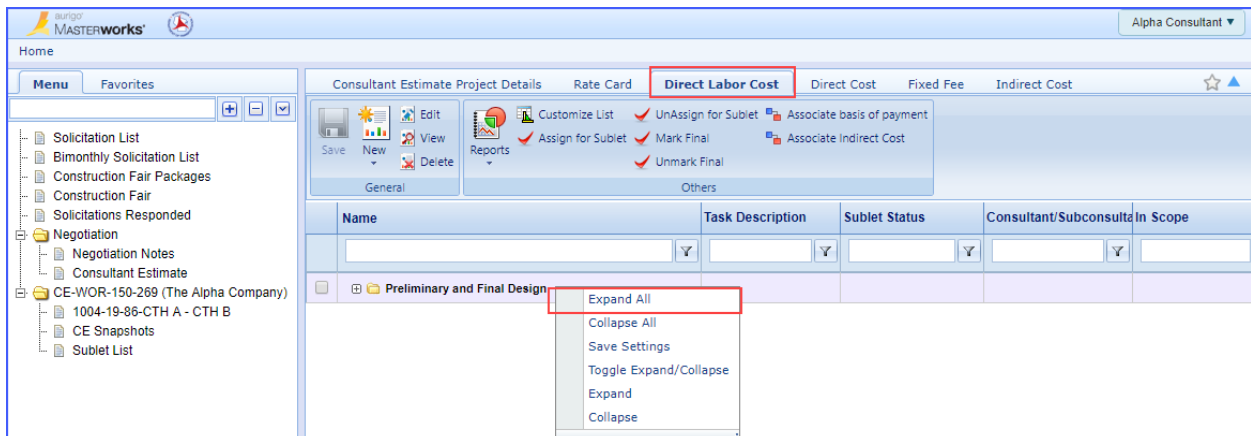
Click **OK** on the acknowledgement dialog box that appears.



The RateCard Status should now show Final.

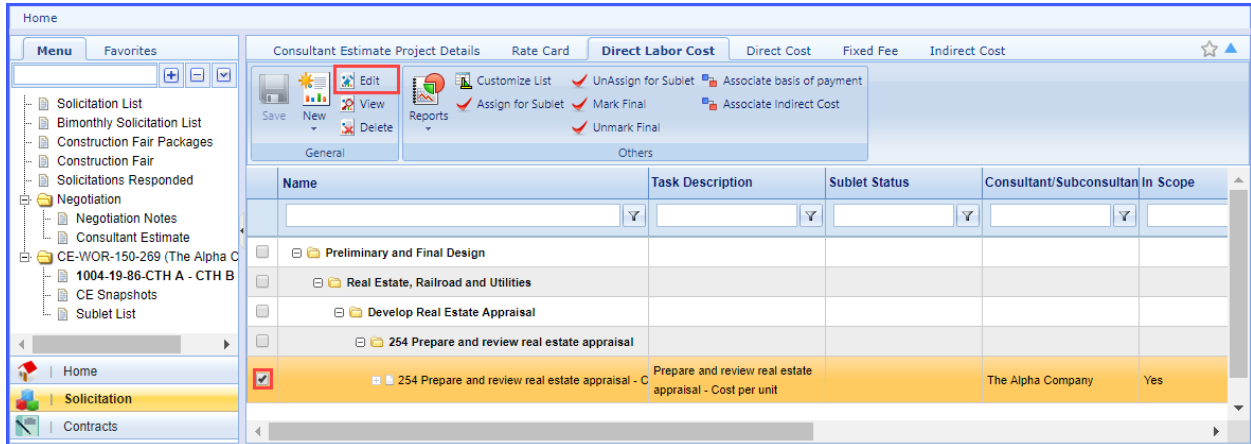


Click the **Direct Labor Cost** tab. Right-click on the collapsed folder and click **Expand All**.

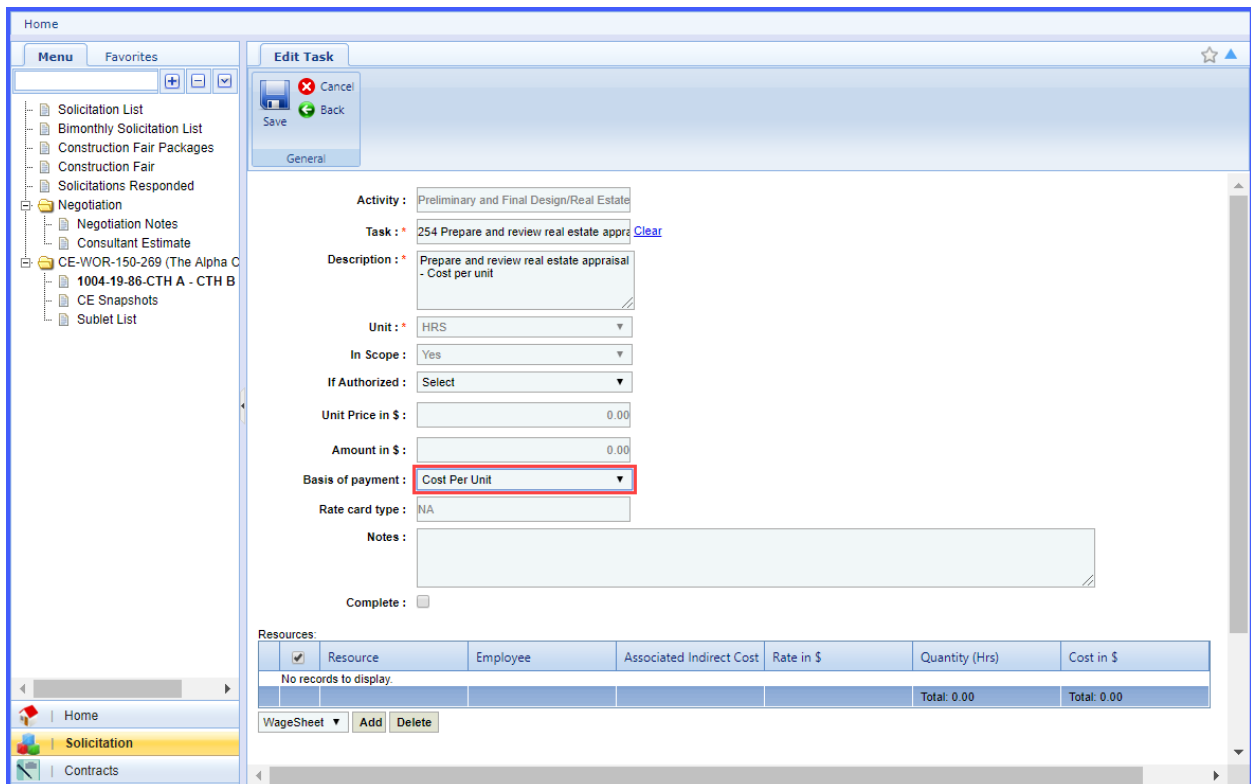


Cost per Unit

Check the box next to the task. Click **Edit**.

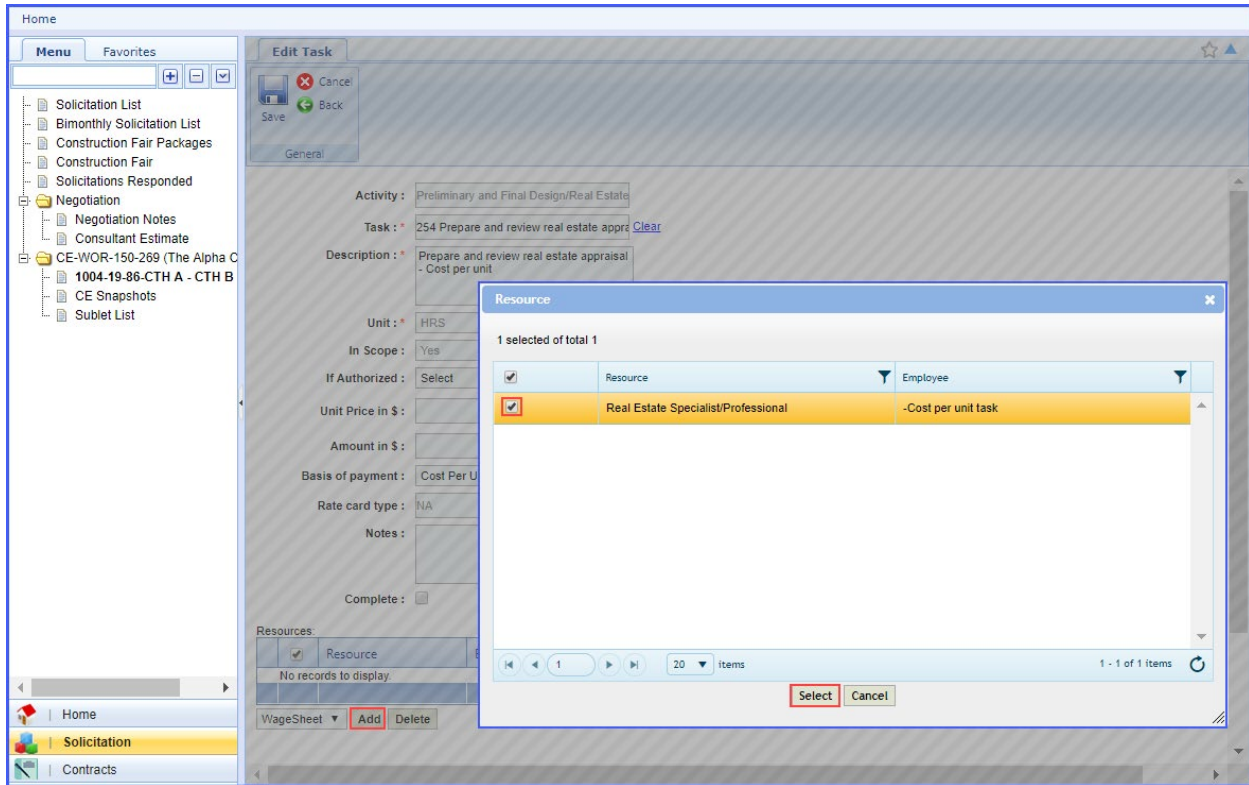


Select **Cost Per Unit** in the Basis of payment dropdown.



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**.



Cost per Unit

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

The screenshot shows the 'Edit Task' window in a software application. The left sidebar contains a navigation tree with items like 'Solicitation List', 'Negotiation', and 'CE-WOR-150-269'. The main area is titled 'Edit Task' and contains the following fields:

- Activity: Preliminary and Final Design/Real Estate
- Task: 254 Prepare and review real estate appra
- Description: Prepare and review real estate appraisal - Cost per unit
- Unit: HRS
- In Scope: Yes
- If Authorized: Select
- Unit Price in \$: 0.00
- Amount in \$: 0.00
- Basis of payment: Cost Per Unit
- Rate card type: NA
- Notes: (empty text area)
- Complete:

Below the form is a 'Resources' table:

Resource	Employee	Associated Indirect Cost	Rate in \$	Quantity (Hrs)	Cost in \$
Real Estate Specialist/Prof	-Cost per unit task		4583	0.00	0.00
				0.00	0.00

The 'Rate in \$' cell for the first row is highlighted in yellow and contains the value 4583. Below the table are buttons for 'WageSheet', 'Add', and 'Delete'.

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.

The screenshot shows the 'Edit Task' window with the following details:

- Activity:** Preliminary and Final Design/Real Estate
- Task:** 254 Prepare and review real estate appraisal
- Description:** Prepare and review real estate appraisal - Cost per unit
- Unit:** HRS
- In Scope:** Yes
- If Authorized:** Select
- Unit Price in \$:** 4,583.00
- Amount in \$:** 4,583.00
- Basis of payment:** Cost Per Unit
- Rate card type:** NA
- Notes:** (Empty text area)
- Complete:**

Resources Table:

Resource	Employee	Associated Indirect Cost	Rate in \$	Quantity (Hrs)	Cost in \$
Real Estate Specialist/Prof	-Cost per unit task		4,583	1	4583.00
				Total: 1.00	Total: 4583.00

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

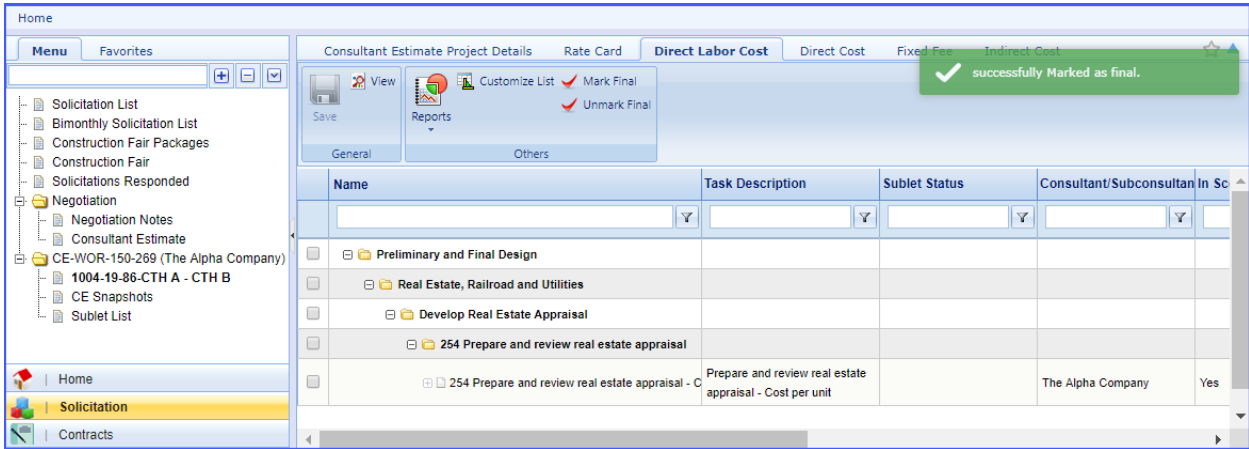
The screenshot shows the 'Consultant Estimate Project Details' window with the following details:

- Buttons:** Save, New, View, Delete, Reports, Customize List, Assign for Sublet, UnAssign for Sublet, Mark Final, Unmark Final, Associate basis of payment, Associate indirect Cost.
- Task List:**

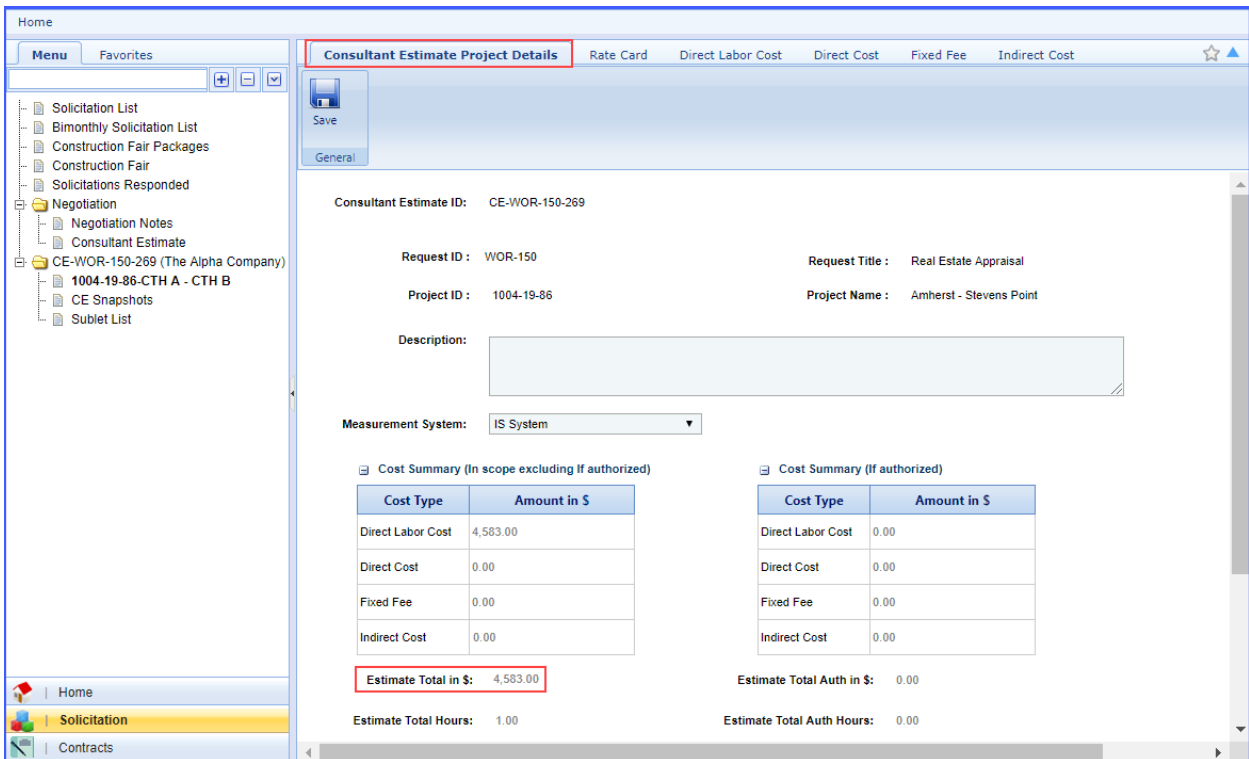
Name	Task Description	Sublet Status	Consultant/Subconsultant	In Scope
Preliminary and Final Design				
Real Estate, Railroad and Utilities				
Develop Real Estate Appraisal				
254 Prepare and review real estate appraisal				
254 Prepare and review real estate appraisal - C	Prepare and review real estate appraisal - Cost per unit		The Alpha Company	Yes

Cost per Unit

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.



Cost per Unit

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.

