



4Clicks
By Estimators For Estimators

4Clicks
CHATTER



The Premier
Cost Estimating & Project
Management Solution

In Today's Issue:

- 10th Year Anniversary! **1**
- Quote of the Month! **1**
- By All Means... Cheat! **2**
- Don't Be Late-Get 2.608! **2**
- JOC Consulting Resource for Contractors **3**
- Bruce Sarty Joins 4Clicks **3**
- 4C Partner Program **4**
- A New Service **4**
- World-Class Training **4**
- RSMeans Cost Books **5**
- News/Events **5**
- Q&A Corner **5**
- Feedback **5**

**4Clicks Celebrates
10th Anniversary!**

Thank You Clients and Partners

Wow 10 years, it's more than a dream come true.

Looking back, nothing brings me greater joy than the strong relationships we have with our clients and partners!

Thank you all for a chance to earn your business. Thank you for your support and feedback. You're the ones that challenge our team to create better software, develop better training and create the tools and services your teams need to grow your business and get your job done.

Over 29 years ago my cost estimating and project management career began in the trenches as an Airman at the United States Air Force. My first duty assignment was the United States Air Force Academy, where I learned about plumbing, backflow preventers, gas distribution, fire protection, worked in Planning, and the SMART team.

From there, I also spent some time at Kunsan AB, Republic of Korea, and Luke



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Air Force Base where I worked in SABER and created one of the first Air Force SABER estimating software programs of its kind.

Transitioning to the private sector, I worked as a Project Engineer, Project Manager, Director of Estimating, and ultimately Director of Information Services for a contractor. We grew from a small 8(a) company with 3 contracts to one with over 30 nationwide.

While creating software was my solution to bad handwritten estimates, it didn't take long to realize that everyone could do more work, in less time, and with greater accuracy. Thus in 2001, 4Clicks was formed and the journey began.

Thanks also to Jeff, Amy, Amanda, Tom, Josh, Chelsi, Peter, Bruce, Bill, Dave and John for all you do for the best clients in the business.

By an Estimator for Estimators

**Quote of
the month**

"RSMeans encourages all 4Clicks Users to provide suggestions for enhancements to our cost data. We'd love to hear from you, and learn what you'd like to see in 2012."

– Bob Mewis, Senior Engineer/Editor RSMeans

By All Means... Cheat!

Amy has been your source for support for a decade, and she is yet again trying to make your lives easier! She is taking those commonly asked questions and creating cheat sheets to serve you quicker and better. Look for these to come out in the next few weeks. Let us know what you think and which others you would like. Here's a taste!

Don't be Late – Get 2.608!

Most of you have updated to version 2.608, but our records show that there are still a few of you who haven't made the time to upgrade.

It's a quick and easy process that we are more than happy to walk you through. You get all of the benefits of the new version, which we pointed out in the last newsletter.

And don't forget about your free technical support! [To receive free support you must be running the latest software version.](#)

Batch Modify your Estimates for New Year's Pricing

1. **Begin on the Update Project Window and Tag the Estimates**
 - A. Beginning on the **Projects** window, double click on your project to open it.
 - B. The **Update Project** window will open with the **Estimates** tab on top.
 - C. **Tag** the estimates that you want to change.
 - ◆ **Ctrl+A** will tag all of the estimates. Otherwise, individually mark the check boxes for the estimates that you want to modify.
2. **Access the Reselect Pricing Guide Feature from the Estimates Tab**
 - A. Click on the **Estimate** button (bottom, left, corner of the window) to access the options menu.
 - B. Move your mouse to the sub menu **Process Tagged Estimates** and hold it there without clicking so that the sub menu opens.
 - C. Select **Reselect Pricing Guide** by **clicking on it once with the mouse**.
 - 1) **Ctrl+Alt+R** will access this feature using the hot key.
 - D. The window **Batch Modify Line Items** will then open.
 - E. On the **Batch Modify Line Items** window, click on the button labeled **Select Guides** to open a window called **Guide Settings**. (It's on the right side of the window.)
3. **Use the Guide Settings Window to Indicate the Change to be Made**
This is a basic overview for using this window. Not all features and panels are covered.
 - A. On the **Guide Settings** window:
 - 1) Review the **Settings** panel.
 - a) **Tell the software if you want the line items to use Bare Cost** pricing or **O&P** pricing. Mark the **radio button** next to your preference by clicking on it.
 - 2) Review the panel labeled **Handling of Custom Line Items**
 - a) If you have custom line items in your estimates and you do not want them to be altered, please make sure that the check box labeled **Ignore (do not process) All Custom Line Items** is marked.
 - 3) Review the **Year** panel. Make sure that it says the year that you want to use.
 - a) If it does not, click within the field to open it's selection menu and make your selection.
 - 4) Review the **Guide** panel. (below the **Year** panel)
 - a) Tell the software which pricing guides you want to use. Mark the check boxes next to all guide books that you need to use. By default, they are all marked.
 - b) Notice the **Reprice RSMean Trades Items** check box (above the **Guide** panel). If you have trades line items and you want them repriced, make sure this box is marked.
 - c) You can mark and remove a mark from a check box within the software by clicking on it one time.
 - B. Close the **Guide Settings** window by clicking on the **OK** button.
 - 1) Once you are done on the window called **Guide Settings** you can click on the **OK** button on that window.
 - 2) You should be back on the **Batch Modify Line Items** window. Go on to the next step.
4. **Review and Officially Execute the Change**
 - A. Once you are back on the **Batch Modify Line Items** window, review the **RSMean Multi Reprice** tab. Make sure it reflect the settings you marked on the **Guide Settings** window.
 - B. Officially execute the change/update by clicking on the **Process** button.
 - 1) Your changes will then be made. The program will take each of the line items "in batch" and try to match them in and reprice them from the guides that you choose.
5. **The Window: Multiple Guide Replace Results**
 After the changes have been made, you will receive a completion window called **Multi Guide Replace Results**.
 - A. This window gives you a full breakdown of the changes that were made. It shows you the total for the line items before totalling components (if any) are applied.
 - B. It will also give you some basic information about any errors that may have occurred.
 - C. Close the **Guide Replace Results** window (when you are done reviewing it) by clicking on the **OK** button. You should be back on the **Estimate** tab of the window called **Update Project**.
 - D. You are done with these instructions.

JOC Consulting Resource for Contractors *Mark Powell*

As a Contractor, it's easy to get lost in the mechanics and trials of estimate deadlines, scheduling, submittals, closeout, meetings, and assuring that projects run smoothly. That's why Contractors can sometimes benefit from third party assistance for estimating and/or project management.

Job Order Contracting (JOC), also known as SABER in the Air Force, plays a major role in establishing a positive, collaborative partnership between the client, contractor, and AE.

That said, a Contractor's ability to master the JOC Unit Price Book (UPB) and his or her associated cost estimating knowledge and skills are very important.

"UPB estimating" can be very different from traditional commercial estimating techniques. It typically requires the Estimator to have the unique ability of providing line item estimates using a comparatively minimum of supporting documentation.

Some organizations that separate estimating from project management find that it enables them to better utilize the expert skill sets of a more niche group of people.

The more someone does a task, the more efficient they become, and this is true in the estimating profession, especially with JOC estimating techniques. The Estimators become more familiar with the UPB, estimating software, specifications, and JOC contract requirements. The result is a more accurate estimate for the client review process.

A consulting firm that specializes in UPB estimating services may be the solution for a JOC Contractor looking to better allocate existing resources and improve client satisfaction. For example, a consultant's estimating staff may help facilitate a contractor's ability to convert fixed costs into variable costs, release capital for investment elsewhere, and assist in avoiding large expenditures in the early stages of a Job Order Contract.

Also some contractors may benefit by shifting their focus from estimating activities toward scoping and/or field work.

Similarly, the right people may not be in place to provide support in a timely manner. With an estimating consulting firm the resources are available immediately, and on-demand.

Estimating consultants are already trained in using UPB's, JOC estimating techniques, and leading estimating and project management software, such as e4Clicks Project Estimator. It's like the contractor has a staff ready to work the moment the Owner/Client starts sending Requests for Proposals (RFP) to be estimated. And, there is always a need to augment a JOC contractor's staff during those peak times. Consider the added expense per hour of Estimators balanced against the expense of hiring enough staff to handle the peaks times and then wasting time between those peak periods.



Kosten-Technik, an estimating consulting firm, is a new 4Clicks business partner focused upon assisting Contractors and Owners with JOC and SABER.

Mark Powell, Director of Business Development, can be reached at mpowell@kosten-technik.com, www.kosten-technik.com.

Bruce Sarty Joins 4Clicks

Please join us in welcoming Bruce Sarty, our new Director of Training and Sales.

Bruce brings more than 30 years of experience. A United States Air Force Veteran, Bruce has worked with both the DOD and private sector to construct, renovate and repair facilities.

Like many of you, Bruce has managed multiple "fallouts" and mobilized several SABER/JOC contracts; completing over 3000 delivery orders, and managing over \$500 Million in contracts.

Feel free to reach out to Bruce with your Training or Product requirements. bsarty@4Clicks.com

4Clicks Partner Program

Working together to provide premier cost estimating and project management solutions is the path to success. Join our partnering program today!

Grow your company and improve customer satisfaction.

- Team with a market leader.
- Grow your business with marketing, technical, sales, & training resources.
- Access leading products and services.
- Receive the latest news on 4Clicks products/services, & the industry.

Architects, Engineers, and Contractors – Leverage our knowledge and expertise in JOC/SABER and the DOD and non-DOD government sectors, as well as our unmatched application and use of RSMeans construction cost data. Work with other Partners to prime or sub on various opportunities.

Facility Management Companies – Provide value, strategic advice, and customized solutions to your clients by helping them implement more efficient construction delivery methods. Deliver real value by enabling your clients to better control spending and optimize the quality of facility repair, renovation, sustainability, and minor new construction.

Consulting Firms/Systems Integrators – Incorporate the detailed and accurate project estimating capabilities of our software to enable your clients to implement and manage Job Order Contracting-JOC, Integrated Project Delivery-IPD, SABER, IDIQ, MATOC, SATOC, MACC, POCA, and BOA projects.

Software Companies – Extend the value of your software solution - BIM, IWMS, EAM, CMMS, CPMS, financial management, enterprise management portals and similar applications – by integrating our robust cost and project management information.

World-Class Training for 2011

CEU Credits Now Available!

If you haven't attended a class, there's no better time than now!

Excited instructors, with years of hands-on cost estimating and project management experience, take you through all key components of e4Clicks Project Estimator and how to use RSMeans and custom cost data. Far from your average training class, our sessions are both beneficial and fun!

Our hands-on training, combined with detailed take-home training materials, enable excellent understanding of the subject matter and high retention.

Finally, 4Clicks is now an approved education provider. AACEI certification of our training class allows attendees to receive Continuing Education Credits (CEUs).

San Antonio, TX	February 15 to 17 (Completed)
Las Vegas, NV	March 15 to 17 (Closed)
Colorado Springs, CO	April 19 to 21 (Open)
San Antonio, TX	June 7 to 9 (Pending)
Las Vegas, NV	July 12 to 14 (Pending)
Colorado Springs, CO	August 16 to 18 (Pending)



Join Us!
 4Clicks / RSMeans
 FREE WebCast
 March 10th, 1PM(EST)
 For those NEW to 4Clicks/JOC

A New Service

Use our corporate agreement with FedEx Office to help grow your business. Create, print, and deliver documents nationwide from over 1,800 FedEx Office locations.

Use our 4Clicks account number during check out and receive our corporate discounts for copying and other office services. [More information.](#)



Q & A Corner

Q: Will BIM change Facility Management?

A: While a lot of the focus on BIM has been upon new building design and clash detection, its true value may be its ability to centralize INFORMATION and better enable facility life-cycle management.

The integration of robust business processes and information technology will include 3D/4D/5D Building Information Modeling (BIM), the collaborative Project Delivery Methods of Integrated Project Delivery (IPD), and Job Order Contracting (JOC), and several other core competencies (CPMS, CMMS, CAFM, BAS, GIS).

And as always, 4Clicks will support the integration of cost estimating and efficient construction projection delivery methods required by the DOD and Federal Government.

BIM, combined with tools such as those offered by 4Clicks and otherwise noted, will provide an actionable framework for professional collaboration and increased productivity from capital planning through construction and downstream operations and maintenance.

Standardized information and facilities management processes that enable more efficient facility life-cycle and total cost of ownership management will become even more important. JOC usage will continue to accelerate, while the application of standardized reference cost information, such as RSMeans Cost Data, will also rapidly expand. And, no one deploys RSMeans data in a more accurate, usable manner than we do.

Interoperability and standardized content at all levels of granularity from building models to systems, subsystems, components, and individual units will be the norm. Stay tuned, and/or contact us for 4Clicks articles and presentations in various professional journals.

RSMeans Cost Books



From 4Clicks to you, all hardcopy RSMeans cost books are 20% off list, and shipping is free! You already know you can purchase the electronic RSMeans cost data you need for your Project Estimator software, with up to nearly 400,000 lines items available. But... if you also want hardcopy books, you can get them from us with a 20% discount on all titles - regardless of quantity - and we cover the shipping!

[Click here to order your 2011 hardcopy RSMeans cost books.](#)

Feedback

We can't say it enough - our success is based on great clients and partners. [Please tell us what we are doing right, or what we are doing wrong... and send us information for our newsletter!](#)

NEWS

House GOP looks to trim defense, vets spending ... A revised budget proposed by Rep. Paul Ryan, R-Wis., the House Budget Committee chairman, calls for a 3 percent reduction in veterans and military construction vs. from the 2010 budget. Stay tuned.

EVENTS

March 10th, 2011 – Web Cast
JOC, IDIQ, & You. 1PM EST, for those new to JOC or e4Clicks Project Estimator.

May 24-27, 2011– SAME JETC
Grapevine, Texas



June 19-22, 2011 – AACEI
Anaheim, California



August 9-11, 2011 – DBIA/SAME
Federal Project Delivery Symposium
Arlington, VA



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