



4Clicks
By Estimators For Estimators

4Clicks
CHATTER



**The Premier
Cost Estimating & Project
Management Solution**

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I Remember...

I remember the first time I started estimating for SABER. It was the first job, and we were a new SABER team at Luke AFB, AZ. I came in as a Plumber by trade and had some experience working on the SMART team and in the shops. I had some exposure in carpentry, heavy equipment, electrical, and painting. We had a new Lieutenant, a seasoned civilian, and two project managers – one EA and one from the carpenters shop. We had a new SABER contract and contractor. It was fun, busy, and very crazy! Walk a job, define the requirements, take joint measurements and counts – go back to the office and create an estimate. Then we would type or write the estimates by hand, every single line item, turning the pages in the book – all 25,000 line items! Next up: reviewing the non-priced line items, add up all the priced line items, add the coefficient and wait for the contractor to finish the same and turn that into contracting. Then the fun began – negotiation time – sit down and negotiate the job with them, agree, disagree, and agree to disagree. Contracting awards the delivery order, we go to work, and during that time, we probably started 2 to 3 more jobs and monitored a half a dozen more.

That was my introduction to SABER (Simplified Acquisition to Base Engineering Requirements), what the rest of the construction business calls JOC. I quickly found out I had horrible hand writing and decided to capture some of these estimates and frequently used line items into a software program. So one weekend I invested time, money, and a lot of patience into writing the front end of the software. That's how I remember getting started. I left the Air Force and went to work for a general contractor working in the business. A few years later, I had my introduction into RSMeans. I left that company in 2001 and started 4Clicks. Jeff Slarve (Chief Developer) and I worked hard to capture the needs of DOD owners, contractors, and subcontractors to bring what you see and use now as e4Clicks Project Estimator.

There is not a week that goes by that I do not have the extreme privilege and joy of talking to new people who are just starting to "remember." The first time they are bidding on a JOC, or they've won a contract that requires the use of RSMeans. Some have come from using the book, some used spreadsheets and others used competing software tools. It's humbling that they have chosen our team to help support their work efforts and growth of their company.

We get it! We understand and appreciate you and will continue to develop the solutions and tools you need today and tomorrow. (Continued on page 2)

**Quote of
the month**

*"A leader has the vision and conviction that a dream can be achieved.
He inspires the power and energy to get it done."*

—Ralph Nader

I Remember... (Continued from page 1)

You may be a new SABER Project Manager or the Contracting Officer in the middle of September with fallout hitting your team hard. Whether you are the contractors wondering, "How can I walk another job?", or the subcontractor who is helping the prime build estimates from RSMeans...we wish you all well!

Now we are launching our second product line: CEASEL. We've written about it and created a CEASEL website that we would love for you to check out: www.ceasel.com
What I can tell you is, "With CEASEL, anything is possible!" This is a cloud based solution our customers want and need, and will hopefully be something everyone will remember.

It is, has been, and will continue to be, a true honor in serving you and the memories along the way.



Michael Brown

By an Estimator, For an Estimator

4Clicks Technical Support: Tips & How To

How Do I Know if the CCI Update was Run Successfully?

The CCI update is a database update (it does not automatically update your pre-existing projects). Therefore, the best way to check to see if the **City Cost Index** update was run successfully would be to check the **City Cost Index** database window.

1. Log in to the software and click on **Browse - City Cost Indexes**.
2. On the **City Cost Indexes** window, find the small field labeled **CCI** in the upper, left, corner.
3. Click inside the **CCI** field to open its drop-down selection list. Scroll all the way down and look for the most current year and quarter.
4. If you see the most current year and quarter listed there, select it. This verifies that you have run the **CCI** update successfully. If you don't see the most current information, then go back and verify that the update was run to the correct location and that all users were out of the software while the update was run.

How Do I Know the Year/Quarter CCI my Project is Using?

These instructions are for users that apply the **City Cost Index** at the project level. If you see the letter "E" next to your CCI totaling component (within the **Totaling Component** panel) then you apply your CCI at the estimate level and, therefore, you need to make your changes from inside the estimate.*

1. Open your project on the **Projects** window (double click on it).
2. On the **Update Project** window, move over to the **General** tab. On the **General** tab, your totaling components are on right side (in the **Totaling Component** panel).
3. Find the CCI totaling component, right mouse click on it and select **Change**.

4. When the **Update Project Totaling Component Definition** window opens, move to the lower, right, corner.
 5. Review the **Period** field. This tells you what year/quarter your project is currently using. If you need to make a change, then click inside the **Period** field, and choose the year/quarter that you prefer to use.
- * If you use *estimate level* application of the CCI, then open your estimate (each one in turn). On the **Updating Estimate** window, go to the **General** tab. Right click on the CCI totaling component (in the lower panel) and select **Change**. You can review and set your CCI year/period from the **Period** field on the **Update Estimate Totaling Component RSMMeans City Cost Index** window.

If I Have the "Basic" Edition of the Software, How Can I Apply a New, Different, or Updated Totaling Schema to my Project's Estimates?

Users with higher editions of the software can use the **Batch Modify Estimates** feature to apply or reapply a totaling schema to their project. Users with the **Basic** edition will, instead, want to use the **Import Totaling Schema** feature which is available at the estimate level.

* If your goal is to apply a different totaling schema to your *entire* project, then you will probably want to first purge out the totaling components that the project is currently using. The instructions below assume that this is what you want to do.*

1. Log in to the software and open your project to the **Update Project** window - **General** tab.
2. On the **General** tab, right click within the **Totaling Components** panel and select **Purge (delete all) totaling components from this project**.
3. Now go over to the **Estimates** tab and open your first estimate (double click on it). On the **Updating Estimate** window, go to the **General** tab.
4. At the estimate level, totaling components are managed from the lower portion of the **General** tab (in the **Totaling Component** panel).
5. Right mouse click inside the **Totaling Component** panel and choose **Import Totaling Schema**.
6. When the **Select Totaling Schema** window opens, be sure to click on the **All** sorting tab to see all of your options. Choose the schema you want to apply to the *estimate* by double clicking on it.
7. The totaling schema will then be brought in. The **General** tab will update to display the totaling components for that totaling schema. The totaling components will apply to that estimate only.
8. Repeat the steps for any other estimate in that project.

Visit us on Social Media!



Like us on Facebook. Follow us on Twitter! View our videos on YouTube and check out our company profile on Linked In. You will find all of the latest information, news, training dates and testimonials. We are spreading the word about #4Clicks.

Bidding an IDIQ with 4Clicks



The RFP just came out. You have 30 days to win this IDIQ bid. *The clock starts now!*

You have 2 options to execute this bid: Spreadsheets or e4Clicks Project Estimator.

Spreadsheets:

- Open a spreadsheet, hope that you can copy and paste from the bid schedule and that you don't have to recreate it by hand
- Gather the information and enter the pricing by relying on past experience, in-house pricing, previous bids, calling subcontractors, and trying to find a current RSMeans book and figuring out the city cost index
- Organize your findings – on paper, on the phone, on spreadsheets, or sometimes even multiple people with multiple spreadsheets
- Complete your bid schedule & finalize your option years

How many days did this take?

We have a simpler way to combine all of this effort into one solution. Are you using 4Clicks for your IDIQ bids? Did you know you could use your e4Clicks Project Estimator for all of your IDIQ bids and gain a competitive edge?

e4Clicks Project Estimator:

- Setup project, import the bid schedule, gather the information, enter pricing, export to Excel, update your final bid schedule, and submit

Finished with time to spare? We think you get the idea. Quit trippin' – Start 4Clickin'

4Clicks is the only project management and estimation software that locks down your IDIQ pricing, pre-populates prices for you when you open up your guide, and allows you to change line items for multiple option years. Check out the comparison chart below to learn the many benefits of integrating your IDIQ pricing guide into your Project Estimator.

Feature Comparison: 4Clicks vs. Excel Spreadsheet

Feature		
Contractor can propose bids in the same format	✓	✓
IDIQ book is locked down; prices cannot be changed	✓	✗
No hidden formulas or spreadsheet errors	✓	✗
Owner can complete comparison reports and technical evaluations	✓	✗
Quickly and easily re-price your estimates to different option years	✓	✗
Run queries and create an index and personal favorites	✓	✗
Data integrated for FREE – to both the owner and contractor!	✓	✗
Run all contracts (JOC, SABER, IDIQ, MATOC, etc.) in one program	✓	✗

It's time to simply this process and give your business a BOOST. Using e4Clicks is a convenient and efficient way to integrate your pricing, RSMeans, or any IDIQ pricing guide into a single solution that makes your work easier and delivers what your clients and potential clients demand! *Imagine the time you'll have to win even more bids!*

Industry News

Maj. Gen. Leonard Patrick, commander, Second Air Force, Air Education and Training Command, Keesler Air Force Base, Mississippi, becomes vice commander, Headquarters Air Education and Training Command, Joint Base San Antonio-Randolph **15May2014 – Air Force Times**

“National Security and the Accelerating Risks of Climate Change” – Major Finding - Actions by the United States and the international community have been insufficient to adapt to the challenges associated with projected climate change. Strengthening resilience to climate impacts already locked into the system is will reduce long-term risk only if improvements in resilience are accompanied by actionable agreements on ways to stabilize climate change. - **CNA Military Advisory Board, National Security and the Accelerating Risks of Climate Change (Alexandria, VA: CNA Corporation, 2014)**

Beyond Shovel-Ready: The Extent and Impact of U.S. Infrastructure Jobs - In 2012, 14.2 million workers were employed in infrastructure jobs across the country, accounting for 11 percent of national employment. Truck drivers, electricians, and civil engineers are among the occupations employing the most workers overall, the broad majority of whom (77 percent) focus on operating infrastructure rather than its construction (15 percent), design (6 percent), or governance (2 percent). At the same time, 9.1 million of these jobs are found in the nation’s 100 largest metropolitan areas, with logistics hubs like Memphis and Louisville having the highest share of workers involved in infrastructure-related activities. Infrastructure occupations are projected to increase 9.1 percent during the next decade, including the need to replace more than 2.7 million workers. – **Brookings - May 2014**

4Clicks Welcomes New Members to the Team

You will get to work with them soon and see their exciting work and product support!



Katie Cassidy – Creative Coordinator

Katie comes to us with degrees in Business Administration from the University of Wyoming. She adds a new perspective to the 4Clicks team as she is new to the industry. Katie brings experience from her work in both the nonprofit and for profit sectors. She is excited and extremely enthusiastic about joining the team. And by the way, she is Tom Cassidy’s sister so we know she’s going to be a critical asset!

Ryan Brown - Account Executive

Ryan joined the 4Clicks Sales Team working with Peter Cholakis and Nick Cholakis. I’ve known Ryan since birth, as he is my nephew! Ryan has several years of sales experience, and he always puts the customer first.

Belinda Brown - Marketing and Communications Director

She is my wife and lifetime partner. Belinda brings with her years of project management experience, as well as almost 10 years in education. Under her leadership as Marketing & Communications Director, her team will manage our company’s brand and marketing content. Get ready to see exciting things via social media, emails, newsletters and events! I could not be happier to have her on board!

Chelsi Smith - Marketing Technician

I remember the day I was told I would be a father for the first time. Chelsi, my daughter, has been busy attending college, creating her own businesses and is now joining our Marketing team. She has so much talent and creativity and has been here with 4Clicks since the beginning. We are excited to have her on the team.

Training News

e4Clicks Hybrid Training Course

Brand new users can go from zero to hero. Experienced users can master the graduate level tools. We have trained thousands of folks, and we know not everyone can spend two days in our introductory class and then another two days in our advanced class. So we are taking the best out of each class and combining them. This class is all about cranking out estimates in e4Clicks! We are picking up the training pace and grabbing the coolest estimating tools from our 2-Day Introductory and 2-Day Advanced class and presenting them in our new [2-Day Hybrid class](#).



Remember that 4Clicks is an Approved Education Provider through AACE International. In addition to having some fun and learning new skills, you can earn **Continuing Education Credits for your attendance** in most of our training courses. Classes can fill up quickly; so reserve your seat before we're sold out! [Register Now.](#)

Upcoming Training Dates

2014 SUMMER TRAINING DATES		
e4Clicks 2-Day Hybrid (best of Getting Started & Advanced combined)	Las Vegas, NV	10-11 June
4Clicks Introduction to RSMMeans Estimating		18 June
e4Clicks Getting Started		19 June

Regional Training

4Clicks training gives your team valuable hands-on training designed to get the most out of your investment. Our students gain incredible understanding and great retention. Our training manuals give students very thorough information they use and take home with them.

Onsite Training

Are you interested in our trainers traveling to you? This saves you time and money – not to mention the convenience and benefits of customizing the class to fit your specific needs.

Virtual Training

Experience the benefits of training without ever leaving your office. Choose from 2, 4, or 6 hour sessions dedicated specifically to your team's needs.

Custom Training

We can provide your team a Custom e4Clicks Getting Started Class. This class is perfect for a new user or a user that wants to get trained-up on the basics. This is a six hour class – online with no travel costs! This class allows for a single group with twenty attendees over multiple connections. So you are able to bring your team together online!

[Contact us](#) to discuss your specific needs and for more information on class syllabuses.

Need Help Growing Your Business?

Whether you're a USACE Region that needs thirty JOC estimates in two weeks, a contractor looking for help in building a co-efficient, or looking for some help preparing an important proposal; 4Clicks business partners are available to help you out in these areas and more!

We are pretty sure you've heard of RSMMeans and eTakeoff, our Strategic Business Partners, but are you aware of our many professional Consultants and Service Partners at your disposal?

Visit our [Partner Directory](#) and you will see a wide range of services available to you.

Our partners have decades of professional experience in financing, proposal writing, cost estimating, operations, project management and conflict resolution. Many also have direct experience in a wide range of markets; Commercial, Industrial, Institutional, Education, Healthcare, City, County, and State Government, and the Federal Government.

And of course, many of our partners have years of experience working with e4Clicks Project Estimator, RSMMeans, and virtually all types of IDIQ and/or custom cost databases.

Some of our partners even offer financing to help you procure the tools you need to grow your business, whether it's software or equipment.

Perhaps you need help writing government technical proposals to give you that extra edge? How about contacting someone with a 75% win rate on federal proposals?

Maybe you need some help developing some JOC or SABER co-efficient?

Better yet, with your experience and hard work, you just won the biggest contract ever and would benefit from some operations and project management experience from professionals who have successfully completed hundreds of multi-million dollar contracts.



Maybe you just need a reliable partner to provide you with some extra cost estimating and scheduling help from time to time.

Regardless of the type of services or networking you are looking for, it's worth taking a look at our 4Clicks Partner Directory.

Let us know if you would like to join our list of service providers!

CO-EFFICIENT DEVELOPMENT
FINANCING
COST ESTIMATING
PROPOSAL WRITING
DISPUTE RESOLUTION

Q & A Corner

Q: When do the CCI updates come out again?

A: If you've been to a training class, you may remember us saying, "1, 2, 5, 8, and 11." The books come out with an initial CCI in January, and then quarterly updates are made from there. You can expect to see the CCI updates by or around the 15th of the following months:

Q1 = February
Q2 = May
Q3 = August
Q4 = November

Q: We lost our e4Clicks. Can you get it back for us?

A: This is a loaded question for sure, and the answer isn't always good news here. Each build is individualized and built from scratch. We do a lot of work to set up each one of you. So there may be a rebuild charge to set you back up. And we can only return you to the state when we originally set up your build (or update) – unless you have any data backups. See the previous article **Which Backup Do I Do When?**

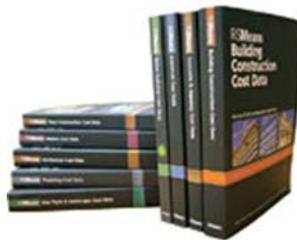
We are totally dependent upon your backups to get any of your data back. Now, if you have a recent data backup, this can reduce our time and your data loss.

Purchase your 2014 RSMMeans Cost Books

Remember you can purchase your printed RSMMeans Cost Books from us directly.



Get free shipping plus a 20% discount on RSMMeans hardcopy Cost Books!



Partnering with Education

4Clicks is pleased to support College and University students and professors with our cost estimating software and *exclusively enhanced* electronic RSMMeans Cost Data. This is a no cost service. [Sign up today!](#)



Use Our FedEx

Use our [FedEx corporate agreement account number](#) to receive a discount to create, print, and deliver documents nationwide at over 1,800 FedEx Office locations.

Client Survey

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!](#)



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