



**4Clicks**  
By Estimators For Estimators

4Clicks  
CHATTER



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

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## Happiest of Holiday Wishes

A new year is just around the corner again. We hope you still have much to be thankful for, and as you wrap up this current year, really remember the reason for the season. Family means everything, and that includes our 4Clicks family, friends and customers.

*Training, Technology, and Support.* This remains our focus for the New Year. I am continually humbled to think about how far we have come with our products and the customers we serve and of course, our valuable team. The 4Clicks Team is here to provide the best training, technology and support, just as we always have.

e4Clicks remains a trusted, valuable product with a growing customer base. We continue to appreciate the privilege to serve our existing customers and those who have come on board in 2015!

We know that there is nothing that we can do that will help our clients more than information sharing, specifically to how to create, reuse, update, and compare accurate, transparent construction cost estimates. It's equally important to learn how to develop and manage associated contracts and projects, from concept thru warranty. 4Clicks is here to support all of your estimating needs.

We look forward to the future growth and opportunities, as well as the chance to reach out and say hello to new clients. We are so grateful to serve our customers each day and continue to earn their business. I want to wish you and your family the very happiest of holiday wishes and a great 2016!!

*Michael Brown*  
*By an Estimator, For an Estimator*

**Quote of  
the month**

*"If you do build a great experience, customers tell each other about that. Word of mouth is very powerful."*

*– Jeff Bezos*

## Industry News

### Center for Job Order Contracting Excellence (CJE) Hosts Webinar Series

CJE will be presenting their first, in a series of webcasts introducing attendees to Job Order Contracting. Attendees will gain actionable ideas, insights, and solutions to enable better management of the numerous renovations repair, and maintenance projects required to sustain real property. The first web cast is December 2<sup>nd</sup>! [Learn more and register](#). Email [CJE](#) if you have any questions!

## Showing Thanks To Our Veterans

Every day the 4Clicks team is so thankful for our veterans and their families. This time of year is a great time to say thank you and give back for all that they do for our country. Here are a few ideas:



- Make a donation to [Hire A Hero](#) and help a veteran or their spouse find a job.
- Call and Visit a local nursing home or VA Hospital or ask if they have any items you can donate.
- Send a letter or Christmas card to a soldier with [A Million Thanks](#).
- Fly a flag at your home showing your love for the country they fight for.
- Shake their hand and just say thank you!
- Help them out at home; rake their leaves, shovel their snow, mow their lawn or make them a meal.
- Donate [tickets](#) for local concerts and events for veterans and their families.

## Job Order Contracting Certification Program



Exciting news! The industry's official JOC Certification program became official in October 2015 and will launch in 2016. The formal strategic partnership with Alliance for Construction Excellence, Arizona State University, and Center for JOC Excellence is officially initiated.

Together, the strategic alliance will benefit the industry with an exceptional education and certification program. CJE has been designated as the national non-profit resource for excellence in Job Order Contracting since 1985.

The JOC Certification program is an approved certificate from the higher education institution ASU, the Alliance for Construction Excellence, and CJE. Your membership in CJE gives you access to an entire portfolio of services and resources that can improve your professional performance and your business results, as well as brightening the business outlook for the profession as a whole. CJE is more than the sum of these elements. And, like any non-profit industry association, what CJE is and does, largely depends on you.

Become an active member of CJE, gain access to the industry standard for JOC certification, and utilize the resources and network to shape your own future! The 2016 membership drive has begun, so renew or join today! Visit [here](#) to join.

## 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 and Google +. You will find all of the latest information, news, training dates and testimonials. We are spreading the word about #4Clicks

## Welcome New 4Clicks Clients!

Advanced Tribal  
Agile Infrastructure Services  
Arborunda  
Carolina Group Contracting  
City of Daytona Beach, FL  
City of Mesa, AZ  
Dublin Construction  
Elk Electric  
Environmental Control Systems

JJ Leon Construction  
Joint Base McGuire Dix  
Lakehurst, NJ  
Meltech  
National Park Services  
New Boston AFS, NH  
Patriot Contracting Solutions  
S&B Christ Consulting  
Seabee Construction



SETEX Construction  
Texas Tech UHSC Health  
Sciences  
The GFP Group  
Trademasters Service  
Travis AFB Civil Engineering

## Construction Cost Estimating Public Sector and Unit Price Books

Definition of a detailed cost estimate: "A forecast of construction cost, prepared on the basis of a detailed analysis of materials and labor for all items of work." – *13th edition of the Architect's Handbook of Professional Practice*

A detailed, unit cost, line item construction cost estimate involves a review and understanding of the scope of work of the associated project, including all possible factors and risks. Materials, labor, and equipment, as well as associated costs are provided in the highest level of granularity. Anticipated productivity is also a key element. The latter can be affected by multiple variables, such as labor composition and availability, weather, site access, materials availability, etc.

Owners – Detailed, unit price, line item estimates are required by public agencies for most IDIQ construction projects. If the project exceeds a specified dollar threshold, an independent owner estimate must also be created (also called an independent government estimate – IGE). Line item estimates are also used to create and validate construction budgets.

Contractors – Detailed, unit price, line item estimates are used to bid jobs and also done by general contractors and construction managers to validate bids from sub-contractors.

Required Skills – Field experience at construction sites is extremely important, as it is the only way to gain a true appreciation of risk factors and other variables that can impact a construction project. The ability to review and interpret construction drawings, work with cost estimating formulas and technologies, and the ability to communicate information to disparate disciplines and audiences are also vital.

Process Tasks – Processes associated with creating a line item construction cost estimate include the following:

- Definition of services to be provided
- Estimate preparation
- Validation of contents and assumptions
- Estimate reconciliation (if multiple estimates are required for a project)
- Documenting and presenting the estimate
- Defining the scope of services requires several considerations, such as:
  - Identifying inclusions and exclusions
  - Defining the basis to be used for pricing (construction cost databases and/or unit price books – UPB, unit price guides, subcontractor quotes)
  - Presentation of line items as bare costs or inclusive of overhead and profit
  - Classification system to be used, i.e. CSI MasterFormat, Uniformat II, WBS, etc.
  - Format of the estimate (summary level, detailed level, price vs. non pre-priced items, associated formulas, source of each line item).

Collaboration among construction project participants and/or stakeholder is critical to assuring a proper definition of the scope of services, and thus mandatory if the estimate is to reflect the expectations of the owners, design, contractor, etc. Achieving the best possible outcome for the estimate and the overall construction project, is dependent upon the processes involved in gathering accurate information in a timely manner. Employing the actions and philosophies associated with continuous improvement and LEAN best management practices adds to the overall success as well.

## Customer Spotlight



### Wright Patterson AFB

We are excited to celebrate and spotlight our great clients at Wright-Patterson AFB, Ohio! We earned their business in March of 2001, and still continue to support their Engineering, Operations, Planning and SABER teams.

Wright-Patterson Air Force Base is one of the U.S. Air Force's largest and most important installations. It is the birthplace, home and future of aerospace. Huffman Prairie Flying Field, located adjacent to the base's main runway, is the site of the world's first operational airfield and where the Wright-Brothers, in their own words, "really learned to fly."

Wright-Patterson AFB was established in 1948 as a merger of Patterson and Wright Fields. In 1995, negotiations to end the Bosnian War were held at the base, resulting in the Dayton Agreement that ended the war. Wright-Patt's highly specialized workforce of approximately 27,000 military, civilian and contract employees provide vital support to ensure Air Force and joint warfighters have modernized systems needed to fly, fight and win.

By virtually any measure, Wright-Patt is the most diverse and organizationally complex base in the U.S. Air Force. This is where America's Air Force aircraft of tomorrow are conceived, developed, and acquired. Missions for base units vary from acquisition and logistics management, to research and development, advanced education, heavy airlift flight operations, intelligence, and a vast array of other activities.

On any given day, several hundred Wright-Patterson Air personnel are typically deployed or readying for deployment in support of Operation Enduring Freedom, global exercises and humanitarian operations. Security Forces, physicians, nurses, and other medical technicians, intelligence analysts, contracting and logistics professionals are just some of the people Wright-Patt deploys. This is also the headquarters for Air Force Materiel Command, which directs a global logistics system and how the nation's aeronautical weapon systems are conceived, tested, acquired and modernized. Gen. Janet Wolfenbarger, the AFMC commander, is the highest ranking official at this installation.

The Air Force Life Cycle Management Center is one of five centers reporting to the Air Force Materiel Command. Led by a 3-star general officer, AFLCMC is charged with life cycle management of Air Force weapon systems from their inception to retirement. Portfolios include: aircraft engines, armaments, strategic systems, Information Technology systems and networks. It also includes Command, Control, Communications, Intelligence, Surveillance and Reconnaissance systems, and various specialized or supporting systems such as simulators and personal equipment. AFLCMC also executes the Air Force's foreign military sales mission.

Air Force Research Laboratory headquarters, along with four of its nine technical directorates charged with leading the discovery of new warfighting capabilities is located here. AFRL is involved in such varied projects as: advanced adaptive, highly-efficient engines, hypersonic propulsion, renewable alternative biofuels, cyber defense, penetrating weapons for deeply buried hard targets, directed energy and lightening the load and enhancing capabilities of Special Forces and individual battlefield Airmen.

Reserve Airmen from the 445th Airlift Wing regularly fly supplies, equipment and provide aeromedical evacuation for joint warfighters with the modern C-17 Globemaster III airlifter. National Air & Space Intelligence Center intelligence analysis on foreign aerospace capabilities is briefed daily to the nation's highest military and civilian leadership.

The Air Force Institute of Technology is the Air Force's premier institute of higher learning. AFIT supports national defense by providing graduate, post-graduate, and professional continuing education and research programs for Air Force, sister service, and foreign officers and civilians in pertinent scientific and technical disciplines. AFIT both conducts resident graduate education at Wright-Patt and also manages education at civilian universities, research centers, hospitals, and industrial organizations across the U.S.

The National Museum of the United States Air Force provides the general public with an awe-inspiring glimpse of the service's rich history and incredible capabilities. It is the world's largest military air and space museum.

The Enterprise Sourcing Group provides Air Force units based in the continental U.S. with cross-functional installation strategic sourcing and acquisition solutions. Strategic sourcing utilizes centrally awarded contracts for decentralized task orders execution to reduce federal government supplies and services costs.

Col. John Devillier commands the 88th Air Base Wing, host unit at Wright-Patt. He is responsible for operating, maintaining and defending the base and providing trained expeditionary Airmen for deployment. More than 5,000 Airmen, civilian and contractor employees operate the airfield, maintain all infrastructure and provide security, communications, engineering, medical, legal, personnel, contracting, finance, transportation, air traffic control, weather forecasting, public affairs, recreation and chaplain services.

Wright-Patterson Medical Center, part of the 88th Air Base Wing, is a major regional military medical treatment facility and one of the largest Air Force teaching hospitals. Airmen from the medical center provide beneficiaries with a full spectrum of health care services, ranging from laser eye surgery to comprehensive cancer care - and frequently provide deployed medical support around the globe.

## 4Clicks Technical Support: Tips & How To

**I use Pro edition. I need to make changes to my estimate's line items and track those changes. Is that possible?**

Users with the **Pro** edition of the software can use the software's **Revised Estimate** feature when they need to make changes to an estimate and track changes to them. This process involves making a copy of your original estimate, then changing the copy to use one of these two **estimate level** statuses: RFPn or MODn. The steps below will give you a brief overview of the steps involved. Contact technical support if you need further guidance.

1. **Copy your Original Estimate (One Estimate Only):** (Ctrl+Y to clone)
  - A. On the **Estimates** tab, highlight the estimate and use **Ctrl+Y** to start the clone process. (Do not tag)
  - B. Use the window **Set Properties for Newly Imported Estimates** to set the properties of the copy. There are many properties. Here are some tips:
    - **'Automatically Reprice...':** Leave this check box blank.
    - **Estimate Description:** Adjust the name of the estimate.
    - **Status:** Set it to RFPn or MODn.
    - **Totaling Components:** Choose **Use Totaling Components from the Clipboard**.
    - **Fields to Clear:** Make sure these check boxes are blank.
    - Click **OK** on the 'Set Properties...' window to officially make the copy.
2. **Open the New Estimate (the Copy) and Make Changes:**
  - A. After the copy is made, open the new estimate. The **Line Items** tab will now allow you to view the line items with the columns **Estimated**, **Negotiated** and **Variance**. (Use the radio button labeled "###" to activate that view.)
    - Use the radio button labeled "\$\$\$" to activate the **UM\Negotiated\Total** view.
  - B. You can now start making quantity changes to your line items.
    - Quantity changes will show in the **Negotiated** column and the amount of change will display in the **Variance** column.
    - If there is a line item that you do NOT need, change the quantity to zero. (Do not delete the item or it cannot be tracked.)
    - Tip: Don't forget to make any relevant notes regarding the changes (inside the properties of the line items).
3. **Run your Report:**
  - A. When you are ready to run a report, open the **Estimate Report Options** window, to run a standard estimate report. However, you will want to choose the report called **Revised Estimate**. This report will display the columns for **Estimated**, **Negotiated** and **Variance**.
  - B. **Revised Estimate** is the only report that supports the use of RFPn and MODn changes for **Pro** users.

### **NOTE:**

- This feature is not available in the **Basic** edition. **Premier** users would use the **Tech Eval** feature instead.

## Training News

### 4Clicks Training Hits the Road

Can you believe it's already the Holiday season? Another successful Training year is coming to a close. We could not have been successful without you! Thank you 4Clickers! We traveled from San Diego to New England, Florida, and to Northern California, almost a perfect square. Those of you that didn't hear, this year, we went nearly totally Virtual. We are presenting Days 1-3 of our e4Clicks course virtually. The neat thing is, you can enroll in one, two, or three days of Training, all from the comfort of your office or home. By popular demand, this year we were excited to bring you our Electrical Estimating course, matched with our Architectural Estimating course. What's next? [You tell us!](#)

## Upcoming Training Dates

2016 TRAINING DATES		
e4Clicks Getting Started	 Virtual Training	8 February
e4Clicks Introductory to Advanced Training – Day 1 <i>Basics of e4Clicks and Estimating</i>	 Virtual Training	9 February
e4Clicks Introductory to Advanced Training – Day 2 <i>Estimating Tools and Basics of eTakeoff</i>	 Virtual Training	10 February
e4Clicks Introductory to Advanced Training – Day 3 <i>e4Clicks Advanced Tools</i>	 Virtual Training	11 February
e4Clicks Hybrid Training Course	Regional Training San Antonio, TX	23-24 February
Introduction to Architectural Estimating	Regional Training San Antonio, TX	25 February
Introduction to Electrical Estimating	Regional Training San Antonio, TX	26 February
e4Clicks Getting Started	 Virtual Training	8 March
e4Clicks Hybrid Training Course	 Virtual Training	9-10 March
e4Clicks Hybrid Training Course	Regional Training Las Vegas, NV	22-23 March
Introduction to Electrical Estimating	Regional Training Las Vegas, NV	24 March
Introduction to Architectural Estimating	Regional Training Las Vegas, NV	25 March

## 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.



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.](#)

## 4Clickers Are Everywhere!

It is truly wonderful to see that our product is being used by customers in so many states! This April, we will celebrate 4Clicks 15<sup>th</sup> Anniversary! We are so blessed to have your business, and we are excited to see what this map looks like in another 15 years!! Merry Christmas and Happy New Year to all of you!



## Q & A Corner

**Q:** Is e4Clicks compatible with Windows 10?

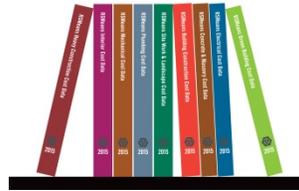
**A:** Yes! We have several users already successfully using e4Clicks on the new Windows 10 operating system with no issues.

**Note:**

If you are going to be transferring your software to a new machine, please remember that you will need to work with 4Clicks technical support first to officially deactivate your current software license before transferring it the new machine.

## Purchase your 2015 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!**

## Give Us a Review on Capterra!

Do you love our software features? Let others know by giving e4Clicks Project Estimator a review at [Capterra.com](http://Capterra.com)

## Partnering with Education

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

## 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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