

# Cost Estimator

NASA Langley Proposal Development Office

## Position Summary

The Cost Estimator will serve as a key contributor within the Langley Research Center (LaRC) Proposal Development Office (PDO), providing cost estimation support for new business efforts, proposals, and ongoing projects in a high-volume, time-sensitive business unit. This role is responsible for developing and/or enhancing parametric and grassroots cost estimates, maintaining cost estimating systems, and delivering comprehensive cost reports to NASA officials and stakeholders. The ideal candidate brings industry experience in cost estimating and combines strong analytical skills with hands-on proficiency in cost modeling tools across space and aeronautics programs.

## Responsibilities

- Perform parametric and grassroots cost estimates and analyses including Rough Order of Magnitude (ROM) estimates, Independent Cost Estimates (ICE), and Basis of Estimate (BOE) documentation for a wide range of reimbursable and non-reimbursable NASA projects, external business agreements, and competed proposals, ensuring accuracy of labor, procurement, travel, and indirect cost inputs
- Create, maintain, and process Estimated Price Report (EPR) records within NASA's Agency Estimated Price Report System (AEPR), verifying correct categorization, financial rates, and funding source documentation prior to submission for approval
- Conduct interviews and meetings with cognizant NASA officials, including Principal Investigators, Project Managers, and design teams, to gather project cost expectations, technical parameters, Work Breakdown Structures (WBS), and programmatic ground rules and assumptions
- Support proposal development teams by participating in kick-off meetings and design sessions to assess proposed designs, evaluate budgets, and identify cost-related strengths, risks, and next steps
- Produce final cost reports and estimate plans incorporating grassroots labor and material estimates, vendor quotes, comparisons to alternative estimates, cost risk analyses, sensitivity analyses, cost drivers, and recommendations for cost-reduction alternatives, presented clearly to both technical and non-technical NASA audiences
- Conduct quality control reviews of cost records and proposal cost sections, identifying and correcting discrepancies such as outdated financial rates, incorrect reimbursable categorizations, and misaligned budget details prior to final submission
- Coordinate with Program Analysts, Principal Investigators, Partnership Agreement Specialists, and the Office of the Chief Financial Officer (OCFO) to resolve cost record discrepancies and ensure the timely and accurate delivery of cost products
- Investigate new cost modeling tools and techniques, compile historical cost data for relevant space and aeronautics projects, and recommend improvements for incorporation into existing or newly developed cost estimating tools, including tools to quantify cost risks and estimate probability ranges
- Develop, enhance, and document cost estimating tools, user guides, and standard operating procedures including automation of cost model updates and application of the latest financial rates to improve consistency, accuracy, and efficiency across the proposal lifecycle

- Manage high-volume, time-sensitive estimation efforts and contribute to PDO operational efficiency and documentation, including standardized estimation processes for large proposal cycles, updates to the PDO Handbook, deliverable metrics tracking, and end-of-year reporting

## Skills & Requirements

### Education & Experience:

- Bachelor's degree in engineering, physical sciences, mathematics, finance, business, or a related field
- At least 5 years of professional experience in cost estimating, preferably within a space, aeronautics, or Government contracting environment

### Skills & Applications:

- Advanced proficiency in Microsoft Excel for cost model development, data analysis, and reporting
- Experience with parametric cost estimating software such as TruePlanning, SEER, NASA's Project Cost Estimating Capability (PCEC), or equivalent tools used in space or aeronautics programs
- Familiarity with database tools for historical cost data collection and management
- Strong analytical and quantitative skills with the ability to apply parametric and grassroots cost estimating methodologies
- Experience performing cost risk analysis, including probability range development and sensitivity analysis
- Ability to develop, enhance, and configure cost estimating tools and algorithms
- Familiarity with Work Breakdown Structures (WBS) and government proposal cost volume standards
- Strong written and verbal communication skills, with the ability to present complex cost information to both technical and non-technical audiences
- Knowledge of NASA or Federal Acquisition Regulation (FAR) cost and pricing standards is a plus

### Location & Travel:

The individual selected for this role must be located near NASA Langley Research Center (Hampton, VA) with the expectation to work onsite at the ViGYAN office or NASA Langley at least 3 days per week. When scheduled, they should plan to attend meetings in-person at this location. A flexible schedule that allows for the ability to meet demands during peak proposal times will be necessary to be successful. Additionally, occasional travel for face-to-face meetings may be required.

## About ViGYAN

ViGYAN provides aerospace research and development services to the NASA Langley Research Center (LaRC) as well as other aeronautics R&D; wind energy R&D; scientific, engineering, and business software development; engineering program management, planning, scheduling, and cost estimation; and computer technology support.

Benefits offered include health care, dental, vision, life insurance; 401(k); education assistance; paid time off including PTO, holidays, and any other paid leave required by law.

### ***EEO Statement***

**ViGYAN is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.**

To apply to this opportunity, please email a résumé and cover letter to [employment@vigyan.com](mailto:employment@vigyan.com).