

APPENDIX C – PRICING

1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by completing the yellow highlighted sections there and this form duly completed must be submitted as part of their response to this RFP. **Proponents should NOT include this form in their proposal, but should load this form onto Bonfire as a separate document.**
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and exclusive of all applicable taxes.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth 30 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has submitted a proposal for, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

3. Required Pricing Information

The pricing structure as indicated below is to be used. Please complete all yellow cells contained in this form.

SECTION 1 – PROJECT PRICING	
Description	Total Price (in Canadian \$), excluding taxes
Total All-Inclusive Price for the Project:	
Note: Proponents should provide a detailed price breakdown of the All-Inclusive Price per phase, as further listed below.	
Phase I - Discovery	
Phase II - Design	
Phase III - Build	
Phase IV - Test	
Phase V - Launch	
SECTION 2 – RATE CARD ¹	
Description	Hourly Rate (in Canadian \$), excluding tax
Project Lead	
Information Architecture Lead	
UX/UI Designer	
Front-end Developer	
Back-end Developer	
Other (Add additional roles as needed)	

Note:

¹ Proponents should also indicate the all-inclusive hourly rate for key personnel. This should be supplied for information purposes only and will not be used by the University for evaluation purposes. The University reserves the right to negotiate additional consulting services if required, based on this rate.