

Appendix C - Part 1– General Pricing

1. Instructions on How to Provide Pricing

- 1.1. Proponents should provide the information requested under section 3 below (“Required Pricing Information”) in the manner prescribed below for each requirement.
- 1.2. Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately.
- 1.3. 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

- 2.1. Pricing is worth fifty (50) points of the total score and the breakdown is as follows?
 - 2.1.1. Five (5) points assigned to Evaluated Pricing criteria, Appendix D – 7.0.
 - 2.1.2. Forty-five (45) points assigned to the basket pricing.
- 2.2. 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

- 3.1. Each Proponent must provide the following documents for the pricing evaluation:
 - 3.1.1. A comprehensive rate spreadsheet including all net rates for the courier requirements as detailed Appendix D – RFP Particulars (in Excel format), excluding fuel surcharge and taxes.)
 - 3.1.2. A copy of the Proponent’s current publicly available rate table (in Excel format).
 - 3.1.3. A clear guide for determining zones and rates.
- 3.2. After closing proponents will be provided with a sample basket that represents a variety of possible shipments. Proponents will provide pricing for that representative basket using the net pricing provided (in accordance with 3.1.1 above).

4. General pricing information

4.1. Initial Term

4.1.1. Pricing is not to increase for the first four (4) years of the agreement, prices can be reduced at any time throughout the term of the agreement if market conditions or volume warrant

4.2. Participating members have independent businesses that operate on their campuses (e.g. bookstores) indicate if the contract pricing will be extended to these organizations.

4.3. Option Period Pricing Review

4.3.1. After the initial contract term (four years) either party may request a review of contract prices for the option period (two two-year options) by providing a written notice a minimum of one hundred and twenty (120) days prior to the anniversary date of the Agreement.

4.3.1.1. Any such request from a Supplier will be accompanied by appropriate documentation (e.g., market analysis). As part of any review ISI will consider pricing adjustments that reflect changes in operations due to new or changed municipal, provincial, or federal regulations, by-laws, or ordinances. ISI will not consider any fixed costs or overhead adjustments in its review. Supplier performance (e.g., client retention, satisfaction, ethical business practices, marketing efforts and any commitments made during this RFP submission for which the Proponent was evaluated) received under the Agreement will be considered when negotiating a price review and exercising of option periods. If a price change is accepted by ISI, the revised prices shall be in effect for the option period. If, however, the proposed prices are not accepted by ISI, the Agreement option period will not be exercised.

4.3.1.2. Identify market conditions through the life of the initial four-year contract term that might impact on the Option Period Pricing Review. The successful Proponent will be required to provide documentation of the changes that have occurred in since the start of the contract.