

Appendix C – Pricing

1. Instructions on How to Provide Pricing

- 1.1. Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- 1.2. Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST).

2. Evaluation of Pricing

- 2.1. Pricing is worth one hundred (100) points, fifty percent (50%) of the total score.
- 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. Pricing Methodology

- 3.1. The Proponent will provide maximum, fixed, net Rates for Microsoft Education Desktop with Enterprise Client Access License Product # AAA-73004 (referred to as “M365 A3”) and # AAA-73003 (referred to as “M365 A5 step-up from M365 A3”) as well as the associated calling plan and telephony licensing fees.
 - 3.1.1. Successful proponents are expected to flow through the full value of any Microsoft price protection from the HISS CASA in this resulting contract.
 - 3.1.2. In the event Microsoft volume discount thresholds are achieved during this resulting contract, any and all discounts or price changes provided to the supplier (by Microsoft) should be carried through to participating HISS members.
 - 3.1.3. Licensing Solution Providers *Microsoft Net Price* is not to be submitted as part of the Proponent’s Proposal.
 - 3.1.4. As the *Microsoft Net Price* is not to be disclosed, HISS or participating members may request a pricing audit from Microsoft, to ensure that the established rate is applied consistently on all quotations or purchase orders. In an event of a discrepancy, the Supplier shall credit any overage charged to the participating member.
- 3.2. The Proponent will provide a single ‘Licensing Solution Provider’s Rate’(%). This rate will be a percent off the Microsoft publicly published price list.

3.3. This rate will be applied uniformly across all other Microsoft SKUs or other volume licensing programs, regardless of quantity, timing of acquisition during the Term or enrollment type, i.e. shared or individual. This rate will apply to members regardless of their use of M365 A3 or M365 A5 step-up from M365 A3.

Item	Unit price (excluding HST)
M365 A3	
M365 A5 step up	
Calling plan and telephony licensing fees	
Percentage off remaining Microsoft Pricebook items	