

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.
- 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 (excluding Board of Directors Meeting, October 2021) 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 thirty (30) points 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. Required Pricing Information

Lump Sum Project Price	
all-inclusive for the consulting services deliverables defined in the RFP.	\$