

## Appendix B – Evaluation of 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 Appendix B1 – Pricing Table 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 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 15 points of the total score.
  - 2.1.1. Pricing is divided into two separately weighted parts: recurring fees, worth 10 of the 15 points, and additional services, worth 5 of the 15 points.
- 2.2. Each of the two pricing parts described in 2.1.1 will be scored separately using a relative pricing formula based on the prices submitted in Appendix B1 – Pricing Table. For each part, the proponent with the lowest price will receive the full points for that part, and each other proponent will receive a proportion of those points. A proponent’s total pricing score is the sum of its points for the two parts. Points for each part will be calculated in accordance with the following formula, where the weighting is 10 points for recurring fees and 5 points for additional services:

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

### 3. Required Pricing Information

- 3.1. Proponents must complete Appendix B1 – Pricing Table.
- 3.2. Appendix B1 – Pricing Table must be submitted in its native Microsoft Excel format. Pricing submitted only in PDF, scanned or other non-editable format may be deemed non-compliant.