



DEPARTMENT OF FINANCE

PROCUREMENT SERVICES

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ADDENDUM # 2

For RFP # 5392

TO: All Bidders

FROM: Procurement Services

DATE: 27-Nov-2019

SUBJECT: Questions & Answers and revised Appendix C – Submission Pricing Form

Q1: There seems to be an inconsistency in the project schedule: the anticipated contract signing date is February 2020 but the kickoff meeting is scheduled for December 2019. Can you please clarify?

A1: Timelines noted in the Statement of Work are estimates only. Despite the guideline nature of the estimates, based on the anticipated signing date of the contract (February 2020), initial project tasks and proposed timing noted on p. 22-23, can be reasonably clarified to reflect that the Project Launch kick-off meeting would follow the contract signing, therefore the Proposed Timeframe would be February 2020; similarly the Preliminary Analysis would have a Proposed Timeframe of February – June 2020.

Q2: Can you clarify if there is a form we need to submit for pricing (Appendix C Submission Pricing Form) or just a format?

A2: Please see and complete revised Appendix C – Submission Pricing Form, below.

All submissions **MUST** be accompanied by Appendix C – Submission Pricing Form, as provided below.

APPENDIX C – SUBMISSION PRICING FORM

1. Instructions on How to Complete Submission Pricing Form

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which must be itemized separately.
- (b) Rates quoted by the Proponent shall be all-inclusive and shall 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 applicable fees or other charges
- (c) Rates quoted for the project should not be a range amount. A fixed price for the proposal services is required.

2. Evaluation of Pricing

Pricing is worth one hundred (100) 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 bid on, which will be calculated by dividing that Proponent's price for that category into the lowest bid price in that category. For example, if a Proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that Proponent receives 100% of the possible points for that category ($120/120 = 100\%$). A Proponent who bids \$150.00 receives 80% of the possible points for that category ($120/150 = 80\%$), and a Proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$).

Lowest rate
----- x Total available points = Score for second-lowest rate
Second-lowest rate

Lowest rate
----- x Total available points = Score for third-lowest rate
Third-lowest rate

And so on, for each proposal.

Pricing Form

Bidders should propose a financial model that clearly defines how they propose to be compensated for all of the required services.

The maximum budget associated with this project is \$150, 000 (CDN), inclusive of all fees, expenses and applicable taxes; proposals in excess of the maximum budget will not be considered.

Prepare a fixed price for your proposed services. Provide appropriate details to support these figures, including estimates of the work effort and a breakout of expected expenses.

C.1 Fixed Cost – Time and Materials for Initial Contract Period

Prepare the following table for inclusion in your proposal:

Cost Element	Cost (CDN)
Consulting, Research & Analysis	\$
Project Management - Report Preparation and Administrative Support	\$
Materials	\$
Travel & Projected Expenses (C.3)	\$
Other Expenses (C.4)	\$
Total	\$

C.2 Per Diem Rates

Prepare the following table for inclusion in your proposal. Identify the names of all persons who will contribute to the routine management and/or the performance of the required services, and their per diem rate. Per Diem rates are based on a **seven and half-hour work day**, and do **not** include taxes.

Name	Per Diem Rate	% time assigned to the project
	\$	\$
	\$	\$
	\$	\$

C.3 Travel and Project Expenses

Estimate the travel and living expenses associated with any proposed personnel who will need to travel to and from the primary work location, in order to perform the required work during the contract. Provide relevant details to support your estimates. These are to be included in your estimated costs.

C.4 Other Expenses

Estimate any other project expenses that may be incurred, once the proposed personnel are onsite at the primary work location. These types of expenses will require **prior approval** from the client organization after the contract begins and must comply with Prince Edward Island Government standards. Provide relevant details to support your estimates. These are to be included in your estimated costs.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.