

**Request for Supplier Qualifications – Doc5421410915**  
**Part 7 – Pricing Form and Evaluation of Pricing**

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**1. Instructions to Pricing**

- .1 All sections of the Pricing Form must be completed. Without limiting the generality of the foregoing, all blanks must be filled in and all entries for unit prices, lump sums, extensions and totals should be filled in, as appropriate.
- .2 Suppliers that do not fully complete these forms (such as leaving lines blank) or have unclear answers (such as “n/a”, “-”, “tba” or “included” etc.) will be declared non-compliant. Prices that are intended to be zero cost/no charge to the city are to be submitted in the space provided in the price schedule as “\$0.00” or “zero”.
- .3 All pricing provided must be inclusive of all applicable duties and taxes except for HST, which should be itemized separately, and of all fees, expenses and costs for the complete performance of the Contract.
- .4 Suppliers are not to base their Pricing Form upon unilateral or undisclosed assumptions or conditions which, if not true, would render the Supplier’s pricing inapplicable or subject to change.
- .5 The total price quoted must include all labour, profit, other overhead, materials, equipment, licences, analysis, communication, transportation and delivery costs (courier, long distance charges, and so on), staff time, City/Supplier meetings (as and where deemed required by the City), disbursements and any/all other operational costs and fees associated with the Services, excluding all applicable taxes. The City shall not be responsible for any additional costs.
- .6 Hourly Rates quoted will remain unchanged for the duration of the initial three (3) year Roster period. For Option Year Pricing please refer to section 2 below.
- .7 All pricing shall be provided in Canadian funds and shall include all applicable customs duties or tariffs and shall not be subject to adjustment for fluctuation in foreign exchange rates.
- .8 All pricing shall remain firm for the initial Term of the Master Agreement unless otherwise instructed in this RFSQ.

**2. Extension of the Agreement**

- .1 The City shall have the sole right to exercise an option to extend the term of the Contract for one (1) additional two (2) year term.
- .2 Unit rates will be subject to a one-time increase equal to the year-over-year percentage increase in the most recently published Consumer Price Index (CPI Index All Items - Toronto, effective on the first day of the extension term.

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#### **3. Payment Terms**

1. The City's standard payment terms are 30 days from the receipt of the invoice.
2. For details on the City of Toronto's invoice and billing requirements refer to:  
<https://www.toronto.ca/business-economy/doing-business-with-the-city/follow-up-on-city-contracts/what-should-be-on-my-invoice/>.
3. All invoices must clearly show HST as a separate value and HST "registrant" number.

#### **4. Quantities**

1. Quantities provided in the Pricing Form are estimates only and should not be interpreted as indicating a minimum or maximum order quantity. The quantities shall be used as a basis for comparison upon which the award of the RFSQ will be made and are not guaranteed to be accurate and are furnished without any liability to the City whether decreased or increased.
2. The unit prices provided by the Respondents in Part 7 – Pricing Form and Evaluation of Pricing shall remain firm throughout the term of the Agreement and shall apply regardless of the quantities ordered.

#### **5. Evaluation of Pricing**

- .1 The City will not have any knowledge of any information contained in Part 7 - Pricing Form until Stage 2 has been completed. Only those Respondents that pass the minimum scored required of the Evaluation Table technical threshold will have their Pricing Forms opened and ranked.
- .2 Pricing is worth 20 points of the total score.
- .3 Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each Supplier will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated in accordance with the following formula:

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

- .4 A miscellaneous amount of up to 10% may be added to the Agreement upon award for additional, unforeseen related items.

#### **6. Pricing Form**

The Pricing Form is included within the City Online Procurement System in Part 7.

- .1 Respondents must include a lump sum fee under Part 7 – Price Form in the Ariba Procurement System based on the sample of a Peer Review Work Assignment Work Program listed in Part 5 – RFSQ Particulars, Tables 5-1 and 5-2. Lump Sum fee provided will be used to evaluate the cost calculation of Respondent Fee.

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- .2 Respondent must provide, in the chart below or a similar format, the hourly rates for each team member/position proposed for the Peer Review Work Assignment Work Programs, they are bidding on, in Ariba sections 7.4 and 7.5. Hourly rate information shall not be provided within the technical proposal submission as stated in Part 8 – Response Content, Section 1. General.

| <b>POSITION Description<br/>(Specify)</b> | <b>HOURLY RATES<br/>(Initial three (3) year term)</b> |
|---|---|
|   | \$_____/hour  |
|   | \$_____/hour  |
|   | \$_____/hour  |
|   | \$_____/hour  |
|   | \$_____/hour  |