

**PRICING PROPOSAL FOR EMPLOYEE RECOGNITION, MILESTONES AND RETIREMENT**

Proponents shall complete this appendix in Microsoft Excel format and return an electronic version of this spreadsheet with their response.  
All costs are exclusive of Taxes

The appendix is segregated into the following four sections which correspond to Section 4.11 Pricing Proposal:

- (1) START UP COSTS
- (2) ONGOING MONITORING REPORTS
- (3) RECOGNITION AWARDS (Instant, Milestones and Retirements)
- (4) SERVICE MILESTONE AND RETIREMENT CERTIFICATES/PINS

Please complete all areas shaded in yellow.

**(1) START UP COSTS**

		Labour Cost	Material Cost (if applicable)	Travel Cost (if applicable)	Other Costs (explain in Explanation/ Notes column)	Total Cost	Explanations/Notes as required
<b>A) PROGRAM DESIGN &amp; DEVELOPMENT</b>							
1	Initial program design, development and validation (prior to presentation of prototype to Senior Management)					\$0.00	
2	Development of (1) communication strategy (2) training & information material (3) promotional and training aids to support roll-out of the program to all employees (4) Manager tool kit					\$0.00	
3	Development of satisfaction questionnaire and electronic usage report format					\$0.00	
4	Any Other Design & Development Costs (detail in Explanations/Notes column )					\$0.00	
5	Any Other Design & Development Costs (detail in Explanations/Notes column )					\$0.00	
6	Any Other Design & Development Costs (detail in Explanations/Notes column )					\$0.00	
<b>Total Design and Development Costs</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>B) TECHNOLOGY SETUP &amp; IMPLEMENTATION</b>							
7	Setup of technological and related support					\$0.00	
8	Setup of (1) web site (2) telephone hot-line					\$0.00	
9	Presentation of prototype to Project Leader					\$0.00	
10	Modify program based on comments from Project Leader on prototype					\$0.00	
11	Final testing and validation					\$0.00	
12	Training of client groups					\$0.00	
13	Any Other Technology /Implementation Costs (detail in Explanations/Notes column )					\$0.00	
14	Any Other Technology /Implementation Costs (detail in Explanations/Notes column )					\$0.00	
15	Any Other Technology /Implementation Costs (detail in Explanations/Notes column )					\$0.00	
<b>Total Technology Setup and Implementation Costs</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
16	Any other Startup costs (explain in Explanations/Notes column)					\$0.00	
17	Any other Startup costs (explain in Explanations/Notes column)					\$0.00	
18	Any other Startup costs (explain in Explanations/Notes column)					\$0.00	
19	Any other Startup costs (explain in Explanations/Notes column)					\$0.00	
20	Any other Startup costs (explain in Explanations/Notes column)					\$0.00	
21	Any other Startup costs (explain in Explanations/Notes column)					\$0.00	
<b>TOTAL STARTUP COSTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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(2) ONGOING MONITORING REPORTS, TRAINING & AWARENESS

MONITORING REPORTS (as specified in the Statement of Work)		Cost per unit (2010-2013)	Annual Frequency	Annual Cost (in each of 2010-2013)	Explanations/Notes as required
22	Ongoing reports on usage available on demand to managers and administrators		4	\$0.00	
23	Reports on employee satisfaction		4	\$0.00	
24	Annual reports for Canada Revenue Agency purposes		1	\$0.00	
25	Any other costs for reporting (explain in Explanations/Notes column)				
26	Ongoing training available for all users available on demand (explain in Explanations/Notes column)				
27	Ongoing awareness programming or tools available (explain in Explanations/Notes column)				
<b>Total for Reports</b>				<b>\$0.00</b>	

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## (3) RECOGNITION AWARDS

The pricing proposal for this section shall be completed based on (1) the estimated annual volumes of awards, and (2) the anticipated shipping points, as reflected in the tables below:

## 3.1 ON-GOING TRANSACTION/PROCESSING COSTS

BASIC TRANSACTION FEES		Average Transaction Fee	Estimated Annual Volume	Annual Cost (in each of 2010-2013)	Explanations/Notes as required
28	Fixed annual fee (if applicable) (See Note 1 below)		2,106	\$0.00	
Variable transaction fees (if applicable):					
29	Non monetary awards		1,200	\$0.00	
30	Monetary Awards (See Note 2 below)		500	\$0.00	
31	Presidents Award		20	\$0.00	
32	Milestone Awards		323	\$0.00	
33	Retirement		63	\$0.00	
34	Any other costs (explain in Explanations/Notes column)				
35	Any other costs (explain in Explanations/Notes column)				
36	Any other costs (explain in Explanations/Notes column)				
37	Any other costs (explain in Explanations/Notes column)				
<b>Total Transaction Fees</b>			<b>2,106</b>	<b>\$0.00</b>	

Note 1 - Include any ongoing/annual system licensing, program administration, management or access fees

Note 2 - Total average spend for monetary performance recognition should be \$30,000-\$35,000

## 3.2 COST OF AWARDS

COST OF AWARDS (EXCLUDING SHIPPING)		Average Cost of Award (Note 3)	Estimated Annual Volume	Annual Cost (in each of 2010-2013)	Explanations/Notes as required
<b>Award item (see Note 3 below)</b>					
38	Monetary Award (insert additional fields if needed)		500	\$0.00	
39	Monetary Award			\$0.00	
Milestone Recognition					
40	-15 yrs service (approx. \$100 value)		78	\$0.00	
41	-20 yrs service (approx. \$100 value)		80	\$0.00	
42	-25 yrs service (approx. \$150 value)		100	\$0.00	
43	-30 yrs service (approx. \$200 value)		#REF!	#REF!	
44	-35 yrs service (approx. \$250 value)		#REF!	#REF!	
45	-40 yrs service (approx. \$250 value)		#REF!	#REF!	
Retirement					
46	-up to 19 yrs service (approx. \$200 value)		21	\$0.00	
47	-20+ yrs of service (approx. \$300 value)		42	\$0.00	
48	Any other costs (explain in Explanations/Notes column)			\$0.00	
49	Any other costs (explain in Explanations/Notes column)			\$0.00	
50	Any other costs (explain in Explanations/Notes column)			\$0.00	
<b>Total Awards Cost (excl. electronic &amp; paper cards)</b>			<b>#REF!</b>	<b>#REF!</b>	

Note 3 - The "average cost" of the award should be based on the approximate value of each award proposed and noted in the 'C' column.

## 3.3 COST OF SHIPPING AWARDS

SHIPPING COST OF AWARDS based on the cost of shipping to six Canadian locations (Halifax, Montreal, Ottawa, Toronto, Calgary and Vancouver)		Average Cost to Ship One Gift	Estimated Annual Volume	Annual Cost (in each of 2016-2018)	Explanations/Notes as required
<b>Shipping Destination</b>					
51	Halifax (5% of all shipments)		41	\$0.00	
52	Montreal (12% of all shipments)		105	\$0.00	
53	Ottawa (57% of all shipments)		503	\$0.00	
54	Toronto (11% of all shipments)		99	\$0.00	
55	Calgary (7% of all shipments)		63	\$0.00	
56	Vancouver (9% of all shipments)		75	\$0.00	
57	Any other costs (explain in Explanations/Notes column)				
58	Any other costs (explain in Explanations/Notes column)				
59	Any other costs (explain in Explanations/Notes column)				
<b>Total Shipping Costs</b>			<b>886</b>	<b>\$0.00</b>	

## 3.4 COST OF NON MONETARY RECOGNITION

COSTS OF PAPER CARDS (Level 1 award) based on 500 per year		Estimated Annual Volume	Annual Cost (in each of 2010-2013)	Explanations/Notes as required
60	Cost for non monetary recognition	500		
61	Cost to ship to Ottawa			
62	Any other costs (explain in Explanations/Notes column)			
63	Any other costs (explain in Explanations/Notes column)			
64	Any other costs (explain in Explanations/Notes column)			
<b>Total Cost of Paper Cards</b>			<b>\$0.00</b>	

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**(4) SERVICE MILESTONE AND RETIREMENT CERTIFICATES**

The pricing proposal for this section shall be completed based on (1) the estimated annual volumes of certificates and (2) the anticipated shipping points, for both service milestones and retirements, as reflected in the tables below:

**4.1 COST TO PREPARE CERTIFICATES**

COST TO PREPARE CERTIFICATES (includes (1) entry of employee's name and years of service on certificate - certificates to be provided by CMHC, and (2) cost of frame and insertion of certificate into frame)		Average Cost per Certificate	Estimated Annual Volume	Annual Cost (in each of 2010-2013)	Explanations/Notes as required
Service Milestone Certificate - 10 1/4" x 12 1/4" (26 cm x 31 cm) variation of colour wood frames					
65	reproducing/printing certificate			\$0.00	
66	entry of name and years of service		323	\$0.00	
67	cost of frame and assembling cert. into frame		323	\$0.00	
	Total cost			\$0.00	
Retirement Certificate - 16" x 18 1/2" (40.4 cm x 47 cm) wood frame; matting 3 1/4" (8.4 cm)					
68	reproducing/printing certificate				
69	entry of name and years of service		63	\$0.00	
70	cost of frame and assembling cert. into frame		63	\$0.00	
	Total cost			\$0.00	
71	Any other costs (explain in Explanations/Notes column)				
72	Any other costs (explain in Explanations/Notes column)				
73	Any other costs (explain in Explanations/Notes column)				
	<b>Total Cost to Prepare Certificates</b>			<b>\$0.00</b>	

**4.3 COST FOR SHIPPING CERTIFICATES**

SHIPPING COST FOR CERTIFICATES based on the cost of shipping to six Canadian locations (Halifax, Montreal, Toronto, Calgary, Vancouver and Ottawa)		Average Cost to Ship One Certificate	Estimated Annual Volume	Annual Cost (in each of 2010-2013)	Explanations/Notes as required
<b>Service &amp; Retirement Milestone Certificate</b>					
74	Halifax		41	\$0.00	
75	Montreal		105	\$0.00	
76	Ottawa		503	\$0.00	
77	Toronto		99	\$0.00	
78	Calgary		63	\$0.00	
79	Vancouver		75	\$0.00	
80	Any other costs (explain in Explanations/Notes column)				
81	Any other costs (explain in Explanations/Notes column)				
82	Any other costs (explain in Explanations/Notes column)				
	<b>Total for shipping Service Milestone certificates</b>		<b>886</b>	<b>\$0.00</b>	