



ATTACHMENT 4.2 – FINANCIAL EVALUATION

The following Attachment describes the financial proposal requirements and constraints that will be used to evaluate the bidder's financial proposal. The Bidder must provide a detailed breakdown of its proposed pricing in accordance with the mandatory pricing requirements described in Attachment 4.2.

1. **Term of the Contract** – The Bidder must propose pricing for the entire Contract period as defined in Section 7.7 of the RFP.
2. **Timing for charges for Monthly Subscription Based Software Solution** – The financial proposal must indicate when (based on the Bidder's proposed implementation plan) the Bidder will initiate the monthly subscription services for the Subscription Based Software Solution and begin charging the Crown the monthly subscription service cost proposed in the bid. If the Bidder does not clearly indicate in their financial proposal when these charges will begin, Canada will assume the monthly subscription pricing begins on 30 days after contract award.
3. **Zero Pricing** - The bidders may bid a price of \$0.00 for certain items. For example, a bidder could choose not to charge for certain items during option years; or a bidder could choose not to charge for one-time implementation, and include all its implementation costs in the monthly Service Charge Rates for the Solution.

If there are any price cells for which the Bidder has left the price blank, or has included a negative price, Canada will insert "\$0.00" and may request during evaluation that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to propose a price other than \$0.00 as part of this confirmation. Any Bidder that does not confirm that the price for a blank or negative price cell is \$0.00 will be declared non-compliant.

4. **Price Categories** – Bidders must ensure that their financial proposal includes pricing for the following price categories:
 - a) One-time Implementation costs for the Solution - The Bidder must provide firm fixed pricing for all the level of effort associated with the one-time implementation of the Solution. The Bidder must provide a breakdown of the implementation costs for the proposed Service i in accordance with the items of work and deliverables defined in the Bidder's service implementation plan based on the requirement defined in Annex A, Sections 6 to 9.

Bidders please note the following: The Bidder's proposed Total One-time Implementation costs for the Solution **must not** exceed more than 50% of the Total Cost of Monthly Services Charges for the Initial Contract Period.

Any bid proposal that includes a One-time Implementation cost for the Solution that exceeds 50% of the Total Cost of Monthly Services Charges for the Initial Contract Period will be declared non-compliant.

Below is a sample table that must be used as a template by the Bidder to submit its pricing.



Item of Work/Deliverable	Description of the Item of Work/Deliverable or reference to the applicable Annex A requirement	Proposed Firm Fixed Price
Implementation Charge Type A		\$_____
Implementation Charge Type B		\$_____
Implementation Charge Type X		\$_____
Implementation Charge Type X		\$_____
Implementation Charge Type X		\$_____
Total One-time Implementation costs for the Solution		\$_____

- b) Monthly Service Charge Rates for the Solution – The Bidder must provide monthly firm fixed pricing for the use of the Solution; including licenses and the operational support requirements defined in Annex A, Section 8.3. The Bidder must propose pricing for the entire Contract Period including all irrevocable optional periods as defined in Section 7.7 of the RFP.

Below is a sample table that must be used as a template by the Bidder to submit its pricing.

Monthly Service Charge Rates	Initial Contract Period			Optional Periods			
Item of Work/Deliverable	Period prior to April 1, 2019	April 1, 2019 to March 31, 2020	April 1, 2020 to March 31, 2021	Option Period 1 April 1, 2021 to March 31, 2022	Option Period 2 April 1, 2022 to March 31, 2023	Option Period 3 April 1, 2023 to March 31, 2024	Option Period 4 April 1, 2024 to March 31, 2025
Subscription Service Charge Type A	\$___ x _____	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12
Subscription Service Charge Type B	\$___ x _____	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12
Subscription Service Charge Type X	\$___ x _____	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12
Subscription Service Charge Type X	\$___ x _____	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12
Subscription Service Charge Type X	\$___ x _____	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12	\$___ x 12
Total Cost of Monthly Services Charges	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____



- c) Optional Additional Licenses – The Bidder may provide pricing for optional additional licenses above the minimum 500 licenses provided under the monthly solution pricing. If optional additional licenses are proposed, the Bidder must propose pricing for the entire Contract Period including all irrevocable optional periods as defined in Section 7.7 of the RFP.

Below is a sample table that must be used as a template by the Bidder to submit its pricing.

Option pricing for Additional Licenses		Initial Contract Period			Optional Periods			
Option	No. of Optional Additional Licenses	Period prior to April 1, 2019	April 1, 2019 to March 31, 2020	April 1, 2020 to March 31, 2021	Option Period 1 April 1, 2021 to March 31, 2022	Option Period 2 April 1, 2022 to March 31, 2023	Option Period 3 April 1, 2023 to March 31, 2024	Option Period 4 April 1, 2024 to March 31, 2025
Option C1	_____ to _____							
Option C2	_____ to _____							
Option C3	_____ to _____							
Option C4	_____ to _____							

- d) Optional/additional Functionalities – The Bidder may propose pricing for optional functionality above the mandatory requirements identified in Annex A. For each optional functionality proposed, the Bidder must propose the additional charge that will be added to the One -Time Implementation Cost for the entire Contract Period including all irrevocable optional periods as defined in Section 7.7 of the RFP.

Option	Applicable Rated Requirement	Description of the Optional Functionality	Proposed Firm Fixed Price
Option D1	R1	The solution allows users to set and manage keywords or tags within the system itself.	\$_____
Option D2	R2	The solution provides a function to search calendar entries.	\$_____
Option D3	R3	The solution provides a function to filter calendar entries	\$_____
Option D4	R4	The solution allows users to input the following information within a stakeholder profile: Website URL, Twitter name, Facebook username, Areas of interest, Record of stakeholder feedback or comments	\$_____



Option	Applicable Rated Requirement	Description of the Optional Functionality	Proposed Firm Fixed Price
Option D5	R5	The solution accommodates more than 50 concurrent users.	\$_____
Option D6	R6	The solution is configured to allow users to set custom passwords.	\$_____
Option D7	R7	The solution accommodates a bulk e-mail delivery rate above 50,000 per hour.	\$_____



CALCULATING THE BID'S FINANCIAL EVALUATION SCORE

The financial evaluation score is worth 70% (70 pts) of each bidder's overall bid score that will be used to determine the top ranked Bidder. Canada will calculate each bidder's financial evaluation score as follows:

1. Canada will determine each bidder's Overall Total Cost of Monthly Services Charges by calculating the sum of all the Total Cost of Monthly Service Charges for both the Initial Contract Periods and Optional Contract Periods.
2. Once each bidder's Overall Total Cost of Monthly Services Charges has been calculated, Canada will rank each bidder from lowest to highest cost and determine which bidder has the lowest Overall Total Cost of Monthly Services Charges.
3. The Bidder with the lowest Overall Total Cost of Monthly Services Charges will receive a full 70 pts for this category. Other Bidders will receive pro-rated points based on the following formula:

$$\text{Bidder's Financial Evaluation Score} = \left\{ \frac{\text{Lowest calculated Overall Total Cost of Monthly Services Charges}}{\text{The Bidder's Overall Total Cost of Monthly Services Charges}} \right\} \times 70$$

Please see the following example that demonstrates how Canada will calculate each bidder's Financial Evaluation Score

Bidder	Bidder's proposed Overall Total Cost of Monthly Service Charges	Rank of each Bidder's Overall Total Cost of Monthly Service Charges	Calculation of the Bidder's Financial Evaluation Score	Assigned Bidder's Evaluation Score
A	\$10,000.00	2	$\left(\frac{\$8,000.00}{\$10,000.00} \right) \times 70$	56
B	\$8,000.00	1	$\left(\frac{\$8,000.00}{\$8,000.00} \right) \times 70$	70
C	\$20,000.00	5	$\left(\frac{\$8,000.00}{\$20,000.00} \right) \times 70$	28
D	\$15,000.00	4	$\left(\frac{\$8,000.00}{\$15,000.00} \right) \times 70$	37.3333
E	\$12,000.00	3	$\left(\frac{\$8,000.00}{\$12,000.00} \right) \times 70$	46.6667