



APPENDIX C - PRICE OFFER FORM

INSTRUCTIONS

1. Complete price offer form and submit in a separate sealed envelope, with the Offeror's name, Solicitation Number, and "Price Offer Form" typed on the outside.
2. Price offers are not to include Applicable Taxes and will be evaluated in Canadian Dollars.
3. Offerors are not to alter or add information to the form.
4. For each of the disciplines listed (Partner, Senior, Intermediate, Junior, and Administrative Support) below, to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Offerors must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. For the categories where a Senior, Intermediate, Junior, and/or Administrative Support personnel is requested, the hourly all-inclusive rate must demonstrate a level of salary progression reflective of the seniority of the resource. For example, the hourly all-inclusive rate of a senior personnel must be equal to or greater than the hourly all-inclusive rate of the intermediate personnel and the hourly all-inclusive rate of an intermediate personnel must be equal to or greater than the hourly all-inclusive rate of the junior personnel within that category.
5. The hourly rates identified will be for the duration of the Standing Offer.
6. Disbursements in Part B will not be included in the standing offer evaluation. Disbursements will be included in call-ups, as required.
7. Travel and Living Expenses: Firms are advised that any travel time and travel-related expenses associated with the delivery of services within a 50 km radius Edmonton or Calgary, Alberta are to be calculated as an integral part of the hourly rates. For delivery of services outside of this 50 km radius, travel-related expenses will be paid (with prior approval of the Departmental Representative) in accordance with current National Joint Council Travel Directive.
8. Fixed hourly rates for each Category of Personnel are to be provided in columns B1, B2, B3 and B4 and multiplied by the weight factor % in column A (provided for evaluation purpose only). Sub-totals of columns C1, C2, C3 and C4 are then multiplied by the identified weight factor % of each period and the results are added for evaluation purposes.



Project Title: _____ A & E Consulting Services for Alberta _____

Name of Offeror: _____

Address: _____

The following Part A will form part of the Standing Offer evaluation process:

PART A - Pricing Tables 1, 2, 3 and 4 – Mandatory English and optional French: During the call-up stage, Pricing Tables 1, 2, 3 and 4 are to be used when it is **optional** that the tender documents, including but not limited to the sealed specifications, drawings and addenda, be delivered in English and as required in French. The all-inclusive hourly rates in this table are inclusive of all English language requirements. At the call-up stage, *Pricing Table 5.1 Disbursements – Translation for Optional Services* must be used in conjunction with Pricing Tables 1, 2, 3 or 4 based on the relevant year.

Table 1: Fixed Hourly Rate for the Initial one (1) year term.

Column	A	B1	C1
CATEGORY OF PERSONNEL	Weight Factor	Fixed Hourly Rates *	A x B1
Partner or principal	5 %	\$	(a) \$
Senior Personnel	25 %	\$	(b) \$
Intermediate Personnel	40 %	\$	(c) \$
Junior Personnel	25 %	\$	(d) \$
Administrative Support	5%	\$	(e) \$
SUB-TOTALS (a + b + c + d + e)			(1) \$
MULTIPLIED BY			(2) 66 %
TOTAL (1 x 2)			(3) \$



Table 2: Fixed Hourly Rate for the first (1st) option year.

Column	A	B2	C2
CATEGORY OF PERSONNEL	Weight Factor	Fixed Hourly Rates *	A x B2
Partner or principal	5 %	\$	(a) \$
Senior Personnel	25 %	\$	(b) \$
Intermediate Personnel	40 %	\$	(c) \$
Junior Personnel	25 %	\$	(d) \$
Administrative Support	5%	\$	(e) \$
SUB-TOTALS (a + b + c + d + e)			(4) \$
MULTIPLIED BY			(5) 17%
TOTAL (4 x 5)			(6) \$

Table 3: Fixed Hourly Rate for the second (2nd) option year.

Column	A	B3	C3
CATEGORY OF PERSONNEL	Weight Factor	Fixed Hourly Rates *	A x B3
Partner or principal	5 %	\$	(a) \$
Senior Personnel	25 %	\$	(b) \$
Intermediate Personnel	40 %	\$	(c) \$
Junior Personnel	25 %	\$	(d) \$
Administrative Support	5%	\$	(e) \$
SUB-TOTALS (a + b + c + d + e)			(7) \$
MULTIPLIED BY			(8) 17%
TOTAL (7 x 8)			(9) \$



Table 4: Fixed Hourly Rate for the third (3rd) option year.

Column	A	B4	C3
CATEGORY OF PERSONNEL	Weight Factor	Fixed Hourly Rates *	A x B3
Partner or principal	5 %	\$	(a) \$
Senior Personnel	25 %	\$	(b) \$
Intermediate Personnel	40 %	\$	(c) \$
Junior Personnel	25 %	\$	(d) \$
Administrative Support	5%	\$	(e) \$
SUB-TOTALS (a + b + c + d + e)			(10) \$
MULTIPLIED BY			(11) 17%
TOTAL (10 x 11)			(12) \$

Table 5:

TOTAL FOR EVALUATION PURPOSES:		Sum of Proponent's Pricing:
1	Table 1 (3) Total	(a) \$
2	Table 2 (6) Total	(b) \$
3	Table 3 (9) Total	(c) \$
4	Table 4 (12) Total	(d) \$
Subtotal (a + b + c + d)		\$ _____
Total Assessed Offer Price		\$ _____

* Refer to Standing Offer Particulars SP 3 Period of the Standing Offer.

Signature of Consultant or Joint Venture Consultants.

- | | | |
|----|-----------|----------|
| 1) | _____ | _____ |
| | signature | capacity |
| 2) | _____ | _____ |
| | signature | capacity |
| 3) | _____ | _____ |
| | signature | capacity |
| 4) | _____ | _____ |
| | signature | capacity |



The following will NOT form part of the evaluation process:

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

PART B – CALL-UP STAGE; OTHER ADDITIONAL SERVICES

Part B.1 – Translation for Optional Services

Pricing Table 5.1 – Disbursements – Translation for Optional Services: At the call-up stage, *Pricing Table 5.1 Disbursements – Translation for Optional Services* must be used in conjunction with Pricing Tables 1, 2, or 3 based on the relevant year, when it is **optional** that the tender documents, including but not limited to the sealed specifications, drawings and addenda, be delivered in English and as required in French. The disbursement table below is to be included in all call-ups.

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause TP 10 Disbursements:

At the call-up stage, the Standing Offer (SO) Holder must submit a disbursement fee for translation of the specifications, drawings and addenda from English to French.

The amount of the translation disbursement will **not** be included in the total estimated cost on the front page of the call-up at the time of award as this is an optional service. If these services are required a call-up amendment will be issued.

Note to Offerors: Do not fill in the disbursement table below, it is only for use in resulting call-ups.

Pricing Table 5.1 – Disbursements – Translation for Optional Services

Project:	<i>[Project Title to be inserted at call-up stage]</i>
Translation of specifications, drawings and addenda from English to French during the construction tender stage:	\$[At call-up stage – Consultant to confirm disbursement amount.]
Maximum Amount for Translation Disbursement	\$

Part B.2 –

Pricing Table 5.2 – Disbursements: At the call-up stage, *Pricing Table 5.2 Disbursements (other than translations)* must be used in conjunction with Pricing Tables 1, 2, or 3 based on the relevant year. The disbursement table below is to be included in applicable call-ups.

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause TP 10 Disbursements:

At the call-up stage, the Standing Offer (SO) Holder must submit applicable disbursement fees.

The amount of the translation disbursement will **not** be included in the total estimated cost on the front page of the call-up at the time of award as this is an optional service. If these services are required a call-up amendment will be issued.



Note to Offerors: Do not fill in the disbursement table below, it is only for use in resulting call-ups.

Pricing Table 5.2 – Disbursements (other than translations)

Project:	<i>[Project Title to be inserted at call-up stage]</i>
<i>[At call-up stage – Departmental Representative to confirm item.]</i>	<i>[\$[At call-up stage - Departmental Representative to confirm disbursement amount.]</i>
<i>[At call-up stage - Departmental Representative to confirm item.]</i>	<i>[\$[At call-up stage - Departmental Representative to confirm disbursement amount.]</i>
Maximum Amount for Disbursements	\$

END OF PRICE FORM