# **APPENDIX D – FINANCIAL SUBMISSION**

Provide a detailed breakdown of all costs associated with your Solution. Prices must be fully itemized and complete (no estimates). Prices must be in Canadian dollars. (Exclude HST). Prices submitted shall be considered firm for any Contract's length, including for any extension term(s).

Note: Financial Submission will be scored out of 20 points, with the lowest cost qualified proponent receiving 100% of the score. Higher cost (qualified) bids will be pro-rated against the lowest cost and scored accordingly. Note, proponents may submit pricing using below template, or may submit in alternate format. Proponents are responsible for including ALL COSTS in their Financial Submission.

**Staffing Cost (add more rows or delete as necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Price Item** | **ROLE/POSITION** | **Unit Price** | **Office Use** |
| Staffing Costs | Consultant/Project Lead |  | (Unit Price \* 1) = Price |
| Staffing Costs | Project Manager |  | (Unit Price \* 1) = Price |
| Staffing Costs | Other |  | (Unit Price \* 1) = Price |

**Programming Costs (add more rows or delete as necessary)**

|  |  |  |
| --- | --- | --- |
| **Price Item** | **Unit Price** | **Office Use** |
| Programming Costs – Printing, Supplies and Materials |  | (Unit Price \* 1) = Price |
| Programming Costs - Disbursements/Travel |  | (Unit Price \* 1) = Price |
| Programming Costs – Board Presentation |  | (Unit Price \* 2) = Price |

**Administrative Costs / Other Costs (add more rows as necessary)**

|  |  |  |
| --- | --- | --- |
| **Price Item** | **Unit Price** | **Office Use** |
| Administrative Costs |  | (Unit Price \* 1) = Price |

**TOTAL PROPOSAL COST**

|  |  |  |
| --- | --- | --- |
| **Total Categories** | **Total Price** | **Office Use** |
| Staffing Cost & Programming Cost & Admin Cost |  | (Total Price \* 1) = Submitted Price |

**Completed by:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Company |  | Authorized Signature |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Title |

*I HAVE THE AUTHORITY TO BIND THE CORPORATION*