**Annex B – Pricing Form**

**Pricing requirements**

Costs should be grouped into categories that, at a minimum, correspond to the stages or activities defined in the Proponent’s description of the methodology they propose to use if awarded a contract through this Request for Proposals.

It should include, but not be limited to, a breakdown of hourly/daily rate chargeable in Bermuda dollars, number of hours/days required for project completion and any other costs (expenses).

Proponents must complete the Pricing table located in Appendix F of this document. Pricing presented in a format different from the table, will not be accepted.

Two types of costs should be addressed: Cost of Acquisition and Annual Cost of Ownership.

1. Cost of Acquisition *-* This refers to the total cost to develop and bring the new system online as well as provide the appropriate documentation required (see Requirements). The cost estimate should include, but may not be limited to, a breakdown of software, analysis/design and programming, training, project management and any other costs (expenses).

A payment schedule must be included that contains milestones and the associated payment amount. The Proponent is asked to specify hardware requirements and any specialized hardware that may be required by the proposed solution. The hardware cost must be quoted and should be included in the Cost of Acquisition.

1. Annual Cost of Ownership - This should identify the annual recurring costs to operate the system. It should include, but may not be limited to a breakdown of software license fees and support contracts.

Proponents should supply all costs or fees, with sufficient narrative description to clearly identify the item or activity. The cost proposal must differentiate between one-time costs (such as for development) and ongoing costs (such as operations).

All Proponent staff activities must also provide an estimate of the number of staff hours required to complete the activity at the proposed cost level. Cost details must correspond to the Proponent’s description of the proposed methodology to be used for their proposal.

Costs should include development, installation, operation and all other expenses pertaining to the system. Even if Proponents intend to submit a proposal for single flat cost, they must estimate the number of hours required to complete the appropriate Phase and calculate an hourly rate.

All costs for training must be included.

**Technical and Cost Proposal**

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Proposal | | |  |
| High Level Description of Solution: | | |  |
|  | | |  |
| Technology Platform: | | |  |
|  | | |  |
| Project Start Date: | | |  |
| Implementation Date: | | |  |
| Price Schedule Rates  Total Cost of Acquisition | | | Total |
| ***Item*** | ***Description/Details***  ***(please provide details of milestones, etc)*** | | *Cost* |
| Hardware |  | |  |
| Software |  | |  |
| Analysis/Design |  | |  |
| Development |  | |  |
| Testing |  | |  |
| Proponent Project Management |  | |  |
| Initial Statement of Work |  | |  |
| Training |  | |  |
| Travel |  | |  |
| Expenses |  | |  |
| Total |  | |  |
| Total Cost of Ownership | | | Total |
| *Item* | | *Description/Details* | *Cost* |
| Software License Fees | |  |  |
| Support Contract Fees | |  |  |
| Other Recurring Costs or Expenses | |  |  |
| Security | |  |  |
| Annual Total Cost | |  |  |

Proponent’s Signature

(Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name in block letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ON BEHALF OF

(Company): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_