

AW5.2 Price Schedule for Professional Services

SOURCING REFERENCE:	PS16204
SOURCING DOCUMENT TITLE:	ESRC and DFID Evidence and Policy Group (EPG)
BIDDER NAME	[Bidder to add name]

Please complete the shaded yellow sections only

Bidder Guidance

Bidders must complete all tabs on this workbook, completing all yellow sections. Please ensure your name is added to each worksheet. All prices are firm and fixed and are exclusive of VAT. Fixed day rates provided should be inclusive of ALL travel and subsistence.

The firm and fixed total price for years 1, 2 and 3 will be the figure used for evaluation. The costs provided for the 6 month contract extension will not be scored and are for information only, however if this contract is extended, the contract extension shall be delivered for the cost specified.

The below table will be automatically populated once all tabs have been completed, therefore the below cells have been locked.

This schedule requires bidders to provide a breakdown of costs by objective and year: this will provide information on how the overall bid cost is made up and broadly how resource will be dedicated and prioritised to proposed activities in alignment with your written proposal. The Contracting Authority notes that the objectives are not independent of each other and therefore these estimates are only intended to be indicative.

The overall price proposed for the full three years will be the contractual maximum potential value for this initial contract duration. If the option to extend for a further 6 months is invoked, the price proposed for this extension will be the contractual maximum potential value for this 6 month contract duration.

As per the specification, within three months of the contract start, the successful bidder is required to develop and agree with the funders a detailed workplan, including a detailed plan of milestones and timetable of deliverables for year 1 and an overview of these for years 2-3, as well as a budget forecasting quarterly spend for year 1 and profiling spend for years 2-3. Throughout the lifetime of the contract this workplan will be further developed through regular review and reporting. Specific deliverables and activities for each year of the contract will align with the deliverables and requirements outlined in the specification and the proposal submitted by the successful bidder and the EPG and the funders will develop and agree the workplan as part of the annual review process prior to the commencement of the relevant period.

Total Annual Costs

Year 1	£	-	
Year 2	£	-	
Year 3	£	-	
Fixed Total Cost for full three year contract	£	-	This will be the figure used for evaluation

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YEAR1 - STAFF COSTS						
Objective	Job Title	Number of Days	Fixed Day Rate (ex VAT)	Fixed Discounted Day Rate (ex VAT)	Fixed Staff Cost (ex VAT)	Comments
Strategy Development, Project Management and Reporting			£ - -	£ - -	£ - -	
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
Knowledge Exchange and Communications			£ - -	£ - -	£ - -	
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
Capacity Building (Grantholder Support) and Connectivity			£ - -	£ - -	£ - -	
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
Evidencing Impact			£ - -	£ - -	£ - -	
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
			£ - -	£ - -		
YEAR 1 - NON-STAFF COSTS						
	Clear Description		Fixed Cost (ex VAT)	Fixed Non Staff Cost (ex VAT)		Comments
Any other Non Staff costs (Please enter a clear description)			£ - -	£ - -		
			£ - -			
			£ - -			
			£ - -			
			£ - -			
			£ - -			
			£ - -			
			£ - -			
			£ - -			
			£ - -			
TOTAL FIXED PRICE FOR YEAR 1				£ - -		

YEAR 2 - STAFF COSTS

Objective	Job Title	Number of Days	Fixed Day Rate (ex VAT)	Fixed Discounted Day Rate (ex VAT)	Fixed Staff Cost (ex VAT)	Comments
Strategy Development, Project Management and Reporting			£ -	£ -	£ -	
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
Knowledge Exchange and Communications			£ -	£ -	£ -	
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
Capacity Building (Grantholder Support) and Connectivity			£ -	£ -	£ -	
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
Evidencing Impact			£ -	£ -	£ -	
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		

YEAR 2 - NON-STAFF COSTS

	Clear Description	Fixed Cost (ex VAT)	Fixed Non Staff Cost (ex VAT)	Comments
Any other Non Staff costs (Please enter a clear description)		£ -	£ -	
		£ -		
		£ -		
		£ -		
		£ -		
		£ -		
		£ -		
		£ -		
		£ -		
		£ -		
TOTAL FIXED PRICE FOR YEAR 2			£ -	

YEAR 3 - STAFF COSTS						
Objective	Job Title	Number of Days	Fixed Day Rate (ex VAT)	Fixed Discounted Day Rate (ex VAT)	Fixed Staff Cost (ex VAT)	Comments
Strategy Development, Project Management and Reporting			£ -	£ -	£ -	
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
Knowledge Exchange and Communications			£ -	£ -	£ -	
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
Capacity Building (Grantholder Support) and Connectivity			£ -	£ -	£ -	
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
Evidencing Impact			£ -	£ -	£ -	
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
			£ -	£ -		
YEAR 3 - NON-STAFF COSTS						
	Clear Description		Fixed Cost (ex VAT)	Fixed Non Staff Cost (ex VAT)		Comments
Any other Non Staff costs (Please enter a clear description)			£ -	£ -		
			£ -			
			£ -			
			£ -			
			£ -			
			£ -			
			£ -			
			£ -			
			£ -			
			£ -			
TOTAL FIXED PRICE FOR YEAR 3				£ -		

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Full fixed cost for optional contract extension of 6 months.

Please note this section will not be scored and is for information only, however if this contract is extended , the contract extension shall be delivered for the cost specified.

6 MONTH EXTENSION - STAFF COSTS

Job Title	Number of Days	Fixed Day Rate (ex VAT)	Fixed Discounted Day Rate (ex VAT)	Fixed Staff Cost (ex VAT)	Comments
		£ -	£ -	£ -	
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		
		£ -	£ -		

6 MONTH EXTENSION- NON-STAFF COSTS

Clear Description	Fixed Cost (ex VAT)	Fixed Non Staff Cost (ex VAT)	Comments
	£ -	£ -	
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		

TOTAL FIXED PRICE FOR 6 MONTH CONTRACT EXTENSION	£ -
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