Appendix E: Pricing

1. **Instructions & Evaluation Method**
   a) Non-compliance with the instructions contained in this document may result in exclusion of a Potential Provider's Tender from this Procurement.
   b) Potential Providers must complete Tables A and B below. Assumptions should be supplied in text below the Tables.
   c) The Authority requires a Capped Price. Requirements 1, 2 and 3 in Table A will constitute the Capped Price for the purposes of the contract. The Capped Price should be based on Rolling Licence Costs for Years 1 and 2 (equivalent to 2600 licences- 1300 licences per annum x 2 years) plus initial Set up Costs and Integration Costs (if these are applicable or necessary).
   d) Requirement 4 of Table A is additional to the Capped Price and if necessary will be used by the Authority to inform potential future business decisions and options.
   e) The Authority requires details of the costs of Additional Licences, should they be required, at Table B to inform potential future business decisions and options. These are additional to the Capped Price.
   f) All other costs (e.g. Technical Support, Project & Account Management etc.) for this contract should be based reflected within the licence costs.
   g) Please note that if the volume of 1300 licences per annum required is not met then the Authority will pay pro rata based on the number of licences below this figure.
   h) Prices to remain firm for the life of the contract, including any extension options
   i) Prices to exclude VAT.
   j) **The Pricing Evaluation** will be undertaken as follows;
   k) The breakdown of the Weightings and the Marks Available for each Requirement (1,2,3 and 4) are set out in Table A.
   l) Full marks for each Requirement will be based on the following formula

   $$\frac{\underline{\text{Lowest Total Price Tendered}}}{\text{Tender price}} \times \text{Maximum Score Available}$$

   m) Marks for each Requirement will then be added to produce a Final Score for Pricing

Organisation Name:

Table A: Pricing Table

Requirement	Price (£)	Discount (£)	Total Price (£)	Weighting (%)	Marks Available
1.Year 1 and 2 Rolling Licence Costs				40	16
2. Integration Costs with LMS Provider				25	10
3. Set Up Costs (e.g. Design of Courses)				15	6
4. Blended Day Rate for Design of New Courses				20	8
Sum				100	40

Table B: Cost of Additional Licences that may be needed during the term of the contract

Volume	Unit Price	Discount Rate	Total Price
Cost per Licence			
1-100 licences			
101-200 licences			
200-300 licences			
300-400 licences			
500 licences +			