Attachment 8 – Pricing Schedule

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General Instructions

* 1. The rates contained within the Pricing Schedule are, unless otherwise expressly agreed between the parties, firm.
	2. The rates entered shall be deemed to include complete provision for full compliance with the requirements of the Contract.
	3. The rates exclude VAT.
	4. The rates entered in the Pricing Schedule shall include all travel and subsistence costs. Expenses will only be approved if supported by original receipts. The Authority will only pay for expenses claimed that are in line with the Department’s guidelines for expenses. Original receipts will need to be provided.
	5. The Authority will only make payment for overnight stays that have been authorised beforehand in writing by the Authority's Representative.
	6. Any extra expenses other than travel and subsistence must be priced separately in the Pricing Schedule. The Department will only pay for expenses claimed that are included in this pricing schedule and are deemed to be reasonable for delivery of the requirement.
	7. Tenderers must include in the pricing schedules any discounts or any reduced pricing they are proposing to offer to the Authority in delivery of this requirement.

# Table 1 - Pricing Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Output**  | **Description** | **£ Fixed Price for each stage (net)****(Please provide a description of the costs involved for each stage)**  |
| **1** | **1** | Undertake research and initial stakeholder engagement | **(*e.g. research £x*)****Cost item - £x Cost****Cost item - £x Cost** |
| 1. **Total cost – milestone 1 (output 1 above)**
 | **£x** |
| **2** | **2** | Development of a local training model | **Cost item - £x Cost****Cost item - £x Cost** |
| **2** | **3** | Development and publication of support materials for use by local partners | **Cost item - £x Cost****Cost item - £x Cost** |
| **2** | **4** | Organisation and delivery of “train the trainer” sessions for local partners | **Cost item - £x Cost****Cost item - £x Cost** |
| 1. **Total cost – milestone 2 (outputs 2,3 & 4 above)**
 | **£x** |
| **Total price (the evaluation price (EP)) – the total cost of (i) plus total cost (ii) above** | **£x** |