

**Board Management System**

Appendix 3: Pricing Schedule

[Name of Bidder]

Pricing Schedule

Please complete Table 1 which must contain the fixed price of the contract, and Table 2 which must contain a rate for each additional user that the SSRO may wish to add.

**Table 1: Fixed Price**

|  |
| --- |
| **Please complete the following table in full.** |
| **COLUMN A****Onboarding costs**  | **COLUMN B****Run cost** **Year 1** | **COLUMN C****Run cost****Year 2** | **COLUMN D****Run cost****Year 3** | **COLUMN E****Run cost****Year 4** | **COLUMN F****Total fixed cost** **(Sum of Columns A to E)** |
| £ | £ | £ | £ | £ | £ |

**Table 2:** **Additional user Price**

|  |
| --- |
| **Please complete the following table in full.** |
| **Rate per additional user**  | £ |

## The Fixed Price is scored on the basis of the sum in Column F of Table 1. Any other figures provided will be for information purposes, including to satisfy the SSRO as to the sustainability of the bid.

## Bidders should note that the total fixed cost is made up of all onboarding costs (including but not limited to set up, user registration, training etc.) and run costs for each year of the Contract (including the potential extension period).

## The Additional user Price is scored on the basis of the sum in Table 2, which is the fixed rate to add up to 5 temporary users per year over the period of the contract.

## Bidders must quote on a "Fixed Cost" basis, which is to cover every element of the specification and the tender response. Bidders are strongly advised to check all figures and arithmetical calculations before submitting their Proposals. The SSRO will not allow bidders to amend their pricing after the deadline. If the tender is accepted the supplier will not be entitled to claim, and the SSRO will not allow, any increase in the price.

## The SSRO reserves the right to reject a bidder whose Fixed Price in Table 1 is unreasonably distributed between years 1 and 4. This would cover, for example, a bid which offers a price which is disproportionately high in years 1 to 3 versus year 4.

## The tender must be based on prices which exclude Value Added Tax. This tax, if applicable, will be paid by the SSRO as an addition at the appropriate rate on the invoices when submitted.

## Please refer to the ITT for guidance on evaluation methodology.