

Finance & HR Outsourced Service

Appendix 3: Pricing Schedule

[Name of Bidder]

Pricing Schedule

Please complete *both* Table 1 (which contains the whole life cost of the contract) and Table 2 (containing the detailed cost breakdown for each contract year).

**Table 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please complete the following table in full, noting that it is only the Total Whole Life Cost (COLUMN E) being scored.** | | | | |
| **COLUMN A**  **Implementation** | **COLUMN B**  **Year 1 run cost** | **COLUMN C**  **Year 2 run cost** | **COLUMN D**  **Year 3 run cost** | **COLUMN E**  **Total whole life cost (Sum of Columns A to D)** |
| £ | £ | £ | £ | £ |

**Table 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please complete the following table with a detailed breakdown of the costs provided in table 1 (bidders are advised to add rows as required)** | | | | |
| **Cost Elements** | **Implementation** | **Year 1 run cost** | **Year 2 run cost** | **Year 3 run cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **£** | **£** | **£** | **£** |

## Price is scored on the basis of the sum in Column E of Table 1. All other figures are to be provided for information purposes, including to satisfy the SSRO as to the sustainability of the bid.

## Bidders should note that the total whole life cost is made up of all implementation costs (including but not limited to offboarding, set up & transfer costs) and run costs for each year of the Contract.

## Bidders must quote on a "Fixed Cost" basis, which is to cover every element of the Brief and the Contractor’s 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 schedules after submission. 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 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.