

ATTACHMENT "D" - Pricing Summary Instructions

1	Complete <i>Appendix B - Pricing</i> using the four (4) tabs that follow. Do not alter these forms in any way when entering information.
2	<p>The Pricing Total tab requires Vendor to enter all costs for the Vendor to provide a solution that meets ODWC's needs as outlined in this RFP. The Pricing Total tab contains two sections:</p> <p>Section A: Overall Cost of Solution: Vendors should enter the cost of designing, configuring and implementing the solution and the cost of providing the ongoing operations and maintenance of the hosted solution. Operations and Maintenance cost should include the cost of hosting.</p> <p>Section B: Offsetting Revenue: Cells will pre-populate based on the data that Vendors enter in the Offsetting Revenue Detail tab.</p> <p>Vendor must use a funding model in which the solution generates the funds needed to cover all costs associated with the proposed solution for the contract duration. Vendor must deliver the solution at no cost to the Agency, as no capital funding is available to be provided by ODWC. The Grand Total of Response amount is calculated by subtracting Section B from Section A. ODWC expects that the Grand Total will not necessarily equal zero in every year; however, over the course of the contract the revenue generated should cover the cost of the solution.</p> <p>A signature must be provided in the Cost Response Total tab by an authorized representative of the Vendor's company.</p>

3	<p>The Offsetting Revenue Detail tab details the revenue a Vendor anticipates realizing and using to offset the overall cost of the solution. Vendors should describe the revenue opportunity and detail their forecasting assumptions.</p> <p>Revenue which the Vendor plans to realize but does NOT plan to use to offset the overall solution cost should NOT be included.</p> <p>Offsetting revenue should begin when a particular functionality which will generate the revenue is implemented and not before. An example has been provided on the Offsetting Revenue Example tab.</p> <p>Vendor may propose transaction fees that are equal to or less than the current fee amounts as outlined in the RFP Section 4.C. – Self-Funded Model. Vendor may not propose fees that are higher than the current fees. Transaction fees other than those identified in Section 4.C may be proposed by the Vendor, but must be approved by ODWC before implementation.</p>
4	<p>The Value-Add Services tab provides an opportunity for Vendors to propose additional solution components and services that are not included as requirements in the RFP.</p> <p>Solution components and/or services may be proposed at a cost to ODWC or may be offered as no-cost enhancements. Vendors are requested to provide both the retail value of the proposed Value-Add Service (define as the price ODWC would pay to procure the value-added service/component singularly) and the actual proposed cost to ODWC. The proposed Value-Adds will be considered based on their cost to ODWC and the anticipated value; and, will be scored accordingly as part of the Cost evaluation criteria.</p>
5	<p>ODWC may, at its convenience, wish to acquire additional services related to this RFP through the use of a Task Order. Upon execution of a Task Order, the Contractor and ODWC will negotiate the tasks and the time frames for each task. ODWC will require the Contractor to submit a specific cost proposal explaining the payment schedule and the general labor expectations.</p> <p>The Rate Card tab outlines the role and responsibilities and the associated hourly rate to be used for Task Orders. While rate information is required, it will not be considered in deriving each Vendor's overall cost score.</p>
6	<p>The Vendor must complete, sign and submit the Appendix D – Pricing Microsoft Excel template provided with this RFP. Submissions must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a signed original printed version <input type="checkbox"/> an electronic version saved as a Microsoft Excel 2007 (or later) file format <input type="checkbox"/> an electronic version saved as an Adobe Acrobat PDF file format