

**RFP – SCHEDULE 3 – PART 3**

**FINANCIAL SUBMISSION REQUIREMENTS**

**SECTION A - FINANCIAL SUBMISSION**

**A1. General**

A1.1 Definition

“**Proposal Price**” means the price submitted in the Proponent’s Financial Submission, and entered in Schedule 6 – Price Submission Form, to be evaluated in accordance with this Part 3 of Schedule3.

A1.2 The Financial Submission will contain the Proponent’s Proposal Price in a separate sealed envelope labelled Price Submission.

A1.3 For clarity, the Proposal Price does not include the Cash Allowance Amount.

A1.4 The Financial Submission must disclose any material changes from the RFQ Financial and Business Information Submission, in accordance with requirements laid out in RFQ 659-2018A. Failure to disclose a material change may result in the disqualification of the Proponent.

- (a) If applicable, the Proponent shall submit all relevant information requested under B38 Financial and Business Information from RFQ 659-2018A necessary to evaluate any material changes to the information previously submitted in response to RFQ 659-2018A.

**A2. Financial Evaluation**

A2.1 The Proposal Price will be evaluated such that the Proponent with the lowest Proposal Price will be awarded the maximum points available for the Proposal Price score as set out in the Evaluation Categories table in Part 1 of this Schedule 3. The City will calculate the Proposal Price score by dividing the lowest Proposal Price by the Proponent’s Proposal Price and multiplying by the maximum points available for the Proposal Price score, rounded to the nearest whole number with no decimal, as per the sample calculation provided below:

<b>Sample Proposal Price Evaluation</b>	<b>Proponent A</b>	<b>Proponent B</b>	<b>Proponent C</b>
Proposal Price	\$100	\$101	\$102
Proposal Price Score	300	$(\$100/\$101) *$ 300 = 297	$(\$100/\$102) *$ 300 = 294
<i>Note: This is a sample calculation only</i>			

- A2.2 The financial and business information, if provided in accordance with A1.3 of RFP Schedule 3, Part 3, will be evaluated in accordance with RFQ 659-2018A on a pass/fail basis.
- A2.3 A Proponent's Financial Score will be determined considering their Proposal Price score in A2.1 and the results of the evaluation, in accordance with A2.2, of any financial and business information required to be submitted pursuant to A1.3.
- A2.4 A Proponent submitting a Financial Submission including a Proposal Price that, when combined with the Cash Allowance Amount, would exceed the Affordability Threshold shall be determined to be non-responsive, except as provided in C11 of the RFP.