# **SCHEDULE C - Pricing Sheet**

**Table 1: Budget by Deliverable.**

Enter the budget and timelines against each milestone specified in Schedule E: Project Deliverables and Milestones. Specify any assumptions being considered as part of estimated effort and cost.

Please provide the following

* Hourly rate:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverables** | **Effort (# or hours)** | **Rate (hourly rate)** | **Cost** | **Assumptions/ Constraints** |
| **Phase 1: Planning and Logistics (February – April 2021)** |  |  |  |  |
| Kick-off meeting (post contract signing) to set out project evaluation plan (e.g. deliverables, timelines and scope) and partner engagement plan (virtual and/or in-person) |  |  |  |  |
| Regularly scheduled touchpoint meetings through project duration; develop meeting agenda and prepare materials as necessary |  |  |  |  |
| Detailed workplan and engagement plan across phases 1-3, outlining key deliverable dates, analysis plan, and touchpoint meetings and review times |  |  |  |  |
| Analysis of partner workbook feedback, including crafting the data collection plan |  |  |  |  |
| Development of qualitative data collection tools (1 - focus group questions, 2 - semi-structured interview guides) |  |  |  |  |
| Development of methods to integrate qualitative and quantitative data analysis and findings |  |  |  |  |
| ***Subtotal – Phase 1*** |  | |  |  |
| **Phase 2: Evaluation Implementation (May - December 2021)** |  |  |  |  |
| Qualitative data collection via two methods to be determined (e.g. interviews, focus groups, document review, surveys and/or administrative data collected by the Partnership) |  |  |  |  |
| Quantitative data collection via two methods to be determined (e.g. partner’s projects-specific data, survey data and/or administrative data collected by the Partnership) |  |  |  |  |
| Preliminary data analysis and sharing of preliminary findings with the Partnership; includes engagement touchpoint with Partnership Executive team. |  |  |  |  |
| ***Subtotal- Phase 2*** |  | |  |  |
| **Phase 3: Evaluation Analysis and Synthesis (January - June 2022)** |  |  |  |  |
| Prepare preliminary analysis and draft product(s) for review and validation (by the Partnership and partners)​ |  |  |  |  |
| Craft detailed evaluation report summarizing the methods, results and interpretation of the findings for the Initiative funded partners and the Partnership​ |  |  |  |  |
| Summary deck highlighting key findings, stories of impact and recommendations for future work​ |  |  |  |  |
| Presentation of findings back to the funded partners (virtual)​ |  |  |  |  |
| Presentation of findings back to the Partnership |  |  |  |  |
| **Additional deliverables** |  |  |  |  |
| [Please add additional deliverables, if required] |  |  |  |  |
| ***Subtotal – Phase 3*** |  |  |  |  |
| **HST** |  |  |  |  |
| **Additional Expenses** |  |  |  |  |
| **Grand Total** |  |  |  |  |

**Additional Expenses (by Phase)**

Please provide a list of all additional expenses including but not limited to: administrative costs, out of pocket expenses, transportation, food etc.

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|  |  |
| --- | --- |
| **Total Proposed Price (Agreement Ceiling Price for fees)** | **$** |

# **SCHEDULE E - Project Deliverables and Milestones**

The Proponent should provide a detailed work plan, including the deliverables, timelines and project team responsibilities for the performance of the Agreement.

***Note: Please use weeks to outline when work will be completed. Deliverables 1 & 2 has been added below and examples to demonstrate what is required. Please remove these deliverables and add the relevant deliverables required to support your approach.***

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable/Milestone | Start | End | Responsibility |
| 1. Kick off meeting with Program team | Week 1 | Week 1 | Proponent |
| 1. Review program information | Week 1 | Week 3 | Proponent |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |