Attachment E – Pricing Forms Instructions

These instructions apply to Attachment E – Pricing Forms for the City of Marshall Financial Management System (FMS) Request for Proposals (RFP). All pricing must be complete, transparent, and consistent with the functional scope and requirements defined in the RFP and Attachment A.

1. General Requirements

- Provide all pricing in U.S. Dollars (USD).
- Do not add, remove, or rename columns. You may add additional rows as needed.
- Do not override or delete formulas in the workbook. Formula cells are intended to standardize calculations across all Proposals.
- Include all costs necessary to deliver the proposed solution, including one-time services, software subscriptions, support and maintenance, third-party components, hosting, integrations, and any required hardware or middleware.
- Use the Required/Optional (R/O) field consistently across all tabs. Costs that are necessary to achieve the City's required scope must be marked as Required (R). Costs associated with time and attendance, work order/EAM, or other optional modules/features must be marked as Optional (O).
- Use the Third-Party (Y/N) field to identify any pass-through or third-party products or services that are not owned or directly controlled by the Respondent.
- The anticipated contract term is a three (3) year initial term with two (2) additional one-year renewal options (3+1+1), at the City's sole discretion. Notwithstanding this, the City will evaluate total cost of ownership over a ten (10) year planning horizon using the pricing provided in Attachment E.
- All travel and expense costs, if applicable, must be included in the pricing forms and clearly identified.
- Any assumptions, exclusions, or conditions that materially affect pricing must be clearly stated in the Notes / Assumptions fields on the relevant tab and summarized on the Vendor Summary tab.

2. Completion Order

1. Vendor Summary
2. One-Time Costs
3. Software Fees
4. Support & Services
5. Options
6. TCO Summary (review only; totals are formula-driven once other tabs are completed)

3. Vendor Summary Tab

The Vendor Summary tab captures high-level information about the Respondent and the proposed solution. Complete all fields in the Value / Response column.

- Identify the legal entity that would sign the contract, along with any d/b/a names.
- Specify the product name and major version of the proposed FMS solution.
- Provide complete contact information for the primary commercial/pricing contact.
- Indicate the pricing basis (e.g., SaaS subscription, perpetual license with maintenance, hosted model, or hybrid).
- State whether annual price increases are already built into the Software Fees and Support & Services tabs and provide the standard percentage escalation assumption, if applicable.
- Describe any minimum user, account, or revenue commitments that drive pricing.
- Summarize key pricing assumptions and exclusions (e.g., excluded modules, customer responsibilities, or required third-party arrangements).
- The TCO summary fields (e.g., Total Required Only – 10-Year TCO) should be formula-driven from the TCO Summary tab once all details are completed. Do not enter hard-coded values in these fields.

4. One-Time Costs Tab

Use the One-Time Costs tab to capture all non-recurring costs associated with implementing the proposed solution.

- Use the Required/Optional (R/O) column to distinguish between base implementation activities and optional one-time services.
- Cost Category should use clear labels such as Implementation – Core, Implementation – Utility Billing, Project Management, Data Migration, Integrations, Training & Change Management, Testing/UAT, Environment Setup, and Travel & Expenses.
- Provide a meaningful description of each line item's scope and identify the related Module / Functional Area.
- For services, use a Unit of Measure such as hours, days, or fixed fee; provide the quantity and unit rate. The Extended Cost column is automatically calculated.
- Identify any third-party implementation partners or pass-through costs using the Is Third-Party? (Y/N) column.

- Where applicable, reference the related RFP section or Attachment A area so the City can easily align pricing with requirements.
- Use the Notes / Assumptions column to clarify any dependencies, prerequisites, or customer responsibilities.

5. Software Fees Tab

Use the Software Fees tab to capture all recurring software license or subscription fees for required and optional modules.

- Each row should represent a single module or component within a defined Functional Area (e.g., General Ledger, Accounts Payable, Utility Billing, HR/Payroll, Budget, Reporting, Time & Attendance, Work Orders/EAM).
- Use the Required/Optional (R/O) column to identify which modules are necessary for the City's required scope versus optional modules.
- Clearly indicate the License Model (e.g., Named User, Concurrent User, Per Utility Account, Per Population Band, Per Tenant/Module).
- Specify the Unit of Measure and quantity used to derive the fee (e.g., 150 named users, 75,000 utility accounts).
- Populate the Annual Fee columns for Years 1–10. If your standard pricing assumes a fixed percentage escalation, either reflect that directly in the year-by-year amounts or state the escalation in the % Annual Increase field.
- Use the Is Third-Party? (Y/N) column to identify any third-party hosted solutions or embedded products priced separately.
- Use the Notes / Assumptions column to describe what is included in the fee (e.g., support, upgrades, disaster recovery, test environments) and any relevant limits or thresholds.
- The 10-Year Total column is automatically calculated as the sum of the annual fees for Years 1–10.

6. Support & Services Tab

Use the Support & Services tab to capture recurring managed services, premium support offerings, or other non-software recurring services.

- Examples of Service Categories include Standard Support (if separately priced), Premium/Elevated Support, Managed Services (e.g., application administration), Technical Account Management, and Hosting/Infrastructure services (if not fully bundled with subscription).
- Indicate whether each service is Required (R) or Optional (O).
- Describe the scope in sufficient detail and specify a Unit of Measure and Quantity/Level (e.g., hours per year, number of FTEs, fixed annual retainer).
- Populate the Annual Cost columns for Years 1–10. If standard escalations apply, either reflect them in the year-by-year amounts or specify them in the % Annual Increase field.

- Use the Is Third-Party? (Y/N) column to identify any outsourced or subcontracted services.
- Use Notes / Assumptions to clarify SLAs, response times, coverage hours, and any included services (e.g., patching, upgrades, monitoring).
- The 10-Year Total column is automatically calculated for each line.

7. Options Tab

Use the Options tab to price optional modules, integrations, environments, or services that are not required for the base scope but may be selected by the City.

- Assign an Option ID to each distinct option (e.g., OPT-1, OPT-2) so it can be referenced in clarifications and negotiations.
- Specify the Option Type (Module, Service, Integration, Environment, or Other) and the Functional Area.
- Provide a clear Option Name / Description that ties back to RFP sections or Attachment A where applicable.
- Identify whether the option is Required or Optional; in most cases, options will be marked as Optional (O).
- Provide any associated one-time implementation cost and annual recurring cost for Years 1–10.
- Use the Is Third-Party? (Y/N) and Dependencies / Prerequisites fields to indicate whether enabling the option requires other products, minimum users, or environmental changes.
- Use Notes / Assumptions to describe what is included in the option and any key constraints or limits.
- The 10-Year Recurring Total column calculates the sum of annual option costs for Years 1–10.

8. TCO Summary Tab

The TCO Summary tab aggregates cost categories across a ten (10) year planning horizon. Once the other tabs are completed, Respondents should verify that the totals are accurate and consistent with their proposal.

- Do not overwrite formulas on this tab. If you identify an error, describe it in your questions to the City during the Q&A period.
- The City may separately model Required-only costs and Required plus all Options to support evaluation and long-term planning.
- The City will use the TCO Summary to compare the 10-year total cost of ownership across Proposals as part of the evaluation process.
- Any significant assumptions that materially affect the TCO (e.g., planned user count reductions, temporary discounts, or conditional pricing) must be disclosed on the Vendor Summary tab and on the relevant detailed tab.

9. Questions

Any questions regarding the structure or completion of Attachment E – Pricing Forms must be submitted in writing in accordance with the instructions and deadlines specified in the RFP. The City may issue clarifications or revised templates if needed and will distribute such information to all prospective Respondents.