

## Appendix C: PRICING

### Electronic Price Lists

- Offerors shall provide a price in the format of a percentage discount off a current list price. Offerors may submit discounts for various manufacturers. Discounts will remain firm and will include all charges that may be incurred in fulfilling requirement(s).
- Offerors are encouraged to offer additional discounts for one time delivery of large single orders to Region 4 ESC and member agencies. Region 4 ESC and or member agencies should seek, to negotiate additional price concessions based on quantity purchases of any products offered under the Contract. Members shall document their files accordingly.
- Awarded Vendor(s) may conduct sales promotions involving price reductions for a specified lesser period. Vendor(s) shall submit to Region 4 ESC documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to Region 4 ESC and all member agencies.
- Offerors must submit products, services, warranties, etc. in price list.
- Customization charges shall be clearly identified when applicable.
- Offeror must submit restocking and refund procedures and related fees.
- Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from a particular offeror and the pricing per item.
- For line item pricing, electronic price list must contain manufacturer part #, vendor part # (*if different from manufacturer part #*); description; manufacturers list price and net cost to Region 4 ESC (including freight)
- Media submitted for price list must include the Offerors' company name, name of the solicitation, and date on Flash Drive (i.e. Pin or Jump Drives).
- ***Please submit price lists and/or catalogs in excel or delimited format only.***

### Not to Exceed Pricing

- All pricing submitted shall be "minimum discount ceiling" or "not-to-exceed" pricing. Region 4 ESC requests pricing be submitted as not to exceed for any participating entity.
- Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted for solicitation.

- Cost plus a percentage off as a primary pricing mechanism is not acceptable.
- Vendor must allow for lower pricing to be available for similar product and service purchases.