

## Quote Guidelines for CFI Applications

Informational quotes from vendors for all equipment items are required to develop a reasonable budget for the CFI application. NOTE: Quotations obtained will not be submitted to the CFI with the proposal, they are for internal use for budget development only at this stage.

When approaching vendors, note that the **quotes are for budget development purposes only, not a commitment to purchase**. If the grant is approved, regardless of prior discussions with vendors, CFI purchases must follow the requirements of Ontario Tech's Procurement of Goods and Services [Policy](#), [Procedures](#) and [Guidelines](#). There is often considerable time between CFI award approval, award finalization and procurement of infrastructure.

The CFI provides only 40% of the funding for infrastructure projects it supports. Additional matching funds must be sought elsewhere. Often, part of these matching funds comes from vendor pricing discounts, known as a vendor in-kind contribution. In calculating the value of in-kind contributions, CFI expects that there will normally be a List Price and a discounted Educational Price for equipment. An educational/academic discount is a discount offered by the vendor to all educational institutions. It is considered a normal discount and therefore is not an eligible CFI in-kind contribution. ***Only discounts over and above a vendor's standard and/or educational price are considered eligible in-kind contributions towards the CFI-funded project.***

All vendor quotations must specifically make reference to the discount as CFI specific pricing. If "CFI" is not explicitly mentioned, the discount will not be acceptable.

- 1) **Pricing:** In order for Vendor Quotes to be acceptable for use as CFI in-kind contributions, the vendor must do one of two things.
  - a) They must detail their quote to include three prices: their List Price, their Best Academic or Best Customer Price, and then the CFI Price. An example would be a quote that shows:

List Price: \$2,750      Academic Price: \$2, 500      CFI Price: \$2,000

Only those discounts **beyond the standard and/or educational discounts** offered to the institution will be considered as part of the in-kind contribution towards the CFI-funded project. In the example above the CFI in-kind contribution provided by the vendor is \$500 (Academic Price – CFI Price). When requesting quotations, aim for a minimum 20% CFI discount from vendors.

OR

- b) They must include a statement on the quote that states they do not specifically offer an academic or best customer price and that any discount applied is specifically offered as a CFI discount only. An example would be *“This supplier does not offer an Academic or Best Customer Price. Any discount pricing offered is specifically related to the Canadian Foundation for Innovation (CFI) grant program.”*

The Vendor Quotation must specifically make reference to the discount as being part of the “CFI” program. **If “CFI” is not explicitly mentioned, the discount will not be acceptable as an eligible in-kind contribution.**

- 2) **Additional Costs:** Ensure that delivery/shipping and handling/freight details are provided. Also remember to include extended warranties, service contracts, installation and other costs associated with the infrastructure in the pricing.
- 3) **Currency:** The quote must have the currency indicated, even for Canadian suppliers.
- 4) **Requesting Vendor Quotes:** The language below can be used when requesting quotations from vendors with CFI pricing.

***Request for CFI Pricing:** The proposed equipment will be purchased with external funding received by the Canada Foundation for Innovation (CFI). The CFI provides funding up to 40 percent of the total eligible cost and the Ontario Research Fund also funds up to 40 percent of the total eligible costs. Combined, the CFI and the province provide funding up to a maximum of 80 percent. The remaining 20 percent or more must be contributed from Vendor CFI discounts.*

*Voluntary in-kind contributions from responding suppliers will be recognized as eligible partner funding. **We are asking for a minimum vendor CFI discount of at least 20% that is beyond the standard, bulk and/or educational discount.** Those discounts beyond the standard and/or educational discounts offered to the institution will be considered as part of the contribution towards the CFI-funded project. These discounts may be in the form of cash discounts that are over and above normal educational discounts, for equipment, or other offerings such as extended warranties, installation, maintenance, tech support, training or any other service that would normally have a monetary value and not normally be bundled with the items being quoted. Please note discounts are strictly on a voluntary basis. The acquisition of the equipment and service are dependent on external funding through the CFI.*

*This quote will be used to apply for CFI funding so if possible please provide the list price, educational/list price and CFI discounts as separate line items if applicable. The Supplier Quotation*

*must specifically make reference to the discount as being part of the “CFI” program. If “CFI” is not explicitly mentioned, the discount will not be acceptable.*

*If a standard/education discount is not offered and the discount offered is specifically a CFI discount please include the following statement on the quote “The supplier does not offer an Academic or Best Customer Price and any discount pricing offered is specifically geared toward the Canada Foundation for Innovation (CFI) grant program.”*

*Note that the normal educational price and the in-kind contribution will be reviewed for reasonableness. Respondents should ensure that they provide accurate pricing information. The CFI does not endorse the procurement of infrastructure that results in an overestimation of the value of the items and of the in-kind contribution.*