



CFI Workshop: Building a Budget and Purchasing Equipment

November 23, 2022

CFI Budget Exercise and Quotes

Overview:

The exercise requires participants to review sample quotes for equipment purchases and to transfer the relevant data onto the IBT/CFI budget form.

Participants are encouraged to read and reflect on the material in advance of the STAR session.

Materials Provided:

- Data from three sample quotes from vendors
- Blank, simplified IBT form (separate attachment in email)

Procedure:

- Participants will be placed in one of a number of breakout groups. Each group will carry out the same exercise.
- Each group should identify one person to complete the IBT and be prepared to report back to the main meeting, to explain their group's approach and key considerations, etc.
- Participants should review the content of the 3 sample quotes from equipment vendors. Each quote is for a different piece of equipment.
- Using those data participants should complete the simplified IBT
- The IBT should include all of the data that will be required to complete a balanced budget on the CFI online CAMS application system.

Computer Inc.

1234 Tech St

Ottawa On.

Quotation # D543987

Expiry Date: Dec 22, 2022

Client Information:

ABCD Department
61 St George Street
Toronto Ontario M5S 1A7
Canada

Item Number	Description	Unit Price	QTY	Extended Price
78536	Optiplex Laptop	\$1,532.14	13	\$19,917.82
SLA32	Dell Adapter	\$14,627.40	13	\$454.87
452 BCQC	Cut Kit	\$13,643.50	13	\$1,689.87
Subtotal				\$22,062.56
Tax				\$2,868.13
Total Purchase Price				\$24,930.69
Shipping & handling				-
State Environmental Fee				-
Shipping Method				Canada Standard

Research Inc.

444 Tech St

Sudbury On.

Quotation # NANO5649

Expiry Date: Dec 31, 2022

Client Information:

ABCD Department
61 St George Street
Toronto Ontario M5S 1A7
Canada

Item Number	Description	Extended Price
2343KHU	Supercompact Nanoscope and Confocal Microscope	\$98,639.00
Subtotal		\$98,639.00
Best Educational Price*		\$98,639.00
CFI In-Kind		\$18,868.13
Total Purchase Price		\$79,770.87

* Unlike some suppliers with significant sales to industry, Bing Equipment Inc. sells primarily to educational facilities and in particular, research laboratories. As this is our focus market, our selling prices are already established at an educational price.

Scientific Co.

1234 Main St

Toronto On.

Budgetary quote

Quote # 86567S

Expiration Date: Dec 20, 2022

Customer Information:

ABCD Department
61 St George Street
Toronto Ontario M5S 1A7
Canada

Equipment	Part #	Unit Price	QTY	Extended Price
Spectrometer	dfadsf	\$45,972.46	1	\$45,972.46
Additional Module	darew	\$14,627.40	1	\$14,627.40
Gas Cell	GC1345	\$13,643.50	1	\$13,643.50
Training	TRN	\$1,000.00	1	\$1,000.00
Warranty	WRRTY	\$1,798.63	1	\$1,798.63
Installation	INST	Included	1	Included
Delivery	DEL	\$2,000.00	1	\$2,000.00
Import Fees		Included	1	Included
Subtotal				\$79,041.99
Normal Discount				\$2,000.00
Educational Discount				\$5,000.00
CFI Discount				\$15,849.24
Total After Discounts				\$56,192.75

STANDARD SYSTEM WARRANTY

System includes one year of on-site warranty coverage.

The system warranty period is 12 months from the date of installation or 14 months from the date of shipment, whichever is less.