

# Consulting Services Price Report

## Quarter 2 2012

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant :  
**1-888-951-4550.**

If necessary, please make address label corrections in the boxes below.

0001	Legal name	
0002	Business name	
0003	Title of contact	
0004	First name of contact	
0005	Last name of contact	
0006	Address (number and street)	
0007	City	Province, Territory or State
0008	Country	Postal code/Zip code
0009	Language preference	<input type="radio"/> 0010 English <input type="radio"/> 0011 French

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.

**COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.**

### Survey purpose

The data collected in this survey will be used to produce indexes that measure changes in the prices of the various services offered by the industry and will improve statistical estimates of the Consulting Services industry with respect to volume of activity and productivity. Your information may also be used by Statistics Canada for other statistical and research purposes.

### Confidentiality

#### Your answers are confidential

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*. Information from this survey will be used for statistical purposes only and will be published in aggregate form only.

### Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during the facsimile or other electronic transmission. However, upon receipt Statistics Canada will provide the guaranteed level of protection afforded to all information collected under the authority of the *Statistics Act*.

### Your participation is important

Your participation is vital to ensuring that the information collected in this survey is accurate and comprehensive.

### Record linkages

To enhance the data from this survey, Statistics Canada may combine it with information from other surveys or from administrative sources.

**Please return the questionnaire within 15 days.**

Please mail the completed questionnaire in the enclosed envelope,  
fax it to Statistics Canada at 1-613-951-3117 or email to [spci.consulting@StatCan.gc.ca](mailto:spci.consulting@StatCan.gc.ca)

Lost the return envelope or need help? Call us at 1-888-951-4550 or mail to:  
Statistics Canada, Producer Prices Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at [www.statcan.gc.ca](http://www.statcan.gc.ca)



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## A - Contract Selection

The purpose of this survey is to monitor quarterly changes in the prices of **consulting services** over time. To do this, you will first **select a contract** that your company has **completed in the recent past**. In future quarters, you will report the **price** that your company would charge if you were to price-out (i.e. provide a price estimate/quote) and start work on the selected contract.

**BUSINESS ACTIVITY:** 0100 \_\_\_\_\_

### Instructions:

- Please select a contract that was signed within the last twelve (12) months from the **business activity** printed above.
- Please select a contract whose price was determined using one (or a combination) of the following methods:  
**Time-Based Fees:** The **amount of time (i.e hours or days)** required to complete the contract and the associated **professional fees** are communicated to the client (typically on the project contract, invoice, or bill).  
**Flat/Fixed Fee (lump-sum fee):** An overall fee for the contract is proposed which may (or may not) be based on an internal estimate of the time and resources required to complete the contract.
- If your firm has **not** estimated fees using any of the above methods, please call **1-888-951-4550** for further instructions.
- The contract that you select should be:  
**Representative:** The contract is representative of the typical contracts performed by your firm.  
**Relevant:** The contract was signed with the client within the last twelve (12) months.  
**Simple to re-estimate:** You will be able to provide a new price estimate for this contract in future quarters.

## B - Contract Description

The purpose of this section is to report information about the selected contract.

- 1 Provide an identifier for the selected contract (client/project name, project number, invoice number, etc).

0101 \_\_\_\_\_

- 2 Indicate the type of client.

0102  new client    0103  existing client    0104  public    0105  private

- 3 Indicate the sector to which the client belongs.

- 4 What was the date on which the price of the selected contract was agreed upon with the client?

0106 

yyyy	mm	dd
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- 5 What were the start and finish dates for the work you did on this contract?

0107 

Start		
yyyy	mm	dd

0108 

Finish		
yyyy	mm	dd

- 6 Provide a brief description of the project.

0109 \_\_\_\_\_

0110 \_\_\_\_\_

0111 \_\_\_\_\_

0112 \_\_\_\_\_

0113 \_\_\_\_\_

0114 \_\_\_\_\_

## C - Contract Pricing

The purpose of this section is to report information about **professional fees** and **other billable charges** for the selected contract.

Report all dollar amounts in **Canadian dollars (CAD)**.

**Exclude:** GST/HST and all other taxes collected for remittance to a government agency.

### C1 - Professional Fees

#### First-Time Respondents:

- For the selected contract, report the number of **consulting days** and the corresponding **daily rates** for each **professional level** whose time was charged to the selected contract (**Table 1**).

#### All Respondents:

- Report the number of **consulting days** and the corresponding **daily rates** for each **professional level** that would be billed if you were to price-out (i.e. provide a price estimate/quote) and start work on the selected contract on the date indicated below (**Table 2**).

**Note:** if your company does not bill using daily rates use the conversion 1 day = 7.5 hrs.

Table 1

Selected Contract

Professional Level	Days	Rate	Total
Example: Senior Partner	10	\$ 500.00	\$ 5,000.00
0200_1	0201_1	0202_1	0203_1
0200_2	0201_2	0202_2	0203_2
0200_3	0201_3	0202_3	0203_3
0200_4	0201_4	0202_4	0203_4
0200_5	0201_5	0202_5	0203_5
0200_6	0201_6	0202_6	0203_6
0200_7	0201_7	0202_7	0203_7
0200_8	0201_8	0202_8	0203_8
0200_9	0201_9	0202_9	0203_9
0200_10	0201_10	0202_10	0203_10
0200_11	0201_11	0202_11	0203_11
0200_12	0201_12	0202_12	0203_12
0200_13	0201_13	0202_13	0203_13
0200_14	0201_14	0202_14	0203_14
0200_15	0201_15	0202_15	0203_15
0200_16	0201_16	0202_16	0203_16
<b>Total Professional Fees</b>	<b>Total</b>	<b>\$</b>	<b>0207</b>

Table 2

<Date>

Days	Rate	Total
12	\$ 550.00	\$ 6,600.00
0204_1	0205_1	0206_1
0204_2	0205_2	0206_2
0204_3	0205_3	0206_3
0204_4	0205_4	0206_4
0204_5	0205_5	0206_5
0204_6	0205_6	0206_6
0204_7	0205_7	0206_7
0204_8	0205_8	0206_8
0204_9	0205_9	0206_9
0204_10	0205_10	0206_10
0204_11	0205_11	0206_11
0204_12	0205_12	0206_12
0204_13	0205_13	0206_13
0204_14	0205_14	0206_14
0204_15	0205_15	0206_15
0204_16	0205_16	0206_16
<b>Total</b>	<b>\$</b>	<b>0208</b>

## C2 - Overhead and Profit

Not Applicable

## C3 - Charges Other Than Professional Fees

### First-Time Respondents:

- For the selected contract, report those **charges other than professional fees** that are agreed upon with the client before work starts on the project and that are included in the initial project proposal (**Table 5**).

### All Respondents:

- Update each charge other than professional fees that would be billed if you were to price-out (i.e. provide a price estimate/quote) and start work on the selected contract on the date indicated below (**Table 6**). You may add/remove charges as needed.

Charges Other Than Professional Fees		Table 5 Selected Contract	Table 6 <Date>
Example: Translation, Meals, Photocopying		\$150.00	\$198.00
0400_1			0402_1
0400_2			0402_2
0400_3			0402_3
0400_4			0402_4
<b>Total: Charges Other Than Professional Fees</b>		0403 \$	0404 \$

## C4 - Total Price

### All Respondents:

- Please provide the **total price** (**Table 7 & 8**)

	Table 7 Selected Contract	Table 8 <Date>
<b>Total Price: Professional Fees + Charges Other Than Professional Fees</b>	0500 \$	0501 \$

## C5 - Reason for Price Change

If there is a change in the **total price** (comparing **Table 7** and **Table 8** above), what is the reason for this change?

(check all that apply)

- 600 Change in input costs
- 601 Change in regulatory requirements in industry
- 602 Change in market demand
- 603 Change in productivity (Example: technological change, personnel mix and/or time required to complete work)
- 604 Change in competitive environment (Example: industrial concentration, more/less competition)
- 605 Other: (please specify)

606

## E - Comments

We welcome any suggestions that you may have for improving the Consulting Services Price Report.

C9920

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**F - Certification** I certify that the information contained herein is complete and correct to the best of my knowledge.

**Name of person to contact for further information (please print)**

C0013 First Name

C0054 Last Name

C0014 Title

C0017 Telephone Number

C0027 Ext.

C0016 Fax No.

C0018 email Address

**Time to complete questionnaire**

How long did you spend collecting and reporting the information needed to complete this questionnaire?

Minutes

C9909

**Pre-filled Questionnaire**

Do you prefer to receive a pre-filled questionnaire, next quarter, containing the information you provided on this Price Report?

- C0800 Please check
- YES, send me a pre-filled questionnaire
- NO, do not pre-fill my questionnaire

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Please make a copy of this completed questionnaire for your records.  
Please mail the completed questionnaire in the enclosed envelope.**

**Thank you for completing this questionnaire.**