



Ministry of National Security

Department of IDT Policy and Innovation

Request for Proposals

For

Website Redesign with Hosting Options

www.cybertips.bm

Request for Proposals Number: MPN/IPI/2018-002

Issued: 7 February 2018

Submission Deadline: 21 February 2018 at 5:00pm **Atlantic Standard Time (“AST”)**

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS.....	3
1.1 Invitation to Proponents.....	3
1.2 RFP Contact.....	3
1.3 Type of Contract for Deliverables	4
1.4 RFP Timetable.....	4
1.5 Submission of Proposals	4
PART 2 – EVALUATION AND AWARD	6
2.1 Stages of Evaluation.....	6
2.2 Stage I – Mandatory Submission Requirements	6
2.3 Stage II – Evaluation.....	6
2.4 Stage III – Pricing	7
2.5 Selection of Top-Ranked Proponent.....	7
2.6 Notice to Proponent and Execution of Agreement	7
2.7 Failure to Enter into Agreement.....	7
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS.....	8
3.1 General Information and Instructions	8
3.2 Communication after Issuance of RFP	9
3.3 Notification and Debriefing.....	10
3.4 Conflict of Interest and Prohibited Conduct.....	10
3.5 Confidential Information.....	12
3.6 Reserved Rights and Limitation of Liability	12
3.7 Governing Law and Interpretation.....	13
APPENDIX A – FORM OF AGREEMENT	15
APPENDIX B – SUBMISSION FORM	18
APPENDIX C – PRICING	21
APPENDIX D – RFP PARTICULARS.....	25
A. THE DELIVERABLES	25
B. MATERIAL DISCLOSURES.....	28
C. MANDATORY SUBMISSION REQUIREMENTS	28
D. MANDATORY TECHNICAL REQUIREMENTS.....	32
E. PRE-CONDITIONS OF AWARD	32
F. RATED CRITERIA	34
APPENDIX E – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION	36
APPENDIX F - LOCAL BENEFITS.....	37
APPENDIX G - QUALIFICATIONS OF KEY PERSONNEL AND REFERENCES.....	38

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Government of Bermuda (the “Government”) to prospective proponents to submit proposals to provide redesign and maintenance services relative to www.cybertips.bm, to position it as the go-to website for its constituents: students, parents, teachers, and the island’s seniors; and recommend hosting services as further described in Section A of the RFP Particulars (Appendix D) (the “Deliverables”).

Brief Description of Scope of Services

The Department of ICT Policy & Innovation within the Ministry of National Security requests the services of a contractor to provide the following services relative to www.cybertips.bm.

- Redesign of the website according to specifications provided by the Department of ICT Policy and Innovation.
- Suggestions/recommendations for database hosting options for the redesigned website. The recommended host must also provide backup, disaster recovery, and secure file transfer options for the purposes of the redesigned website.
- Suggestions/recommendations for on-going technical support and maintenance in accordance with negotiated service level agreement(s) within the contract.

The Department of ICT Policy & Innovation

The Department of ICT Policy & Innovation within the Ministry of National Security is primarily outward facing, tasked with promoting and enabling innovative, cybersafe, and cyber-secure ICT-enabled industries and to facilitate the adoption and growth of a secure and advanced digital economy. In its programmes and activities, the Department is accountable to the Ministry responsible for National Security.

1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be: **Mrs. Maryem B. Starling**, Senior ICT Analyst, at email: mbstarling@gov.bm.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Government, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

Proponents downloading this file and responding are required to register with RFP Contact by emailing their company name and contact information to mbstarling@gov.bm. Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notice>. Proponents should visit the Government Portal website on a regular basis during the procurement process.

1.3 Type of Contract for Deliverables

The selected proponent will be required to enter into an agreement with the Government for the provision of the Deliverables in the form attached as Appendix A to the RFP (the “Agreement”). It is the Government’s intention to enter into the Agreement with only one (1) legal entity for website redesign, and maintenance services relative to www.cybertips.bm and for possible hosting services. The agreement for website redesign will be for a period up to 4 month. The term of the Agreement for hosting the website is to be for a period of one (1) year with an option in favour of the Government to extend the Agreement terms and conditions acceptable to the Government and the selected proponent for an additional term of up to one (1) additional year. Joint submissions are acceptable however if a joint submission is made, the submission must clearly indicate which party will act as the prime contractor.

1.4 RFP Timetable

Issue Date of RFP	7-Feb.-18
Deadline for Questions	14-Feb-18 at 5:00pm Atlantic Standard Time (“AST”)
Deadline for Issuing Addenda	16-Feb-18 at 5:00pm Atlantic Standard Time (“AST”)
Submission Deadline	21-Feb-18 at 5:00pm Atlantic Standard Time (“AST”)
Public Proposal Opening	Proposal opening will not be Public
Evaluation and review	23-Feb-18
Step 1 – Shortlisting of Proponents	
Step 2 - Oral Presentation for Proof of Concept (if required) Oral Presentation(s) by shortlisted proponent(s) and the finalist(s)	The exact times and dates slots will be communicated to finalist(s) in due time
Step 3 Completion of the Selection and Evaluation Process	26-Feb-18
Irrevocability Period	Ninety (90) Calendar days
Anticipated Execution of Agreement	2-Mar-18

The RFP timetable is tentative only, and may be changed by the Government at any time. Proponents are requested to submit a Registration of Interest prior to the deadline noted in the timetable above with the RFP Contact.

1.5 Submission of Proposals

1.5.1 Proposals to be Submitted at Prescribed Location

Proposals must be submitted to:

Proposals must be submitted by way of an electronic mail (email) to Mrs. B. Starling at mbstarling@gov.bm. The subject line must be clearly marked: “State of ICT in Bermuda”.

The time stamp for proposals submitted electronically will be that of the mail server of the Government’s Department of Information Digital Technologies (IDT, formerly ITO). It is the proponent’s responsibility to allow enough time for electronic transmission and delivery, especially in the case of large files.

1.5.2 Proposals to be Submitted on Time

Proposals must be submitted at the location set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected. Onus and responsibility rest solely with the proponent to deliver its proposal to the exact location (including floor, if applicable) indicated in the RFP on or before the Submission Deadline. The Government does not accept any responsibility for submissions delivered to any other location by the proponent or its delivery agents. Proponents are advised to make submissions well before the deadline. Proponents making submissions near the deadline do so at their own risk.

1.5.3 Proposals to be Submitted in Prescribed Format

Proponents shall submit one (1) original signed electronic copies of their proposal in Microsoft Word or Adobe PDF format. If both a hard copy and electronic copy of the proposal are submitted and there is a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal will prevail. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent.

1.5.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the full legal name and return address of the proponent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

1.5.5 Withdrawal of Proposals

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact prior to the Submission Deadline and must be signed by an authorized representative of the proponent. The Government is under no obligation to return withdrawn proposals.

1.5.6 Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of **ninety (90) Calendar days** running from the moment that the Submission Deadline passes.

[End of Part 1]

PART 2 – EVALUATION AND AWARD

2.1 Stages of Evaluation

The Government will conduct the evaluation of proposals in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. Proposals that do not comply with all of the mandatory submission requirements as of the Submission Deadline will, subject to the express and implied rights of the Government, be rejected. The mandatory submission requirements are listed in Section C of the RFP Particulars (Appendix D).

2.2.1 No Amendment to Forms

Other than inserting the information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, may be disqualified.

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

Step 1 - Proposal Responsiveness - Pass/ Fail

Required documentation: Proposals will be reviewed to determine if all required documentation was included with the Proposal submission as described in this solicitation document.

Each Proposal will be reviewed by the Evaluation and Selection Committee to determine if it meets the RFP's mandatory requirements. Failure to meet the requirements may be cause for rejection of the Proposal.

Step 2 - Technical Evaluation

The submissions will be evaluated according to the Evaluation/ Weighting Criteria below.

The Evaluation and Selection Committee may seek additional written clarification from any or all prospective Proponents in order to better understand and evaluate the responses.

Step 3 - Presentations/ Oral Interviews

Proponents who submit Proposals that are determined to have scored in the competitive range may be invited to present oral presentations for the purpose of introducing key members of the evaluation team and allowing the Government to fully understand the prospective Proponent's ability to meet the evaluation criteria. Oral presentations will not be scored separately. Instead, the Government may modify scores and resulting rankings based on the oral presentation.

The service manager identified in the Proposal must be the lead presenter in the oral presentation.

This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original Proposal.

2.3.1 Mandatory Technical Requirements

The Government will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Proposals that do not comply with all of the mandatory technical requirements will, subject to the express and implied rights of the Government, be disqualified and not evaluated further.

2.3.2 Rated Criteria

The Government will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section F of the RFP Particulars (Appendix D).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.5 Selection of Top-Ranked Proponent

After the completion of Stage III, all scores from Stage II and Stage III will be added together and proponents will be ranked based on their total scores. Subject to the reserved rights of the Government, the top-ranked proponent will be selected to enter into the Agreement in accordance with the following section. In the event of a tie, the selected proponent will be the proponent selected by way of lowest price.

2.6 Notice to Proponent and Execution of Agreement

Notice of selection by the Government to the selected proponent shall be given in writing. The selected proponent shall execute the Agreement in the form attached as Appendix A to this RFP and satisfy any other applicable conditions of this RFP, including the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), within fifteen (15) days of notice of selection. This provision is solely for the benefit of the Government and may be waived by the Government.

2.7 Failure to Enter into Agreement

In addition to all of the Government's other remedies, if a selected proponent fails to execute the Agreement or satisfy any applicable conditions within fifteen (15) days of notice of selection, the Government may, without incurring any liability, withdraw the selection of that proponent and proceed with the selection of another proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals in English

All proposals must be written in the English language only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 References and Past Performance

In the evaluation process, The Government may include information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts with the Government or other institutions.

3.1.5 Information in RFP Only an Estimate

The Government and its advisers make no representation, warranty or guarantee as to the accuracy of the information and empirical data contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, travel or demonstrations.

3.1.7 Proposal to be Retained by The Government

The Government will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The Government makes no guarantee of the value or volume of work to be assigned to the selected proponent. The Agreement will not be an exclusive contract for the provision of the described Deliverables. The Government may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.1.9 Equivalency

When proprietary names, brands, catalogues or reference numbers are specified in the Deliverables, they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The proponent may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance and if doing so must disclose any difference in the characteristics, type, quality, appearance, finish, method of construction or performance of the material or equipment.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

in writing by email to the RFP Contact on or before the Deadline for Questions. All questions or comments submitted by proponents by email to the RFP Contact shall be deemed to be received once the email has entered into the RFP Contact's email inbox. No such communications are to be directed to anyone other than the RFP Contact. The Government is under no obligation to provide additional information, and the Government shall not be responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Government shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Government, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. All addenda will be published online at <https://www.gov.bm/procurement-notice>. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Government. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Government determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Government may extend the Submission Deadline.

3.2.4 Verify and Clarify

When evaluating proposals, the Government may request further information from the proponent or third parties in order to verify or clarify the information provided in the proponent's proposal. The information may include, without limitation, clarification with respect to whether a response meets the mandatory technical requirements set out in Section D of the RFP Particulars

(Appendix D). The response received by the Government shall, if accepted by the Government, form an integral part of the proponent's proposal.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once the Agreement is executed by the Government and a proponent, the other proponents may be notified directly in writing of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

3.3.3 Procurement Protest Procedure

If a proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with the Government's Procurement Protest procedures. The notice must provide detailed explanation of the proponent's concern with the procurement process or its outcome.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Government in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations contemplated under a contract for the Deliverables, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Government may disqualify a proponent for any conduct, situation or circumstances, determined by the Government, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The Government may disqualify a proponent, rescind a notice of selection or terminate a contract subsequently entered into if the Government determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.6 No Lobbying

Proponents shall not in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political action or other activity whatsoever to influence or attempt to influence Parliament, the Government, or to influence or attempt to influence any legislative or regulatory action, in the selection or evaluation of any proponent.

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Government; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Past Performance or Past Conduct

The Government may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or

- (c) any conduct, situation or circumstance determined by the Government, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.4.9 No Collusion

Proponents must not engage in any collusion and must sign the certificate as set out in the Certificate of Confirmation of Non-Collusion (Appendix E).

3.5 Confidential Information

3.5.1 Confidential Information of The Government

All information provided by or obtained from the Government in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Government and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Government; and
- (d) must be returned by the proponent to the Government immediately upon the request of the Government.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Government. The confidentiality of such information will be maintained by the Government, except as otherwise required by the Public Access to Information Act 2010 or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to advisers retained by the Government to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Reserved Rights and Limitation of Liability

3.6.1 Reserved Rights of The Government

The Government reserves the right to

- (a) make public the names of any or all proponents;
- (b) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addendum in the manner set out in this RFP;
- (c) request written clarification or the submission of supplementary written information in relation to the clarification request from any proponent and incorporate a proponent's response to that request for clarification into the proponent's proposal;

- (d) assess a proponent's proposal on the basis of: (i) a financial analysis determining the actual cost of the proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established); and (ii) in addition to any other evaluation criteria or considerations set out in this RFP, consider any other relevant information that arises during this RFP process;
- (e) waive formalities and accept proposals that substantially comply with the requirements of this RFP;
- (f) verify with any proponent or with a third party any information set out in a proposal;
- (g) check references other than those provided by any proponent;
- (h) disqualify a proponent, rescind a notice of selection or terminate a contract subsequently entered into if the proponent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (i) select a proponent other than the proponent whose proposal reflects the lowest cost to the Government;
- (j) cancel this RFP process at any stage;
- (k) cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- (l) accept any proposal in whole or in part; or
- (m) reject any or all proposals;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.6.2 Limitation of Liability

By submitting a proposal, each proponent agrees that

- (a) neither the Government nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the Government's decision to not accept the proposal submitted by the proponent, to enter into an agreement with any other proponent or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3)

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Government; and
- (c) are to be governed by and construed in accordance with the laws of Bermuda applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

ACKNOWLEDGEMENT FORM

Acknowledgement Letter for Standard Form of Agreement

This is to certify that I, _____ (name), in the position of _____ hereby acknowledge that I am aware of the terms and conditions of the attached form of agreement.

I acknowledge that the form of agreement has been provided in the Request for Proposal package.

We confirm that we have read the attached.

SIGNED:

(Signature) _____

(Block letters) _____

ON BEHALF OF:

(Company) _____

(Mailing address) _____

(Email) _____

(Office Phone) _____

(Cellphone numbers) _____

APPENDIX B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent or Personal/Given Name:	
Representative Name (Person with Signing Authority) / Title:	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Country:	
Postal Code:	
Phone Number:	
Proponent’s Social Insurance Number issued by the Government of Bermuda:	
Proponent’s Payroll Tax Number issued by the Government of Bermuda:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

2. Offer

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. By submitting a proposal, the proponent agrees and consents to the terms, conditions and provisions of the RFP, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in its proposal.

3. Rates

The proponent has submitted its rates in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that it has factored all of the provisions of Appendix C, including insurance and indemnity requirements, into its pricing assumptions and calculations.

4. Addenda

The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, _____ to _____ (if applicable) issued by the Government, or if no addenda were issued by the Government write the word "None". The onus is on proponents to make any necessary amendments to their proposals based on the addenda. The proponent confirms it has read, received and complied with these addenda. Proponents who fail to complete this section will be deemed to have received all posted addenda.

5. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

6. Conflict of Interest

Proponents must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Government within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

7. Proposal Irrevocable

The proponent agrees that its proposal shall be irrevocable for a period of **ninety (90) calendar days following the Submission Deadline.**

8. Disclosure of Information

Any information collected or used by or on behalf of the Government under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public unless it is contained in a record that is exempt from disclosure under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

9. Execution of Agreement

The proponent agrees that in the event its proposal is selected by the Government, in whole or in part, it will finalize and execute the Agreement in the form set out in Appendix A to this RFP in accordance with the terms of this RFP.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

APPENDIX C – PRICING

1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- (b) Pricing must be provided in Bermuda funds, inclusive of all applicable duties and taxes, which should be itemized separately.
- (c) Pricing quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth **30 points** of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

[**If using a pricing formula or methodology other than the relative pricing formula set out above, delete and update this section as applicable**]

In addition to any rights to verify, clarify and supplement,

- (a) The Government will examine the responses to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- (b) Arithmetical errors will be rectified on the following basis:
 - (i) Where there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Proponent does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail;
 - (ii) Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
 - (iii) Where there is a discrepancy between the individual lump sums and the total amounts derived for the sum of the individual lump sum, the individual lump sum as quoted will govern, and the total amount will be corrected.

3. Required Pricing Information

Include a breakdown of cost by deliverables of the total estimated costs for the website redesign and maintenance, in addition to the total estimated costs for the support and execution of change requests.

The cost breakdown should include, but not be limited to, a breakdown of hourly and daily rate(s) billable in Bermuda dollars and an estimated number of hours and days through completion of the project. A cost schedule must be included that contains a breakdown of phases and tasks associated with the time and costs.

If the proposal excludes costs related to certain requirements and/or services, a detailed description of said items and an explanation as to why they were omitted must be provided.

If the proposal excludes costs related to certain requirements and/or services, a detailed description of said items and an explanation as to why they were omitted must be provided.

Breakdown of Cost by Deliverables

The proponents are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. Department shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables.

SN	Deliverables <i>Payment Milestones</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price in BMD\$
1		%	
2		%	
3		%	
4		%	
Lump-sum Contract Amount		100%	

Breakdown by Cost by Components

Special Pricing Requirements

Proponent shall provide a **project rate with an hourly and fixed rate** for the Services where indicated along with the unit hourly rates for person involved in delivering the deliverables.

Cost Components	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate in BMD\$
Personnel costs				
Professional Fees for:				
1. Services from Office				
a. Expertise 1				
b. Expertise 2				
Others [pls. specify]				
Other Expenses				
1. Reproduction				
2. Equipment [if you find it applicable]				
3. Others [pls. specify]				
All-inclusive Lump-sum Contract Amount				

Amount in Words: [Insert the total amount in words]

Duration for Redesign

Contract Period:	___ calendar weeks
Proposed Start Date:	2 March 2018
Proposed Completion Date:	___ _____ 2018

Please provide Hosting Options and the associated cost and duration

Option 1

Option 2

Option 3

Duration for Hosting Options

Contract Period:	___ calendar weeks
Proposed Start Date:	___ _____ 2018
Proposed Completion Date:	___ _____ 2018

Dated this _____ day of March 2018.

SIGNED:

(Signature) _____ in the capacity of _____

(Block letters) _____

Duly authorized to sign proposals for and on behalf of:

(Firm) _____ (Address) _____

APPENDIX D – RFP PARTICULARS

A. THE DELIVERABLES

I. Introduction

The purpose of this document is to outline the roles and responsibilities for a contractor to provide redesign, maintenance and recommendations for hosting of the Cybertips website at www.cybertips.bm.

www.cybertips.bm was first designed in 2007 and has seen several rounds of updates. At this stage, it is deemed preferable to perform a redesign on it, as its mandate has expanded and much of the updated content requires posting.

II. Background Opportunities and Challenges

The Department of ICT Policy & Innovation within the Ministry of National Security is primarily outward facing, tasked with promoting and enabling innovative, cybersafe, and cyber-secure ICT-enabled industries and to facilitate the adoption and growth of a secure and advanced digital economy. In its programmes and activities, the Department is accountable to the Ministry responsible for National Security.

The Cybertips initiative is primarily focused on enhancing Bermuda's cybersafety, and on ensuring that its constituents engage in safe Internet practices and adopt proper cyber hygiene. Cybertips is directly linked to two of the Department's objectives:

- "Ensure the appropriate policies and legislation are in place to support Bermuda's digital economy, which includes but is not limited to cybersecurity, cybersafety, e-business, ICT and the protection of personal information," and
- "Lead change in the jurisdiction for the safe use, adoption and evolution of technology across all sectors."

III. Objectives of this project:

The Department actively provides public presentations on safe technology and internet practices. Content is delivered through regular meetings with Bermuda's school children and PTAs. Cybertips content is also directed towards the Island's senior citizens and is reinforced by annual activities such as Safer Internet Days for seniors.

Despite its diverse audiences including students, teachers, and parents, content on www.cybertips.bm must be appropriate to all. The site should be positioned as the go-to website for useful, up-to-date, and relevant tools and tips that directly assist them in adopting safe Internet practices.

The Department is therefore seeking a highly experienced website designer to enhance and extend the functionality of the current www.Cybertips website accordingly.

IV. Scope of the Project

The website is to be redesigned in order to provide a more streamlined flow of content, which will consist of several tip sheets, articles, videos, and useful links concerning cyber-wellness. The

content will be provided by the Department and the Selected Proponent will have clear instructions as to post it, how to map the site, and where each piece of content will be located.

The Selected Proponent will also have included in their proposal:

1. Suggestions/recommendations for database hosting options for the redesigned website. The website host must also provide backup, disaster recovery, and secure file transfer options for the purposes of the redesigned website, and
2. A quotation for on-going technical support and maintenance in accordance with negotiated service level agreement(s) within the contract.

The detailed scope should include, but is not limited to the following criteria:

1. Discovery Phase

- a. Perform an analysis of the current website and present more user-friendly alternatives to the Department.
- b. Once the Department has selected the alternative that best meets its objectives, develop a Project Plan.
- c. Create tasks and estimate task duration;
- d. Identify milestones and develop timeline.

2. Design Phase

- a. Design, develop, test and implement the redesigned website.
- b. Ensure the Department agrees to the prototype page.
- c. Ensure the redesigned website presents the agreed-upon, desired features.

3. Prototype Page and Support During the Building Phase

- a. Collaborate with the Department during all phases of the website development life-cycle.
- b. Obtain the Department's approval for each phase prior to continuation of the project life-cycle.
- c. Design, develop, test and implement the enhancements to website on an on-going basis through the milestones until the final product.

4. Launch and Post Launch Support (QA and Testing)

- a. After development of the enhancements (release), the website will be tested by the Department. All identified defects should be remediated prior to the project being categorized as a success.

- b. Upon successful redesign of the website, all application code files, databases, scripts and queries are to be transferred to the Department as the sole property of the Department.

V. Contractor Roles and Responsibilities:

The Selected Proponent who will be selected for this project shall be fully experienced and qualified in website design as outlined within this RFP.

The Selected Proponent shall submit a detailed proposal and quotation.

The Selected Proponent shall:

1. Demonstrate relevant experience in website design.
2. Liaise with the Department of ICT Policy & Innovation to identify and document the business requirements.
3. Advise the Department of ICT Policy & Innovation regarding the potential benefits, risks and effects of using particular platforms.
4. Perform the website redesign work as instructed by the Department of ICT Policy & Innovation.
5. Identify and recommend (based on the agreed-upon project scope) the administrative resources required to sustain the operation, i.e. content creation, update, maintenance, and management.
6. Provide suggestions/recommendations for on-going technical support and maintenance in accordance with negotiated service level agreement(s) within the contract.
7. Provide suggestions/recommendations for the best database hosting options for the redesigned website. The website host must also provide backup, disaster recovery, and secure file transfer options for the purposes of the redesigned website.

VI. Overriding Considerations:

1. The Selected Proponent will be responsible for redesigning www.cybertips.bm with direction from the Department of ICT Policy & Innovation.
2. The Selected Proponent will provide its own equipment, staff, and other resources as necessary.

Submissions must include the following information:

1. Project Methodology – A description of the proposed approach for conducting the requirements, website and application development processes and/or phases must be included. The description should set out the methodology for analysis, documentation and validation of project requirements, as well as the processes that will be used to coordinate the design, development, tests and production implementations.

2. High-Level Project Plan – This will show how the vendor proposes to approach the project and will comply with the cost schedule referred to below.
3. Proposed Subcontracting Plan – The name, address and Payroll Tax ID (employer number) of any proposed subcontractor must be included. Additionally, the proposal must identify specific tasks, if any, that will be assigned to the subcontractor(s). The Department reserves the right to evaluate and refuse the use of any subcontractor.
4. Updates and Iterations - The Selected Proponent will hold periodic meetings, as called by the Department, to present the progress of the website and take feedback from the Department. The Selected Proponent will also provide progress reports as it reaches the different milestones (including but not limited to finalized site map, site proof, and final site).
5. Final Product - The Selected Proponent will deliver:
 - 5.1. A final presentation to the Department walking through the site, the required changes, and taking in feedback.
 - 5.2. A training manual ensuring the Department's staff have proper credentials to log on and make use of the site as necessary. A training session will be scheduled after the presentation mentioned in item 5.1 above.
6. Maintenance - The Selected Proponent will provide a quotation for the on-going technical support and maintenance of the website in accordance with negotiated service level agreement(s) within the contract.
7. Hosting: The Selected Proponent will provide suggestions/recommendations for the best database hosting options for the redesigned website. The website host must also provide backup, disaster recovery, and secure file transfer options for the purposes of the redesigned website
8. Ownership: All content, coding and graphics will become the sole property of the Department.

B. MATERIAL DISCLOSURES

N/A

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

Each Proposal must include a completed **Pricing** (Appendix C) that is signed by authorized signatories. Fixed Lump Sum Pricing should include all recurring and non-recurring costs that

the Government will incur over the term of the contract with the Proponent, including start-up costs, installation fees, telecommunication costs, labor, travel, overtime, supplies, shipping, fees, services and any other expense as may be required or necessary to successfully provide the needed services.

Please also complete the Schedule of Unit rates (in Appendix II) and submit it with your proposal. Include all relevant prices and rates (in Bermuda dollars) in the schedule of unit rate sheet. They may be used for determining additions to, and deletions from, the executed contract sum.

3. Other Mandatory Submission Requirements

Each Proposal submitted must include the following in order to be accepted by the Government.

Proposal: The information outlined below is the minimum submission requirement. Proponents may supply additional information if desired. The Proposal, at a minimum, shall be consecutively numbered and consist of:

1. Executive Summary: Each Proposal shall include an introduction to the Proponent's company and an overview of the Proponent's response. The executive summary should include an outline of services offered by the company, a company history, the number of current employees with the company, and any other information about the Proponent that may help the Government better understand the company's capabilities.

2. Proponent Background: If the Proposal contemplates that the complete provisioning of the requirements in the solicitation document will be met by multiple companies, Proponents should provide answers to the following for **each** company in the partnership.

1. How long has your company been in existence?
2. Does your company owe outstanding taxes to the Bermuda Government?
3. Does your company have any pending litigation?
4. How many clients does your company currently service?
5. Does your company have experience working with Government entities?
6. Describe your company's proposed Service Level Agreement
7. Describe the process for providing status information and problem resolution timeframes
8. What is the physical location of the company and the employees who will be provisioning the requirements in the solicitation document?
9. Provide one or more examples of your work with organizations whose customers represent a wide enough spectrum of website design needs.
10. Provide one or more examples of start-to-finish work that helped organizations solve complex needs that included providing simplified ways of curating and surfacing related content.
11. Provide one or more examples demonstrating expertise in web design to drive flexible and responsive design that performs effectively on desktop, mobile and tablets with screens of various sizes and across all operating systems and multiple browsers

3. Description of Services: Each Proposal must include a description of the Services offered by the Proponent.

4. KEY PERSONNEL QUALIFICATIONS AND PROJECT REFERENCES [APPENDIX G] in this section, you should propose the structure and composition of your team. The Proponent should

list the main disciplines of the assignment, the key expert(s) responsible, and the tasks to be addressed by each team member and proposed technical and support staff. The Proponent should also provide CVs for the key staff positions you are proposing for this project.

References: Each Proposal must include three business references. Each reference shall include the name of the organization and the name, title and telephone number of a contact person within the organization.

5. Company's Certificate of Incorporation: in this section, you should provide a copy of your Company's Certificate of Incorporation.

6. Proposal Exceptions: Exceptions that a Proponent may have to any of the requirements found in this RFP must be fully explained and outlined in the Proponent's submitted response in a separate section under the heading "Proposal Exceptions".

7. Assumptions: The Proponent shall list any assumptions made in formulating their Proposal in a separate section under the heading "Assumptions".

8. Additional Information: Additional information not specifically required as a part of our requirements may be provided in a separate section under the heading "Additional Information".

9. Work Plan: In this section you should propose:

- The main activities of the assignment, their content and duration,
- Phasing and interrelations of the main activities, and
- Milestones - including interim approvals by the Department and delivery dates of the documentation.

The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan.

- A list of the final documents, including respondents' data, reports, charts, databases, manuals, and tables to be delivered as the final output, should be included here.
- The work plan should be consistent with the Work Schedule.

10. Agreement to Specifications: By submitting a Proposal, the Proponent agrees to the specifications Deliverables presented except as noted in Proponent's Proposal Exceptions. The contract between the Government and the Selected Proponent will include and fully incorporate the Selected Proponent's Proposal.

11. Certificate of Confirmation of Non Collusion (Appendix E)

Each proposal must include a Certificate of Confirmation of Non Collusion (Appendix E) completed and signed by an authorized representative of the proponent.

12. Local Benefits (Social, Economic and Environmental) (Appendix F)

Each proposal must include a Local Benefits (Social, Economic and Environmental) (Appendix F) completed and signed by an authorized representative of the proponent.

13. Eligibility and Minimum Qualifications

This opportunity is open to proponents who meet these additional terms and conditions described herein.

1. A professional team with the minimum qualifications and necessary equipment capable of performing the services and technical supervision for all activities related to this opportunity:

.1.1 Proponent has proven experience developing websites that utilize current design best practices (including responsive and flexible designs that would suit different devices such as desktops, mobiles, and tablets, and different screen sizes).

.1.2 Proponent must provide sufficient detailed information that demonstrates successful completion of comparable work on similarly complex projects. The candidate must have performed such work for a minimum of three years, either as a company or as the median length of experience of team members if the candidate company has existed for less than three years.

2. The Proponent and the Proponent's subcontractors must meet certain requirements, specified herein, in order to be considered as eligible Proponents for the project.

3. Proponents, sub-contractors and contracting teams which fail to meet the requirements specified herein will not qualify for this project and their Proposal will not be accepted.

4. Proposals submitted by a proponent with subcontractors shall comply with the following requirements:

.4.1 The Proponent shall note the names of proposed subcontractors in their Proposal submission;

.4.2 The Proposal and any contract pursuant hereto shall be signed by the Proponent only; and

.4.3 The Proponent shall be liable, solely, for the execution of the contract in accordance with the contract terms.

5. Proposals submitted by a joint venture of two or more firms as partners shall comply with the following requirements:

5.1 The Proposal and any contract pursuant hereto shall be signed so as to be legally binding on all partners;

5.2 The joint venture shall identify the partner or person(s) who shall be authorised to incur legally binding obligations on behalf of the joint venture. Such authorisation shall be evidenced by a fully executed Power of Attorney, joint venture agreement, resolution of the joint venture or such other documentation as the Government may determine to be acceptable, in its sole discretion;

5.3 All partners of the joint venture shall agree to be held jointly and severally liable for the execution of the contract in accordance with the contract terms; and

5.4 Joint Venture Agreement Proponent is to provide a copy of the agreement entered into by the joint venture partners shall be submitted with the proposal.

D. MANDATORY TECHNICAL REQUIREMENTS

N/A

E. PRE-CONDITIONS OF AWARD

Safety and Health

All works must be carried out in strict accordance with the Bermuda Occupational Safety and Health Act, 1982 and the Occupational Safety and Health Regulations of 2009.

Alcohol, Smoke and Drug-Free Policy

All Government buildings and work sites are designated as alcohol-, smoke- and drug-free.

Confidentiality Agreement

The Selected firm and key individuals may be required to sign a project confidentiality agreement limiting information that may be discussed outside the team.

References: Before awarding any contract, the Government reserves the right to require the proponent to submit such evidence of qualifications as it may deem appropriate. This evidence may concern financial, technical and other qualifications as well as the relevant experience and skills of the Proponent.

Registration: The selected proponent may be required to register with the following:

- The Office of the Tax Commissioner as required by the Payroll Tax Act 1995.
- The Department of Social insurance as required by the Contributory Pensions Act 1970.

Selected Proponents that are consultants are responsible for their own health insurance.

Registration should be concurrent with the commencement of business activities and the selected proponent will be provided with instructions to complete the relevant returns. The Government may advise the proponent of any requirement to register.

Breakdown of Cost by Deliverables

The proponents are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format (see Appendix C – Pricing Section 3). Department shall use the cost breakdown for price reasonability assessment purposes as well as for the calculation of price in the event that both parties have agreed to add new deliverables.

Insurance

The Proponent shall submit evidence with its proposal, such as a copy of a certificate or a letter from its insurers, confirming Third Party Insurance has been retained for the amount shown and for the duration of the Works.

Company Insurance details:

Workers Compensation Insurance carried: BMD\$ _____
Professional Indemnity Insurance carried: BMD\$ _____
Commercial Grade Liability Insurance carried: BMD\$ _____

Bank Reference Details

In case of winning the designated RFP contract, the Proposing Service Provider hereby authorizes the Government to effect all payments to the following Bank account details (Attach your client bank confirmation letter where electronic money transfers take place.)

Name of the Bank:	[insert here]
Branch Name:	[insert here]
Bank Address:	City: [insert here] State/Province/Parish: [insert here] Country: [insert here] Postal Code: [insert here]
Bank ID Qualifier:	[insert here]
Bank ID/Fed Wire / ABA No. (bank account located in USA)	[insert here]
SWIFT Code:	[insert here]
IBAN ((bank account located in Europe)	[insert here]
Bank Account Number:	[insert here]
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Note: Double click on the respective Check Box and click checked in the dialogue box of your choice.

F. RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Details of the criteria follow below.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
1. Experience, qualifications, Management structure and key personnel	40 Points	N/A
2. Relevance of completed projects and demonstrated understanding of the project	10 Points	N/A
3. Proposed methodology, approach and implementation plan.	10 Points	
4. Local Benefits (Social, Economic and Environmental)	10 Points	N/A
Pricing (See Appendix C for details)	30 Points	N/A
Total Points	100 Points	N/A

i. Experience, qualifications, management structure and key personnel

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent;
- (b) a description of its specialized knowledge, skills and experience relevant to the Deliverables; and
- (c) the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise, and structure of the project management control.
- (d) Reputation of organization and staff, credibility, reliability, industry standing, work for Government or others

ii. Relevance of completed projects and demonstrated understanding of the project

The proposal will be evaluated on the following:

- (a) Each proponent is requested to provide three (3) references from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last three (3) years.
- (b) The submitted reference must support the proponent's:
 - a. performance to time and budget constraints of previous projects.
 - b. thoroughness of proposal and ability to meet requirements
 - c. Ability to meet deadlines
 - d. Well-articulated and comprehensive description of offer
- (c) Proposals are to be concise, one PDF file of no more than twenty (20) pages

i. Proposed Methodology, Approach and Implementation plan

- (a) To what degree does the Proponent understand the tasks?
- (b) Have the important aspects of the task been addressed in sufficient detail?
- (c) Are the different components of the project adequately weighted relative to one another?
- (d) Is the proposal based on the project environment and was this data input properly used in the preparation of the proposal?
- (e) Is the conceptual framework adopted appropriate for the task?
- (f) Is the scope of task well defined and does it correspond to the Deliverables?
- (g) Is the presentation clear and is the sequence of activities and the planning logical, realistic and promises efficient implementation to the project?

ii. Local Benefits (Appendix F)

The proposal shall be evaluated on their:

- (a) Engagement of Bermudian workforce during the project
- (b) Use of local businesses in the proponent's supply chain
- (c) Use of local sub-contractors (if applicable)
- (d) Submit Safety and Health record for three years of reporting
- (e) Provide copy of the Environmental Considerations and Policy

APPENDIX E – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

Notes for the Proponent

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive proposals from all persons tendering. In recognition of this principle, each company that submits a tender will be required, by way of the signature of a duly authorized representative of the company, to confirm that the tender has been submitted without any form of collusion.

All proponents must complete and sign a Certificate of Confirmation of Non-Collusion. Any proposals submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the proponent will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the proponent and/or any party involved in the matter.

Any proponent that submits false information in response to a proposal, and any other person or company involved in collusion, may be excluded from tendering for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide proposal, intended to be competitive and that I/We have not fixed or adjusted the amount of the proposal or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any information, other than that contained within the tender pack, or supplementary information provided to all proponents.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

(a) communicating to a person other than the RFP Contact the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or

(b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any proposal to be submitted; or

(c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this tender.

Signed

(1) _____ Title _____ Date _____

(2) _____ Title _____ Date _____

for and on behalf of _____

**APPENDIX F - LOCAL BENEFITS
(SOCIAL, ECONOMIC AND ENVIRONMENTAL)**

Apprenticeships/training positions

Please indicate whether the company has previously or is willing to provide apprenticeships/training positions. If no apprenticeship or training positions exist, indicate. Whether the company provides training to current employees. (Add more lines as needed)

Number	Name	Non	Bermudian	Apprenticeship or Training Provided by your Company (Month/Year)

Number of employees

Please indicate the total number of employees working at the company and the number of Bermudian employees.

Number of Non Bermudians:	
Number of Bermudians:	
Number of Staff:	

Use of Local Businesses in the Proponent's supply chain Yes No.
If yes, please provide explanation_____

Use of Local Sub-contractors (if applicable) Yes No.
If yes, please provide explanation_____

Copy attached Yes_____ No_____

APPENDIX G - QUALIFICATIONS OF KEY PERSONNEL AND REFERENCES

Provide two-page CVs for key personnel that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Name:	[insert here]
Position for this Contract:	[insert here]
Nationality:	[insert here]
Contact Information:	[insert here]
Area of Specialization:	[insert here]
Years of Relevant Experience:	[insert here]
Countries of Work Experience:	[insert here]
Language Skills:	[insert here]
Educational and other Qualifications:	[insert here]
Summary of Experience: Highlight experience in the region and on similar projects.	
Relevant Experience (From most recent):	

Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
e.g. June 2012-January 2015		
Etc.		
References no.1 <i>(minimum of 3):</i>	Name and Title: [insert here] Project: [insert here] Organization: [insert here] Contact Information – Address; Phone; Email; etc.: [insert here]	
Reference no.2	Name and Title [insert here] Project: [insert here] Organization: [insert here] Contact Information – Address; Phone; Email; etc.: [insert here]	
Reference no.3	Name and Title [insert here] Project: [insert here] Organization: [insert here] Contact Information – Address; Phone; Email; etc.: [insert here]	