



Premier Office

Department of Information and Digital Technologies

**Request for Information
For
Digital Government**

Request for Information No.: 2021-001 CAB

Issued: Friday January 22, 2021

Submission Deadline: Friday February 12, 2021 05:00:00 PM AST

1. Introduction

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through the Premier Office is requesting information from interested parties for the purposes of gathering information about the marketplace available resources and technical solutions in order to assist in the determination of a preferred solution and related requirements for future purchasing options or requirements. Respondents are asked to respond to the Government and provide the information requested below.

2. RFI Timetable

Issue Date of RFI	Friday January 22, 2021
No Pre-Bid / Site Meeting	
Deadline for Questions	Friday, January 28, 2021 05:00:00 PM
Deadline for Addenda	Friday, February 05, 2021 05:00:00 PM
Submission Deadline	Friday February 12, 2021 05:00:00 PM

All times listed are in Atlantic Standard Time (AST). The RFI timetable is tentative. It may be changed by the Government at any time, and the Government may choose to waive or extend the Deadline for Questions, Deadline for Addenda, and/or the Submission Deadline.

3. Background

The Government of Bermuda is requesting information from qualified firms for a comprehensive approach for a digital government. The essential function of a central, interoperable system is to provide citizens with a single communication platform for the exchange of data and thus the quality and fast delivery of services. The approach will establish interoperability between various IT systems within Government that support public services provided to citizens and businesses. Preconditions are required and need to be established for communication among existing systems and faster exchange of information between citizens and the Government and its various internal departments, enabling the provision of services by electronic means and the automated transfer and use of large amounts of data stored by the Government.

4. Information Requested

Interested parties may answer questions related to either Enterprise Architecture Services or Government as a Platform or both. Is it expected that the Enterprise Architecture activities will feed into building the Government as a Platform.

a. Comprehensive Enterprise Architecture Services - To achieve a greater alignment between information technology, data analysis and manipulation and business strategies and to guide the process of planning through to designing the Information Technology/Information Systems capabilities of the Government of Bermuda to meet desired organisational objectives and goals. The analysis will help transform the current technology infrastructure and systems for digitalisation efforts into a more cost-effective, scalable and sustainable solution.

1. Do you have experience in Enterprise Architecture Services? Please provide examples and references.
2. Are you able to conceptualise, develop and ensure adoption of Enterprise Architecture, including Business, Information, Application and Technology Architecture layers?
3. Do you have experience in developing a comprehensive understanding of the current processes related to application design, architecture, software development, IT infrastructure, hosting and maintenance, database management, IT security, controls,

document management, system performance and other applied business operations, practices and procedures of the organisation applications?

4. Can you evaluate the efficiency and sustainability of the current business and IT processes, procedures, controls, and methodologies?
5. Can you develop recommendations to ensure scalability and sustainability of the applications, eliminate or reduce software and process inefficiencies, increase productivity, and create new functionalities that benefit a digital government?

b. Government as a Platform – to develop layers of digital Government that form the foundation for government services. This includes:

- a software and ecosystem solution that provides unified and secure data exchange between government entities. The solution should be able to transform processes into executable workflows by connecting them to existing and future IT systems and enterprise applications. The solution should allow for the management of rich data and/or complex workflow around deep data content;
- a digital ID infrastructure; and
- a service layer, accessed through the government platform where any citizen interacting with the service layer can see who has accessed (and why) data that relates to them when they log on, as there is an audit trail of all accesses and changes to the data.

1. Are you able to provide Government as Platform service as described above?
2. Do you have software or can build software that integrates data from all of the source systems and all of the functional and technical requirements? Please provide examples of integration capabilities.
3. Do you have a data layer exchange software that is in production, providing business analytics and reporting for complex operational systems in at least two (2) public entities?
4. Are you able to build an architecture which is flexible enough to allow for the rapid incorporation of new data sources and new functionalities?
5. Have you provided lead services in designing and implementing a Data Analytics Platform or business intelligence system for governments?
6. Do you have experience in redesigning of the Government's IT infrastructure and architecture to create a core, cross-departmental digital platforms for Central Government?
7. Are you able to offer an approach that promotes greater interoperability between IT systems and the Departments that run them?
8. Can you develop a common platform for digital service development that will require technologies that can manage the increase of data created by a digital Government and the influx of connected data?
9. Are you able to offer an end-to-end digitisation solution that offers scanning, indexing, auto-classifying, searching, sharing, and can seamlessly connect records to other enterprise applications?
10. Can data can be automatically extracted and integrated into enterprise systems via an API framework?
11. Do you have data and document management tools to track, manage and store documents and reduce paper?
12. Does the software allow for co-design process solutions with vendors of other open-source products?
13. Does the software support or enable federated data access and use?

5. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by Friday February 12, 2021 05:00:00 PM to the following email address and to the attention of the RFI Contact.

Electronic mail (E-Mail) submissions are accepted at baible@gov.bm. If documents are larger than ten (10) MB please send them within a zip file.

In the subject line of the email, please state the RFP title. Please ensure to send a copy of your proposal in MS Word and/or Adobe PDF format.

Respondents should direct any questions on this RFI process to the same RFI Contact.

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

The original and all copies of the response shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the respondent. This authorisation shall consist of a written authorisation and shall be attached to the Submission Form included in (Appendix A). The name and position held by each person signing the authorisation must be typed or printed below the signature. An Electronic Record of Signature will be accepted in the submission only in accordance with the requirements laid out in the *Electronic Transactions Act 1999*. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the response.

Respondents downloading this file and intending to respond to this RFI are required to register their interest with the RFI Contact by emailing their company name and contact information to:

Mr. Bussie Ible, Computer Services Officer at email baible@gov.bm prior to the Submission Deadline noted in the RFI timetable above.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notices>. Respondents should visit the Government Portal on a regular basis during the procurement process.

APPENDIX A – RESPONDENT SUBMISSION FORM

1. Respondent Information

<p>Please fill out the following form, naming one person to be the respondent's contact for the RFI process and for any clarifications or communication that might be necessary.</p> <p>If the company is incorporated and registered, then a Certificate of Incorporation and a Certificate of Incumbency is required and must be submitted with the Respondent Submission Form.</p> <p><u>Declaration of Interest:</u> The respondent shall provide details of its ownership and/or managerial structure upon request from the Government. The respondent shall also provide a statement of whether or not it has any relevant and material interest relevant to the provision of the Goods and Services. Such statement shall be provided at least annually or if there is any change in the interest of the respondent.</p>	
Full Legal Name of Respondent or Personal/Given Name:	
Representative's Name (Person with Signing Authority) and Title:	
Street Address:	
City, Province/State, Parish:	
Postal Code/Zip Code:	
Country:	
Phone Number with Area Code:	
Respondent's Social Insurance Number issued by the Government of Bermuda:	
Respondent's Payroll Tax Number issued by the Government of Bermuda:	
Respondent's Registration Number issued by the Bermuda Registrar of Companies (if incorporated)	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to create legal obligations between the Government and any of the respondents or their representatives. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the Government to procure any goods or services.

b. RFI Not to Limit the Government's Pre-Existing Rights

This RFI will not limit any of the Government's pre-existing rights. Without limiting the generality of the foregoing, the Government expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;
- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;
- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of the Government that existed prior to the issuance of this RFI.

c. Pricing Information for General Information Purposes Only

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

d. Information in RFI Only an Estimate

The Government and its advisers make no representation, warranty or guarantee as to the accuracy of the information or empirical data contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

e. Parties to Bear Their Own Costs

The Government will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

f. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

g. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

h. Confidential Information of the Government

All information provided by or obtained from the Government in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the Government and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorisation from the Government; and (iv) must be returned by the respondent to the Government immediately upon the request of the Government.

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the Government.

i. Disclosure of Information

The respondent consents to the Government's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission 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 where the Public Access to Information Act 2010 or where an order by a tribunal or court requires the Government to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the Government to advisers retained by the Government for the purpose of reviewing this submission.

The respondent acknowledges that the Government may make public the name of any and all respondents.

j. Governing Law

This RFI process will be governed by and construed in accordance with the laws of Bermuda applicable therein.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Title of Respondent Representative

Date

SAMPLE CERTIFICATE OF INCUMBENCY

The undersigned being the Secretary of the company as named below (the "Company"), a company duly organised and existing under the laws of the Islands of Bermuda and having its registered office as set out below **DO HEREBY CERTIFY** that the following is a true and correct listing of the Directors and Officers of the Company in full force and effect as of the date hereof.

DIRECTORS

List

ALTERNATE DIRECTORS

List

OFFICERS

List

IN WITNESS WHEREOF I have hereunto set my signature in accordance with the By-Laws of the Company.

Company Name:

Date:

Secretary/Director