



**Cabinet Office**

**Ministry of Cabinet Office - Headquarters**

**Request for Information  
For  
Digitalisation of government services**

**Request for Information No.: IDT/2019/D001**

**Issued: Friday October 18, 2019**

**Submission Deadline: Friday November 08, 2019 12:00:00 AM AST**

## 1. Introduction

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through the Cabinet Office is requesting information from interested parties for the purposes of gathering information about the marketplace in order to assist in the determination of 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, October 18, 2019
No Pre-Bid / Site Meeting	
Deadline for Questions	Friday, October 25, 2019 4:00 PM
Deadline for Addenda	Thursday, October 31, 2019 4:00 PM
Submission Deadline	Friday, November 08, 2019 12:00:00 AM

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 seeking information on how an interested contractor/vendor could support the replacement of paper-based processing and delivery with next-generation technologies to serve citizens.

## 4. Information Requested

1. Does your system have a records management system that enables the full lifecycle of enterprise content?
2. 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?
3. Can data can be automatically extracted and integrated into enterprise systems via an API framework?
4. Do you have data and document management tools to track, manage and store documents and reduce paper?
5. Does the application/system include automated tools to support or manage records management function (capture, indexing, classification, and disposition)?
6. Does the application/system use or support Artificial Intelligence technologies to support record management processes?
7. Does the application/system use micro-services for execution or is this a viable option with the solution?
8. Does the application/system incorporate, support, and drive the use of open data standards?
9. Does the application/system allow for co-design process solutions with vendors of other open-source products?
10. Does the application/system support or enable federated data access and use?
11. Does the application/system align with an interoperability framework?

## 5. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by Friday, November 08, 2019 12:00:00 AM to the following email address and to the attention of the RFI Contact.

Electronic mail (E-Mail) submissions are accepted at [bbryce@gov.bm](mailto:bbryce@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.

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. Barrington Bryce, Management Consultant, at email [bbryce@gov.bm](mailto:bbryce@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

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.	
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:	
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 authorization 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.

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Signature of Witness

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Signature of Respondent Representative

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Name of Witness

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Name of Respondent Representative

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Title of Respondent Representative

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Date