



PROCUREMENT NOTICE

This Procurement Notice is issued by the Government of Bermuda (the "Government") to provide summary information in relation to a specific procurement, as detailed below.

1. Subject Matter of Procurement

RFX Title: **Spend Analysis Services**

RFX Number: **OPMP/003/S/2019**

Purchase Type: **Service**

Please note that the request for proposals (RFP) for Spend Analysis Services is cancelled effective immediately Wednesday November 27 2019.

We thank you for your interest.

The Government spends between \$200 to 300 million (depending on capital expenditures) on goods and services annually. Visibility of that expenditure data is instrumental to the senior management and the procurement team's efforts to enable cost-saving, reduce costs, improve efficiency and more actively manage indirect spend across the Government.

The Government wishes to engage a spend analytics service provider who will:

- Perform a Spend Analysis of one fiscal year of Government spend data, which consists of 12 consecutive months.
- Provide visibility of the key information about the Government's spend; suppliers; departments; geographic spend data (local vs international); currency types; contract visibility and transactions, etc., that will be used to inform executive decision making; identify cost savings opportunities; increase efficiency; reduce risk in the procurement of goods and services from third parties and prioritize top spending categories;
- Inform the Government as to how the data exchange will occur and the formatting requirements.
- Deliver data which has been consistently cleaned; duplication removed; normalized; accurately classified; categorized and collated by the third party;
- Deliver an easy to use SaaS-based analytical toolset which provides summary visibility of expenditure data and drills to detail capabilities;
- Provide support, training, and guidance in the utilization of the web-based managed service analytical toolset;
- Ensure that the final analytics generated by this project will enable informed decision making by key users; senior management and procurement and enable the implementation of best practice sourcing.
- Complete the spend analysis process within the shortest possible time.
- Indicate the SaaS tool hosting in their proposal and associated costs.

The successful proponent will deliver the above in their proposed solution to the Government, along with samples of structured reports and access to a reporting dashboard for three or more Government staff.

2. How to Obtain Relevant Documents

All relevant documents for this procurement are posted at <https://www.gov.bm/procurement-notice>.

3. Procuring Entity's Name

Name of Ministry: **Cabinet Office**

Name of Department: **Office of Project Management and Procurement**

4. Contact Information

Mrs J. Horsfield at email procurement@gov.bm

5. Language of Submissions

Unless otherwise indicated, all submissions shall be in English only.

6. Important Dates

Issue Date	Tuesday November 19, 2019
Pre-Bid / Site Meeting	Tuesday December 10, 2019 10:00 AM local time
Deadline for Questions	Thursday December 12, 2019 local time

Deadline for Issuing Addenda	Tuesday December 17, 2019 local time
Submission Deadline	Thursday December 19, 2019 04:00:00 PM local time
Anticipated Final Ranking	Monday January 06, 2020
Contract Negotiation Period	7 calendar days
Anticipated Execution of Agreement	Friday January 31, 2020

All times listed are in Atlantic Standard Time (AST).

7. Location of Submission

Responses to this solicitation shall be submitted to the following location:

Hard Copy Submissions

Cabinet Office

Office of Project Management and Procurement

2nd Floor, General Post Office Building

56 Church Street

Hamilton Bermuda

HM 12

Attention Mrs. J. Horsfield

Re: Proposal – Spend Analysis Services

Electronic mail (E-Mail) submissions are accepted at procurement@gov.bm.

In the subject line of the email, please state the RFP title. Your proposal must be submitted in MS Word and Adobe PDF format. If documents are larger than ten (10) MB please send them within a zip file.

8. Site Visit / Pre-Bid Meeting Details

The Government will conduct a pre-bid teleconference to answer any questions potential bidders may have regarding the procurement process and the Request for Proposal (RFP) content. In this call, we will cover the overview of our requirements, key dates, RFP document sections, appendixes/annexes overview, the mandatory submission requirements, and the RFP communication process.

The teleconference call-in number and participant code will be provided close to the actual pre-bid conference date. This information will be provided within an addendum and the pre-bid conference call should take approximately 1 hour.

Questions need to be sent to procurement@gov.bm before the pre-bid teleconference call. We ask that in the subject line of the email mention the title of the RFP.

Addendums will be published on <https://www.gov.bm/procurement-notice>