



Government of Bermuda
Ministry of The Cabinet Office
Department of Washington DC Office

**Addenda
For
Lobbying Services**

Procurement No.: **0258**

Issued: **June 20 2025**

Submission Deadline: **May 5 2026**

Addenda No, 1

Addenda Type: Questions and Responses

The following addendum supersedes information contained in the solicitation document issued for this procurement to the extent referenced. This Addendum forms part of the solicitation documents and will be subject to all of the conditions set out in the contract conditions.

Questions and Responses to Questions

<p>Question 1:</p>	<p><u>FARA Registration Requirement</u> The RFP requires proof of FARA registration prior to contract award.</p> <ul style="list-style-type: none"> • Can the Authority confirm whether registration may be initiated and completed following selection, but prior to commencement of services, in compliance with applicable U.S. legal requirements?
<p>Answer 1:</p>	<ul style="list-style-type: none"> • A proponent is not required to be registered under FARA at the time of proposal submission. However, where FARA registration is legally required for performance of the services, the successful proponent must complete such registration and provide satisfactory evidence of same prior to contract award and in any event prior to commencing services.

<p>Question 2:</p>	<p><u>FARA Disclosure Scope</u> To ensure compliance with U.S. law,</p> <ul style="list-style-type: none"> • Can the Authority clarify what types of materials or deliverables it anticipates would be intended to influence U.S. government officials and therefore potentially subject to disclosure under FARA?
<p>Answer 2:</p>	<ul style="list-style-type: none"> • The Authority cannot provide legal advice regarding the application of FARA to any particular proponent's activities. Proponents are solely responsible for determining their own compliance obligations under applicable U.S. law. Generally, materials or activities intended to support outreach to, or influence, U.S. government officials, agencies, lawmakers, or public policy outcomes may give rise to disclosure obligations depending on the facts and circumstances.

<p>Question 3:</p>	<p><u>Appendix B – Bermuda-Specific Information</u> Appendix B requests a Social Insurance Number, Bermuda Tax Payroll Number, and Bermuda Company Registration Number.</p> <ul style="list-style-type: none"> • As a U.S.-based company, we do not possess these identifiers. Can we indicate “N/A” for these fields without impacting compliance or evaluation?
<p>Answer 3:</p>	<ul style="list-style-type: none"> • Where requested information is not applicable to a proponent, including in the case of a U.S.-based entity that does not possess Bermuda-specific identifiers, the proponent may indicate “N/A.” Doing so will not, in and of itself, negatively affect compliance or evaluation, provided the submission is otherwise complete and responsive.

<p>Question 4:</p>	<p><u>Pricing Format (Appendix C vs. Statement of Work vs. Pricing Form)</u> Appendix C states that pricing must be provided in Bermuda funds and be inclusive of all applicable duties and taxes, which should be itemized separately. The Statement of Work defines “Monthly Retainer” as a fixed monthly retainer denominated in U.S. dollars, and the Pricing Form indicates that prices are to be quoted in U.S. dollars.</p> <ul style="list-style-type: none"> • Can the Authority clarify what is meant by “Bermuda funds” for submission purposes, and whether this requires pricing to be presented in Bermuda dollars (BMD)? • For proponents electing a monthly retainer model, can the Authority confirm whether pricing should be submitted in Bermuda funds as stated in Appendix C or in U.S. dollars as indicated in the Statement of Work and Pricing Form? • If conversion is required, is there a preferred exchange rate or date to be used? • Additionally, can the Authority clarify what duties or taxes, if any, would be applicable to a U.S.-based firm providing services outside of Bermuda, particularly in light of the Bermuda-specific information requested in Appendix B?
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<p>Answer 4:</p>	<ul style="list-style-type: none"> • For purposes of this RFP, “Bermuda funds” refers to Bermuda dollars (BMD). As the Bermuda dollar is customarily pegged at par with the U.S. dollar, proponents may submit pricing in U.S. dollars (USD) for this engagement, consistent with the Statement of Work and Pricing Form, and such pricing will be evaluated on a 1:1 basis with BMD. • For proponents electing a monthly retainer model, pricing may be submitted as a monthly rate, clearly identifying what services, assumptions, and level of effort are included. • No separate exchange rate or conversion date is required for submission purposes. • With respect to duties and taxes, proponents should include and separately identify any taxes, charges, or similar amounts applicable to their own pricing. If none apply, proponents may state “N/A” or “None.”
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<p>Question 5:</p>	<p><u>Rated Criteria – Social, Economic, and Environmental Factors (30%)</u> The evaluation criteria assign a 30% weighting to Social, Economic, and Environmental Factors.</p> <ul style="list-style-type: none"> • Given that the scope is specifically U.S. federal lobbying services, can the Authority confirm whether this weighting reflects a standard template or if it has been calibrated specifically for this engagement? • Is the proponent required to complete this section if it is not applicable to their services?
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<p>Answer 5:</p>	<ul style="list-style-type: none"> • The evaluation criteria are intentional and form part of the RFP as issued. Proponents should respond to this section to the extent relevant to their business model and proposed service delivery. Where a particular factor has limited applicability, proponents should briefly explain why rather than leaving the section blank.
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<p>Question 6:</p>	<p><u>Communications, Reputation, and Thought Leadership Support (Sections h & i)</u></p> <p>The Invitation to Proponents references required services as government political consulting, government relations, and advocacy services. However, Appendix D includes communications and messaging, and the Lobbying Services Agreement provides a more expanded description of communications, reputation management, and thought leadership support.</p> <p>We also note that Appendix D (Experience, Technical Capacity, and Methodology) references “agents, employees, and subcontractors” who may be involved in providing deliverables, along with their roles and expertise.</p> <ul style="list-style-type: none"> • Can the Authority clarify whether the communications and related services outlined in Appendix D and further detailed in the Lobbying Services Agreement are mandatory components of the engagement for all proponents, or if they are considered ancillary to the core lobbying scope? • Can the Authority confirm whether proponents may rely on subcontractors or partners to deliver portions of the scope, provided their roles and expertise are clearly identified in the submission?
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Answer 6:	<ul style="list-style-type: none">• The core scope of the engagement remains government relations, political consulting, and advocacy services. However, proponents should also address their ability to support related communications, messaging, and thought leadership functions where these are relevant to advancing the engagement objectives. • Proponents may propose the use of subcontractors, partners, or specialist resources for portions of the scope, provided that their roles, qualifications, and areas of responsibility are clearly identified in the submission. The prime contractor will remain responsible for overall contract performance.
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Question 7:	<p><u>Billing Structure / Reporting</u> Given that our firm operates on a fixed monthly retainer rather than hourly tracking,</p> <ul style="list-style-type: none">• Would the Authority accept activity-based reporting in lieu of detailed hourly tracking?• If so, would this eliminate the need to request prior approval to exceed the 25-hour threshold in higher-activity periods?• If the Authority accepts a monthly retainer structure, can the proponent submit Appendix B (Pricing Form) using a “per month” unit rate rather than “per hour”?
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Answer 7:

- **The Authority will accept activity-based reporting under a monthly retainer structure, provided the reporting clearly identifies work performed, meetings and outreach undertaken, issues monitored, deliverables completed, and outcomes achieved during the reporting period.**
- **Where a monthly retainer model is proposed and accepted, detailed hourly billing is not required unless specifically requested. Any material services outside the agreed scope should, however, be identified in advance for discussion and approval as appropriate.**
- **For pricing purposes, proponents proposing a monthly retainer may complete the Pricing Form using a “per month” rate, with supporting explanation.**

Question 8:	<p><u>Insurance Requirements (Appendix D – Pre-Conditions of Award)</u> Appendix D requires proof of insurance, including an endorsement naming the Government as an additional insured, and notes that certificates must be submitted within 10 days after contract award and prior to commencement of work “at the site.”</p> <ul style="list-style-type: none">• Can the Authority clarify whether these insurance requirements apply to proponents providing professional services remotely from outside Bermuda (e.g., U.S.-based federal consulting services)?• If so, can the Authority confirm the specific types and levels of insurance required for such services, and whether the “additional insured” endorsement is still applicable in this context?
Answer 8:	<ul style="list-style-type: none">• Insurance requirements will apply to the successful proponent; however, they will be interpreted in light of the nature of the services being provided.• For professional services delivered remotely from outside Bermuda, the Authority expects insurance appropriate to that service model rather than site-based construction or operational coverage. References to commencement of work “at the site” should not be read as requiring a physical Bermuda site presence for remote consulting services. The successful proponent will be expected to provide evidence of customary and appropriate insurance coverage for professional services, and any endorsement requirements will be addressed as part of contract finalization.

<p>Question 9:</p>	<p><u>Level of Effort / Monthly Hours</u> We are fully prepared to meet the level of effort required to support this engagement. We did, however, want to seek clarification on how the monthly hours are intended to be applied. Given that federal lobbying activity often fluctuates based on congressional schedules and policy developments,</p> <ul style="list-style-type: none"> • Can the Authority clarify whether the 25-hour minimum is a strict monthly requirement, or whether a flexible retainer model—where hours may vary month-to-month but balance over time—is acceptable?
<p>Answer 9:</p>	<ul style="list-style-type: none"> • The stated 25-hour level of effort should be understood as a service expectation for planning and pricing purposes, not as requiring identical monthly utilization in all circumstances. The Authority will accept a retainer model in which activity may fluctuate from month to month, provided the contractor maintains responsiveness, sufficient coverage, and overall support consistent with the proposal and contract requirements.

<p>Question 10:</p>	<p><u>Oral Presentations (Shortlisted Proponents)</u> The RFP notes that shortlisted proponents may be invited to deliver presentations.</p> <ul style="list-style-type: none"> • Will virtual presentations be permitted, or should proponents anticipate in-person presentations at their own expense?
<p>Answer 10:</p>	<ul style="list-style-type: none"> • Shortlisted proponents may be invited to present. The Authority anticipates that presentations may be conducted virtually, though it reserves the right to determine the format and will advise shortlisted proponents accordingly.

<p>Question 11:</p>	<p><u>Timing and Format of Responses</u> The RFP notes that all new information to proponents will be provided by way of addenda.</p> <ul style="list-style-type: none"> • Can the Authority confirm whether responses to proponent questions will be issued via addenda? • Given that the deadline for issuing addenda is April 28, 2026, can the Authority confirm whether proponents should expect responses to clarification questions by that date to allow sufficient time for incorporation into submissions ahead of the May 5, 2026 deadline?
<p>Answer 11:</p>	<ul style="list-style-type: none"> • Responses to proponent clarification questions will be issued by way of addenda, in accordance with the RFP. • The Authority intends to issue any such addenda within the timetable set out in the RFP, including by the stated deadline for addenda issuance.

<p>Question 12:</p>	<p><u>Contract Language – Termination</u> In the event of selection, Mindset requests the inclusion of a mutual termination provision in the agreement.</p> <ul style="list-style-type: none"> • Can the Authority confirm whether it would be amenable to incorporating a mutual termination clause?
<p>Answer 12:</p>	<ul style="list-style-type: none"> • The contract will be awarded substantially in the form issued with the RFP. The Authority may consider commercially reasonable comments from the preferred proponent during contract finalization; however, it does not commit in advance to accepting any specific amendment, including a mutual termination provision.

End of Addenda No, 1