



Request for Expressions of Interest (EOI)

For: The Provision of Recruitment Services to Seek a
Privacy Commissioner

The Ministry of Economic Development, on behalf of,
His Excellency, the Governor

Release Date: June 30, 2017

Closing Date: July 10, 2017

Closing Time: 3:30 p.m ADT



1.0 INTRODUCTION

The Government, on behalf of His Excellency, the Governor, is accepting submissions, in the form of Expressions of Interest (EOI), for the provision of recruitment services to lead a candidate search for the position of Privacy Commissioner for Bermuda.

The Government invites Expressions of Interest responses from interested suppliers indicating their interest in providing said services. The interested suppliers must provide information indicating that they are qualified to perform the said services. All EOI responses are to be submitted in a specified format with additional information to be given as required. Once the EOI responses are received, they will be screened to prepare a short list of suppliers who may be invited to participate in a subsequent procurement process.

PUBLIC ACCESS TO INFORMATION: Any information collected or used by or on behalf of the Government of Bermuda 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.

2.0 BACKGROUND/ OBJECTIVE

The Government has passed the Personal Information Protection Act (PIPA) 2016, which provides important informational privacy rights for Bermuda residents. The PIPA provides for an independent regulator to be appointed in the statutory post of Privacy Commissioner. The Government, in due course, will solicit proposals to provide services for the recruitment of this important and high profile position, that provide the best overall value and quality in the delivery of these services.

REQUEST

Potential suppliers of these services are invited to submit Expressions of Interest by completing the Expressions of Interest Participation Form, located in Appendix A. Suppliers should demonstrate that they possess the qualifications and experience necessary to provide the required services.

Completed Expression of Interest submissions may be delivered by hand or emailed,

no later than: 3:30 p.m. ADT on July 10, 2017, to the

Ministry of Economic Development
Department of ICT Policy and Innovation
3rd floor, Government Administration Building,
30 Parliament Street, Hamilton,
Hamilton, Bermuda. HM12



For submissions delivered by hand, please place the documents in a drop box which can be found upon exiting the elevator and going through the double doors on the left.

For email submissions, the time of receipt will be confirmed by the Government IDT servers and the email address is: ictpolicy@gov.bm. The email should include the subject line: EOI-PCO1-06-2017.

The office hours for the purpose of receiving EOI responses are: 8:45 am to 3:30 pm ADT, Monday to Friday, excluding statutory holidays. Any EOI submissions received at the specific identified location after the closing time will not be considered. Electronic EOI's will be accepted on or before July 10, 2017, by 3:30 pm ADT.

3.0 SCHEDULE OF EVENTS

EOI Release Date:	June 30, 2017
Closing Date and time:	July 10, 2017, 3:30 pm ADT
Deadline for Questions:	July 5, 2017, 3:30 pm ADT

4.0 EOI PROCESS

Stage 1 – The first stage of this process will include an evaluation of submissions to determine the supplier's capability, demonstrated experience, and qualifications necessary to provide the required service.

Stage 2 – A formal RFP will be developed and issued only to those suitably qualified firms selected and whose names have been included on the list of suppliers that will participate in the subsequent procurement process.

5.0 SCOPE OF WORK

Provide recruitment services that include and are not limited to:

- Sourcing suitable candidates from the data protection and privacy arena
- Developing recruitment plans, strategies, documentation, relevant processes
- Undertaking screening, interviewing, etc.
- Providing related services

5.1 Requirement

If you can meet the above requirements and are interested and capable of providing these services, please detail your company's experience as per the Expression of Interest Participation Form located in Appendix A.

Any questions regarding the Scope of Work and/or the EOI process should be sent by email to ictpolicy@gov.bm with the subject line, EOI-PCO1-06-2017-Questions. The deadline for receiving questions is July 5, 2017, by 3:30 pm ADT.



6.0 TERMS AND CONDITIONS

- 6.1** The Government will not be responsible for any costs incurred by a supplier in preparing a submission.
- 6.2** Submission of an EOI shall not obligate, nor should it be construed as obligating the Government to accept any such submission or to proceed further with the project or services. The Government may, in its sole discretion, elect not to proceed with the project, and may elect not to accept any submission for any reason.
- 6.3** All conditions and provisions of this EOI are deemed to be accepted by the supplier and incorporated by reference in the response.
- 6.4** Information pertaining to this initiative obtained by the supplier as a result of responding to this EOI is confidential and must not be disclosed by the supplier except as authorized in writing by the Government.
- 6.5** The responses and any accompanying documentation submitted by a supplier are the property of the Government and will not be returned.



APPENDIX A (2 PAGES)

EXPRESSIONS OF INTEREST PARTICIPATION FORM

Please complete the participation request form, and mail and/or email it on or before
July 10, 2017, 3:30 pm ADT to:

Ministry of Economic Development
Department of ICT Policy and Innovation
3rd floor, Government Administration Building,
30 Parliament Street, Hamilton,
Hamilton, Bermuda. HM12

*For submissions delivered by hand, please place the documents in a drop box which can be found upon exiting the elevator and going through the double doors on the left.

Or by email: ictpolicy@gov.bm with the subject line: EOI-PCO1-06-2017, by July 10, 2017, 3:30 ADT.

Subject Title: **EOI -For The Provision of Recruitment Services to Seek Privacy Commissioner**

Company's Legal Name: _____

Contact Name: _____

Email address: _____

Address: _____

Parish: _____ Postal Code: _____

City: _____ State/Province: _____

Country: _____ Phone Number: _____

Website: _____

EOI Reference Number: PCO1-06-2017 Closing Date: _____

Company's Payroll Tax Number _____ (for Bermuda companies)

Company's Social Insurance Number _____ (for Bermuda companies)



1. As a separate attachment to this form, please include details regarding your company's previous experience in the following:
 - The recruitment of senior positions in the privacy and data protection field
 - The recruitment of senior positions of this type ie Privacy Commissioner or comparable position such as a Regulator
2. Include a summary outlining your company's history and ability to manage and deliver this project or services. (Please note that the timeframe for this assignment is this summer -2017)
3. Include a summary of why you would recommend your company be selected as a provider of this service.
4. Include with your submission, three recent references that can validate your company's experience. Include a description of the service provided and date accomplished.

References:

Name, Title and Phone #	Description of Services Provided and Date Accomplished
1.	
2.	
3.	

5. If a sub-contracting or partnering arrangement is to be proposed for any portion of this project, please provide details outlining the nature of the proposed involvement, the name of the sub-contractor or partner, their history and the nature of the relationship.
6. Provide details regarding any other information you feel may be beneficial to the evaluation.

Signature of Authorised Company Official

Name and Title

Phone Number

Fax Number

Email