



MINISTRY OF PUBLIC WORKS  
TECHNOLOGY HUB  
REQUEST FOR INFORMATION

Request for Information No.: MPW.HQ.RFI-2017.001

Issue Date: October 13, 2017

Submission Deadline: October 31, 2017 - 4:00 P.M. AST.

Submission and Enquiries should be sent as follows:

Designated Contact Person:

Submissions and enquiries should be sent to:

Attention: Claudelle Richardson  
Ministry of Public Works  
General Post Office Building – 3<sup>rd</sup> Floor  
56 Church Street  
Hamilton HM 12

Email: [carichardson@gov.bm](mailto:carichardson@gov.bm)

Phone: 441-297-7699



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## 1. Introduction

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through the Ministry of Public Works is requesting information from interested parties for the purposes of gathering information about the marketplace in order to assist in the determination of future options or requirements. Respondents are asked to respond to the Government and provide the information requested below.

## 2. RFI Timetable

Issue Date of RFI	October 13, 2017
Deadline for Questions	October 27, 2017 4:00 PM Atlantic Standard Time (“AST”)
Deadline for Addenda	October 28, 2017 4:00 PM AST
Submission Deadline	October 31, 2017 at 4:00 PM 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 Ministry of Public Works, Public Works Headquarters, is responsible for, in part, delivering the infrastructure requirements that support, serve and sustain Bermuda’s economy. The Ministry of Public Works is located at The General Post Office Building, 56 Church Street, Hamilton HM 12. In the context of this RFI, the Ministry of Public Works is seeking information regarding vision/concepts, methodology and implementation/delivery of a Technology Hub.

As stated in the “Speech from the Throne” 2017, The Government of Bermuda is issuing a Request for Information to establish a Technology Hub. The purpose of the Tech Hub is to help grow the economy by creating a “supportive environment to tap into the exploding digital economy, which will serve as the platform to create new innovation and businesses for Bermuda. This will allow start-ups in the technology field that require little more than a computer and an Internet connection to use our regulatory environment while developing their new products and services in Bermuda.

## 4. Purpose of RFI/Statement of Need

The Ministry of Public Works is requesting information regarding your company’s vision, products and services, as it relates to the creation, development and delivery of a Technology Hub (Tech Hub). The goal is to grow the economy via the digital economy. The RFI is the first part of a multi-step process. This first phase is to obtain information on vision/concepts, products and services on the creation of the Tech Hub, with additional phases incorporating detailed information RFQs and/or RFPs from those who successfully demonstrate the capability of delivering a Tech Hub.

The Ministry of Public Works reserves the right to cancel the RFI and process at any time and without explanation.

## **5. Definition**

In the context of this RFI, a Tech Hub is a physical space in which startup companies and/ or individuals can gather to receive the support to grow their businesses. It can be also described as a community that nurtures and promotes innovation for startup companies.

The Hub will be a gathering, working and learning place for startup businesses, and will provide a physical venue. At the Tech Hub, the members will also use and have access to the Government's regulatory environment, tax advice, and other government services. The Hub will also serve as a business incubator for introducing, developing and including young people in the tech industry.

## **6. Submission Requirements**

While the Ministry is seeking input from external sources, the Tech Hub will ideally have specific features:

1. Cutting Edge/High speed Internet speed with cost effective rates
2. Telephone and other utilities required for a modern, state of the art office environment
3. Multiple internet connectivity sites for computers and internet
4. Office Space large enough to have interactions with several people simultaneously
5. Break out room(s)
6. Training/learning space
7. Space for mentoring
8. Living facilities
9. Presentation/ Demonstration room
10. Informal meeting area for networking with comfortable, relaxed seating arrangements for group activities
11. Restroom facilities
12. Kitchen facilities
13. Incubator programme
14. Induction process for startup companies

### **Submissions should also include the following:**

- A. A statement of interest
- B. A detailed description of the Tech Hub as envisioned by the respondent
- C. A detailed outline of the respondent's experience, the experience of the key team members and a response to the qualification review criteria

#### D. Three professional references

All communications related to this RFI are to be in writing and are to be directed only to the Designated Contact Person.

Interested persons or entities must not attempt to communicate with an employee, contractor or representative of the Ministry of Public Works, including members of the evaluation committee and members of the public or the media about the information /services described in this RFP, other than as expressly directed or permitted by the Ministry.

### 7. Assessment of Submissions

The Ministry of Public Works will assess each submission based on the criteria identified below:

- A. Years of experience in the industry in which the submission has been made
- B. Relevant experience with the type of project for which the submission is made
- C. Proven capacity to deliver the project requirements
- D. References of similar projects in scope and scale
- E. Team qualifications and experience
- F. Information shared in Respondent Submission Form (Appendix A) below

### 8. Submission Instructions

Respondents are asked to submit their information and the signed Respondent Submission Form by **October 31, 2017 - 4:00 PM AST**.

To the following email address and to the attention of the following RFI Contact.

All Correspondence should be clearly marked in the Subject Line as – RFI Tech Hub, along with the name of the company submitting. Email Size must not exceed 10 MB.

RFI Contact: Claudelle Richardson at [carichardson@gov.bmm](mailto:carichardson@gov.bmm)

Or hand delivered to:

The Ministry of Public Works  
General Post Office Building – 3<sup>rd</sup> Floor  
56 Church Street  
Hamilton HM 12  
Attention: Claudelle Richardson  
Outer package must clearly state: Tech Hub RFI

Submissions should include respondent information and 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.

## **9. Inquiries**

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

Respondents downloading this file and responding are required to register with RFI Contact by emailing their company name and contact information to [carichardson@gov.bm](mailto:carichardson@gov.bm). Amendment/addenda (If any) will be posted at <https://www.gov.bm/procurement-notices>. Respondents should visit the Government Portal website on a regular basis during the procurement process.

**APPENDIX A – RESPONDENT SUBMISSION FORM**

**1. Respondent Information Questionnaire.**

Question	Answer
Full Legal Name of Respondent or Personal Given name	
Company's Mailing and Physical address	
Company's web page	
Company's Phone number (with Area Code)	
Main products/services	
Main market/customers	
Ownership structure with Bermudian ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Company location(s)	
Number of Employees	
Respondent Contact Person Details:	



Name and Title:	
Telephone	
Email	
Description of products or services that can be delivered	
Conditions that are listed in the RFI and cannot be met	
Vision/Concept for Tech Hub	
Description of products or services that are already delivered to customers today,	

and could be comparable to what is requested in this RFI	
Reference customers using comparable products or services (including contact information)	
Reference customers using your products or services today, although they are not comparable with what is requested in this RFI (including contact information)	
Relevant Credentials, qualifications and certificates	

**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 be a formal legally binding Process Contract bidding process. 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 pursue 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 the Country of Bermuda applicable therein.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Respondent Representative

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Name of Respondent Representative

\_\_\_\_\_  
Title of Respondent Representative

\_\_\_\_\_  
Date